



**Regular Meeting Agenda**  
**The Corporation of the Township of North Dundas**

**November 7, 2024, 4:30 PM**  
**636 St. Lawrence St. Winchester, ON**

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This meeting is open to the public and will also be streamed on the Township's [YouTube Channel](#); however, the Township cannot guarantee the quality of the YouTube recording.

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

**SPECIAL MEETING MINUTES**

**Date:** September 26, 2024, 4:30 pm  
**Location:** 636 St. Lawrence St. Winchester, ON

**Council Present:** Mayor: Tony Fraser  
Deputy Mayor: Theresa Bergeron  
Councillor: John Lennox  
Councillor: Gary Annable  
Councillor: Matthew Uhrig

**Staff Present:** Director of Finance/Treasurer: John Gareau  
Director of Development Services: Calvin Pol  
Director of Corporate Services/Clerk: Nancy Johnston  
Deputy Clerk/Communications Coordinator: Natalie Charette  
CAO: Angela Rutley

**1. Call Meeting to Order**

Resolution No. 2024-197

**Moved By:** Councillor Uhrig

**Seconded By:** Deputy Mayor Bergeron

**THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas to consider a complaint regarding the application of the Development Charges Bylaw No. 2022-35, be hereby called to order at 4:30 PM.**

**Carried**

**2. Adoption of Agenda**

Resolution No. 2024-198

**Moved By:** Deputy Mayor Bergeron

**Seconded By:** Councillor Uhrig

**THAT the Agenda be approved as presented.**

**Carried**

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

**4. Development Charges Complainant(s)**

Further to his written complaint, Edwin Duncan addressed Council and felt that the fee he was charged was too high for a small apartment. The balance of the garage will be used for personal storage. Deputy Mayor Bergeron and Councillor Lennox commented that the municipality requires a clearer division between multi-residential units and a single unit.

**5. Action Request**

a. Development Services

1. Development Charges Complaint – E. Duncan

Director Pol presented information regarding the former commercial building. The applicant Mr. Duncan had decided to convert 800 square feet of a commercial space to an apartment, with the remaining space to be used for personal storage. The apartment is separated by a fire wall, and only occupies approximately 17% of the converted space.

Through the Development Charges Act and Development Charges Bylaw, based on the current definitions in the bylaw this unit would qualify as a residential detached dwelling, meaning a residential building consisting of only one dwelling unit, determined by the building official. The definition of apartment in the bylaw speaks about three or more dwelling units, which does not take into account apartments within houses, or in industrial buildings or commercial buildings. Normally, the full application of development charges is paid minus a credit for the conversion of the commercial space.

There are current six categories for costs related to development charges, and there is not one for a small apartment but rather refers to an entire apartment building. The basis of the charge is persons per unit for that type of building multiplied by the development charge rate. Council was presented with four different options on how to move forward with the charges.

Resolution No. 2024-199

**Moved By:** Councillor Uhrig

**Seconded By:** Councillor Lennox

**THAT Council has heard the complaint from Edwin and Francine Duncan regarding the development charges for Change of Use Permit No. 2024-006 and hereby imposes a total development charge of \$1,645.05, in accordance with Section 20(6) of the Development Charges Act.**

**Carried**

6. Ratification Bylaw

Resolution No. 2024-200

**Moved By:** Councillor Annable

**Seconded By:** Councillor Lennox

**THAT Bylaw No. 2024-59 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed, this 26th day of September 2024.**

**Carried**

7. Adjournment

Resolution No. 2024-201

**Moved By:** Councillor Lennox  
**Seconded By:** Councillor Annable

**THAT the Special Meeting be adjourned at 4:46 PM.**

**Carried**

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Mayor

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Clerk



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

REGULAR MEETING MINUTES

Date: September 26, 2024, 4:55 PM  
Location: 636 St. Lawrence St. Winchester, ON

Council Present: Mayor: Tony Fraser  
Deputy Mayor: Theresa Bergeron  
Councillor: John Lennox  
Councillor: Gary Annable  
Councillor: Matthew Uhrig

Staff Present: Director of Finance/Treasurer: John Gareau  
Director of Transportation: Jamie Cheney  
Director of Development Services: Calvin Pol  
Director of Corporate Services/Clerk: Nancy Johnston  
Fire Chief: Kreg Raistrick  
Deputy Clerk/Communications Coordinator: Natalie Charette  
CAO: Angela Rutley

Others: SDG Counties Director of Transportation - Benjamin de Haan  
SDG Counties CAO - Maureen Adams

1. Call Meeting to Order

Resolution No. 2024 - 202

**Moved By:** Deputy Mayor Bergeron

**Seconded By:** Councillor Uhrig

**THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 4:55 PM.**

**Carried**

2. Adoption of Agenda

Resolution No. 2024 - 203

**Moved By:** Deputy Mayor Bergeron

**Seconded By:** Councillor Lennox

**THAT the Agenda be adopted as amended to:**

**That the Title for No. 10 be amended to read Motions/Notice of Motions for consideration at this meeting and that Item 10.1 be moved to after Item 7.1 (a)**

**Carried**

3. Disclosure of Pecuniary Interest and Nature Thereof

NIL

4. Adoption of Minutes

1. Regular Meeting - September 5, 2024

Resolution No. 2024 - 204

**Moved By:** Councillor Uhrig

**Seconded By:** Deputy Mayor Bergeron

**THAT the Minutes of the Regular meeting of Council held on the 5th day of September, 2024 be adopted as presented.**

**Carried**

5. Delegations

Bruce Henbest was joined by Arnold Scheerder to present while other members of the Chesterville Ballroom Dance Group sat in the audience.

The group came to present their activities which includes dance lessons, Saturday night dances, workshops, New Year's Eve party and other social activities, updating a website and sending a bi-weekly newsletter. Over the years approximately 2500 people have participated in their dance lessons, from various age groups. The group wanted Council to be aware of how they contribute to the community and local economy given the upcoming decisions related to the Township facilities.

Council was very supportive of this group and to be made aware of what they do and the level of interest in their programming.

6. Action Requests

1. Clerk

a. Morewood RA vendor fair insurance

Councillor Lennox and Uhrig suggested Committees of Council be brought together and meet with staff so everyone understands the challenges and the expectations when it comes to insurance and other matters affecting the groups.

Resolution No. 2024 - 205

**Moved By:** Deputy Mayor Bergeron

**Seconded By:** Councillor Uhrig

**THAT Council approve up to \$804.08 + HST for special event insurance for the Morewood Vendor fair being held on September 29, 2024;**

**AND THAT the funds be taken from the Township's Advertising budget for community events.**

**Carried**

2. Development Services

a. Draft Plan Approval Extension – Woods Subdivision



This extension is meant to allow extra time to have Woods Development and Construction (7985509 Canada Inc.) start their work, and are hoping to begin fall of 2024.

Resolution No. 2024 - 206

**Moved By:** Councillor Uhrig

**Seconded By:** Deputy Mayor Bergeron

**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 two years, as recommended by the Township Planning Division.**

**Carried**

3. Transportation

a. Budget Amendment No. 2024-06

Council was very supportive of this innovative technology and are eager to see what the outcome will be.

Resolution No. 2024 - 207

**Moved By:** Councillor Lennox

**Seconded By:** Councillor Annable

**THAT Council approve Budget Amendment No. 2024-06 to transfer funds from the Transportation Department’s capital roads budget for Rodney Lane to its capital roads budget for Spruit Road and Sandy Row, with no additional funds required.**

**Carried**

b. Bylaw No. 2024-57– New Assessment Schedule Municipal Drains

Resolution No. 2024 - 208

**Moved By:** Councillor Annable

**Seconded By:** Councillor Lennox

**THAT COUNCIL accept the request for a new assessment schedule for maintenance under RSO 1990, c.D.17, s.76(1); 2006, c.19, Sched. A, s.6(1) of the Drainage Act for the Bilow, South Guy Branch, Moffat Kennedy and East Justus Municipal Drains in the former Township of Winchester;**

**AND THAT Bylaw No. 2024-57 being a Bylaw to appoint Monica Shade of Shade Group Inc. as the Drainage Engineer to prepare a new assessment schedule for maintenance of the Bilow, South Guy Branch, Moffat-Kennedy and East Justus Municipal Drains in the former Township of Winchester, be read and passed in Open Council, signed and sealed this 26th day of September 2024.**

**Carried**

4. Fire

- a. Bylaw No. 2021-45 Fees and Charges Bylaw Amendment

Resolution No. 2024 - 209

**Moved By:** Councillor Annable

**Seconded By:** Councillor Lennox

**THAT Council approve Bylaw No. 2021-45 being a Bylaw to Establish Fees for certain Licences, Permits, Certificates and various services, as amended this 26<sup>th</sup> day of September 2024.**

**Carried**

7. Key Information

1. CAO

- a. Summary of Work in North Dundas

Discussion ensued around Council's commitment to staff, positive employee morale, consideration for remote work and the need for a performance evaluation policy for the CAO. The CAO of the Counties SDG discussed the performance review process for the CAO at the Counties and offered County assistance in this process.

- a. Performance Review Policy for CAO

Resolution No. 2024 - 210

**Moved By:** Deputy Mayor Bergeron

**Seconded By:** Councillor Lennox

**THAT Council instructs the Human Resources Coordinator to work with the Counties SDG to develop a comprehensive policy outlining a process for the performance review of the CAO that includes a 360 degree feedback component; AND THAT a draft of this policy be presented to Council for consideration at the November 7, 2024 regular meeting of Council as a key information report; AND THAT any outstanding performance evaluation for the current CAO be delayed until a performance review policy for the CAO is approved by Council.**

**Carried**

b. Rural Transit Options and Opportunities

A general overview of rural transit projects in Eastern Ontario and beyond was presented.

As a next step, staff recommended that the Township of North Dundas undertake a comprehensive survey to better understand the transit needs of the community. The Township of North Glengarry is supporting a similar survey, a copy of the survey was presented for reference.

Councillor Lennox indicated he would like to serve on a standing committee to review transit options.

2. Fire

a. Fire Protection Grant 2024-25

An update on various Fire Services was presented including information on the OFM grant of \$40,000 (\$10,000 per station) that was submitted for cancer prevention items and free training opportunities offered by Enbridge Gas and the Ontario Fire Marshall.

North Dundas successfully passed the Shuttle accreditation on September 16, surpassing the mark in 2019 by 15 gallons per minute (meaning the rate at which water can flow at a commercial rate). Therefore individuals who live or who have businesses within 8 km of a fire station may be eligible for a decrease in their insurance rates depending upon their provider.

The Fire Service received a grant from Medallion Insurance for additional Fire Prevention Week kits.

3. Development Services

a. Planning Act Changes – 2024 Provincial Planning Statement

Key changes to the Planning Act were presented. These changes include; the timeline of Official Plans (between 20 to 30 years), settlement area expansions (North Dundas will be able to consider settlement area expansions at any time), intensification (planning authorities to maintain minimum targets within built-up areas), employment land, changes to appeal rights (which includes the definition of a "specified person"), pre-consultations are voluntary, on-farm diversified uses, and new additional dwelling unit policies for farms.

8. Consent Agenda

Resolution No. 2024 - 211

**Moved By:** Councillor Lennox

**Seconded By:** Councillor Annable

**THAT all items listed under the Consent Agenda be received and filed for information purposes.**

**Carried**

1. Key Information Reports

- a. Waste Management - Quarterly Activity Summary – June, July, August
- 2. Resolutions
  - a. Town of Bracebridge
  - b. Township of Russell
- 9. Boards and Committees
  - 1. County Council: Mayor Fraser & Deputy Mayor Bergeron
 

They are getting ready for budget and are waiting for information from the City of Cornwall on shared services.
  - 2. Parade of Lights: Mayor Fraser
 

Nothing to report
  - 3. Garden Party Market: Mayor Fraser
 

There is one more event before the Christmas party. The most recent event held at 100 Club Park was a success and the location is proving to be a good venue.

    - a. Minutes April 10, 2024
    - b. Minutes - May 1, 2024
    - c. Minutes - August 7, 2024
  - 4. Art on the Waterfront: Councillor Annable
 

Nothing to report.
  - 5. Chesterville & District Historical Society: Councillor Annable
 

They have taken most of the summer off. Nothing to report.
  - 6. Chesterville Carnival: Councillor Uhrig
 

Nothing to report.
  - 7. Chesterville Green Action Gang: Councillor Lennox
 

Their work was commended and they are still looking for volunteers.
  - 8. Dairyfest: Deputy Mayor Bergeron
 

Estimated between 1000 - 1500 people. Total sponsorship was \$15,850.00 which included the Township donation, the top sponsors were Lactalis, North Dundas Building Supply and Olford Realty. Total profit was \$6,700 this year. Next year may be a dairy day rather than a weekend as it would be less expensive and they are having issues finding the volunteers required to have the event over two days.
  - 9. Downtown Winchester: Councillor Annable/Councillor Uhrig
 

Still waiting for revenue and expense figures to come in.
  - 10. Morewood Recreation Association: Councillor Lennox
 

Councillor Lennox urged individuals to attend the event being held this weekend.

    - a. Minutes - September 12, 2024

10. Motions and Notices of Motions for this Meeting

1. Support for The Town of Plympton-Wyoming and City of Quinte West Resolutions

Deputy Mayor Bergeron spoke to the resolution and are requesting that Council support this.

Resolution No. 2024 - 212

**Moved By:** Deputy Mayor Bergeron

**Seconded By:** Councillor Annable

**THAT Council supports Motion No 24-366 from the City of Quinte West and Motion No.16 from the Town of Plympton-Wyoming regarding the Canada Community Building Fund; AND THAT a copy of this resolution be forward to Municipal Finance Officers Association (MFOA), Association of Municipalities of Ontario (AMO), MP Eric Duncan, MPP Nolan Quinn, Deputy Prime Minister and Federal Finance Minister Chrystia Freeland and all municipalities in Stormont-Dundas-Glengarry.**

**Carried**

11. Council Comments and Concerns

The Grand Parade in support of the Dundas Manor was last weekend and was a successful event. The Mayor thanked the various participants and volunteers who assisted with making the "Winchester Raises the Roof" event a success.

Councillor Lennox suggested a public information session to explain the concept of a crosswalk that is being installed in Hallville Park. Challenges with the installation of the ice was discussed and Councillor Lennox asked for more timely information between staff and Council re: events of this nature.

12. Miscellaneous/Unfinished Business

13. Ratification Bylaw

Resolution No. 2024 - 213

**Moved By:** Councillor Lennox

**Seconded By:** Councillor Annable

**THAT Bylaw No. 2024-59 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed, this 26th day of September 2024.**

**Carried**

14. Adjournment

Resolution No. 2024 - 214

**Moved By:** Councillor Annable

**Seconded By:** Councillor Lennox

**THAT Council adjourn at 6:45 PM 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 1, 2024, 2:45 pm  
**Location:** 636 St. Lawrence St. Winchester, ON

**Council Present:** Mayor: Tony Fraser  
Councillor: John Lennox  
Councillor: Gary Annable  
Councillor: Matthew Uhrig

**Council Absent:** Deputy Mayor: Theresa Bergeron

**Staff Present:** Director of Corporate Services/Clerk: Nancy Johnston (left meeting at 2:51)  
CAO: Angela Rutley  
Human Resource Coordinator/Assistant Administrator: Kirsten Froats (appointed clerk for closed session only)

**1. Call Meeting to Order**

Resolution No. 2024-215

**Moved By:** Councillor Uhrig

**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 2:50 PM.

**Carried**

**2. Adoption of Agenda**

Resolution No. 2024-216

**Moved By:** Councillor Annable

**Seconded By:** Councillor Uhrig

**THAT the Agenda be adopted as presented.**

**Carried**

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

**4. Closed Session**

Resolution No. 2024-217

**Moved By:** Councillor Uhrig

**Seconded By:** Councillor Lennox

**THAT Council proceed to Closed Session at 2:51 PM pursuant to Section 239(2) of the Municipal Act, 2001, Subsection (d) labour relations or employee negotiations;**

**AND THAT Kirsten Froats, Human Resource Coordinator/Assistant Administrator act as Clerk the Closed Session.**

**Carried**

**5. Open Session**

**The Municipal Act, 2001, SO 2001, c 25 requires a Clerk to be present to record, without note or comment, all resolutions, decisions and other proceedings of meetings.**

**The Clerk was not invited back into the meeting once Council returned to Open Session; thus there was no Clerk present for these motions.**

Resolution No. 2024-220

**Moved By:** Councillor Lennox

**Seconded By:** Councillor Annable

**THAT Council return to Open Session at 3:40 PM.**

**Carried**

Resolution No. 2024-221

**Moved By:** Councillor Annable

**Seconded By:** Councillor Lennox

**THAT Staff proceed as directed in Closed Session.**

**Carried**

**6. Ratification Bylaw**

**There was no Clerk present for this motion.**

Resolution No. 2024-222

**Moved By:** Councillor Lennox

**Seconded By:** Councillor Annable

**THAT Bylaw No. 2024-60 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 1st day of October, 2024.**

**Carried**

**7. Adjournment**

**There was no Clerk present for this motion.**

Resolution No. 2024-223

**Moved By:** Councillor Annable

**Seconded By:** Councillor Lennox

**THAT Council adjourn at 3:42 PM to the call of the Chair.**

**Carried**



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Mayor

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Clerk

# Public Meeting

## Zoning By-law Amendment

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Owner/Applicant: Winchester  
Meadows Development Inc.



# Zoning By-law Amendment Public Meeting

1. Objection/Legal information
2. Proposed Zoning Amendment
3. Question Period
4. End of Public Meeting

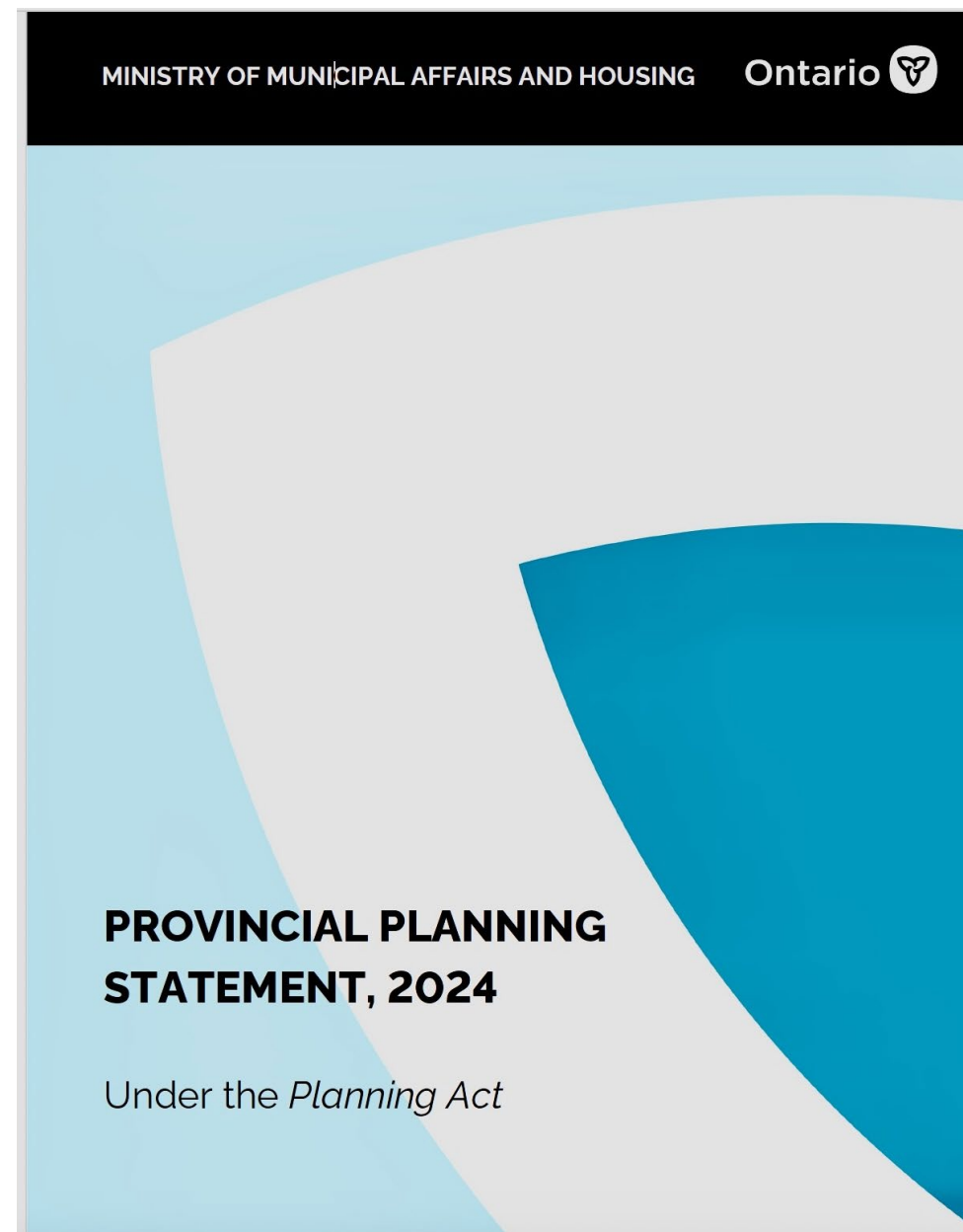
# Zoning By-law Amendment

Only a “**specified person**”, a “**public body**”, or the “**registered owner**”, upon making oral or written submissions at or before this public meeting can appeal the decision of the Council of North Dundas to the Ontario Land Tribunal.

*Planning Act, Section 34(19)*  
**(Bill 185 - June 6, 2024)**

# Note to Council

New Provincial Planning Statement came into effect October 20<sup>th</sup> 2024. The policies of the new statement are considered in this application.





# Public Meeting

## Zoning By-law Amendment

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Application: Rezone a property from “Institutional – Special Exception Two (I-2)” to “Residential Type Three – Holding (R3-h)” Zone to permit residential development.



# Subject Land

## Legally described as:

Plan 34, Part of Blocks 3 and 4, former Village of Winchester, now the Township of North Dundas, County of Dundas, being Part 1 on Reference Plan 8R-5193, municipally known as 465 Ottawa Street, Winchester, Ontario





# Public Consultation

October 17<sup>th</sup>, 2024

- Public meeting sign posted on property
- Notice of Public Meeting mailed to all property owners, agencies, and public bodies with 120m





# Background

**Existing Use:** Vacant Land

**Proposed Use:** Residential development.





# Background

Official Plan:	Residential District
Zoning By-law:	Institutional – Special Exception Two (I-2)
Prop. Zoning:	Residential Type Three – Holding (R3-h)
Area:	Approx. 3.2 acres (1.3 ha)



# Purpose and Effect

## Purpose

- Rezone the subject property from “Institutional - Special Exception Two (I-2)” to “Residential Type Three- Holding (R3-h)”.

## Effect of Approval

- Permit the future development of a small subdivision comprised of single-detached, semi-detached and townhouse dwelling units.

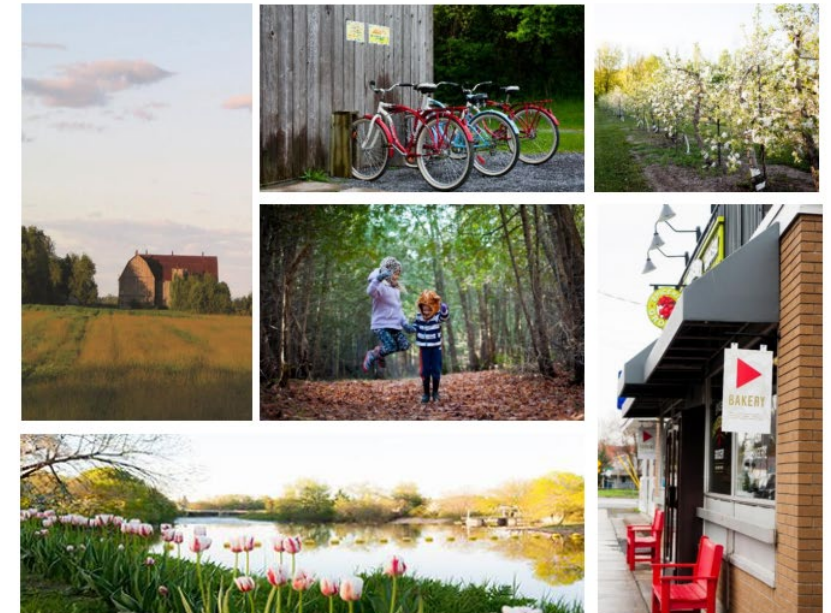
# 2024 Provincial Planning Statement

- Accommodate a range and mix of housing options (2.1.6)
- Provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents (2.2.1)
- Settlement areas shall focus on growth and development (2.3.1.1)



# Official Plan – United Counties of SDG

- Policies support a full range of housing types and densities to meet future growth needs
- Urban Settlement Areas are communities with a diverse mix of land uses
- Full range of low, medium and high-density housing

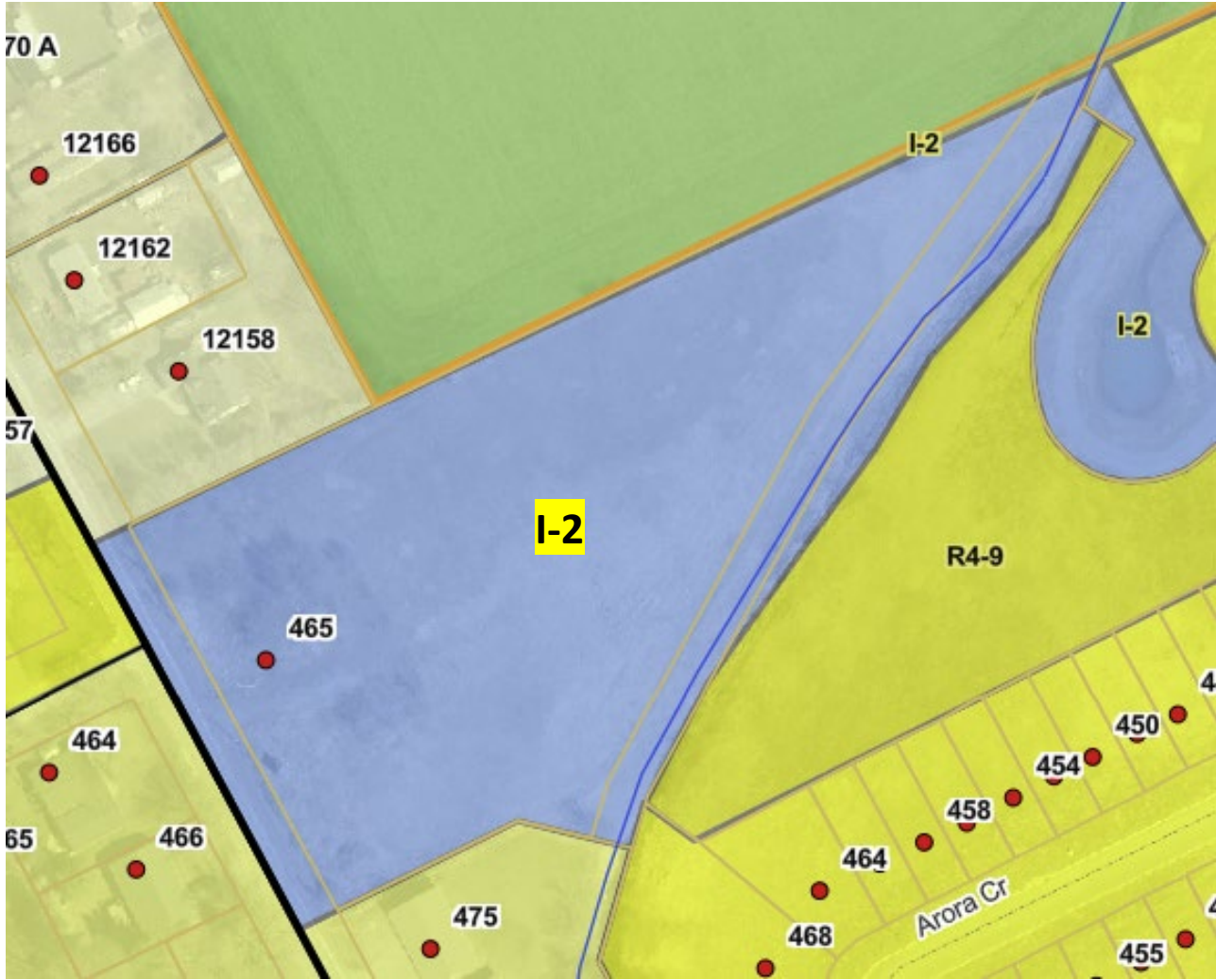


June 2021 Consolidation

*Where Ontario Began*



# Zoning By-law No. 25-96



# Zoning By-law No. 25-96 - Existing

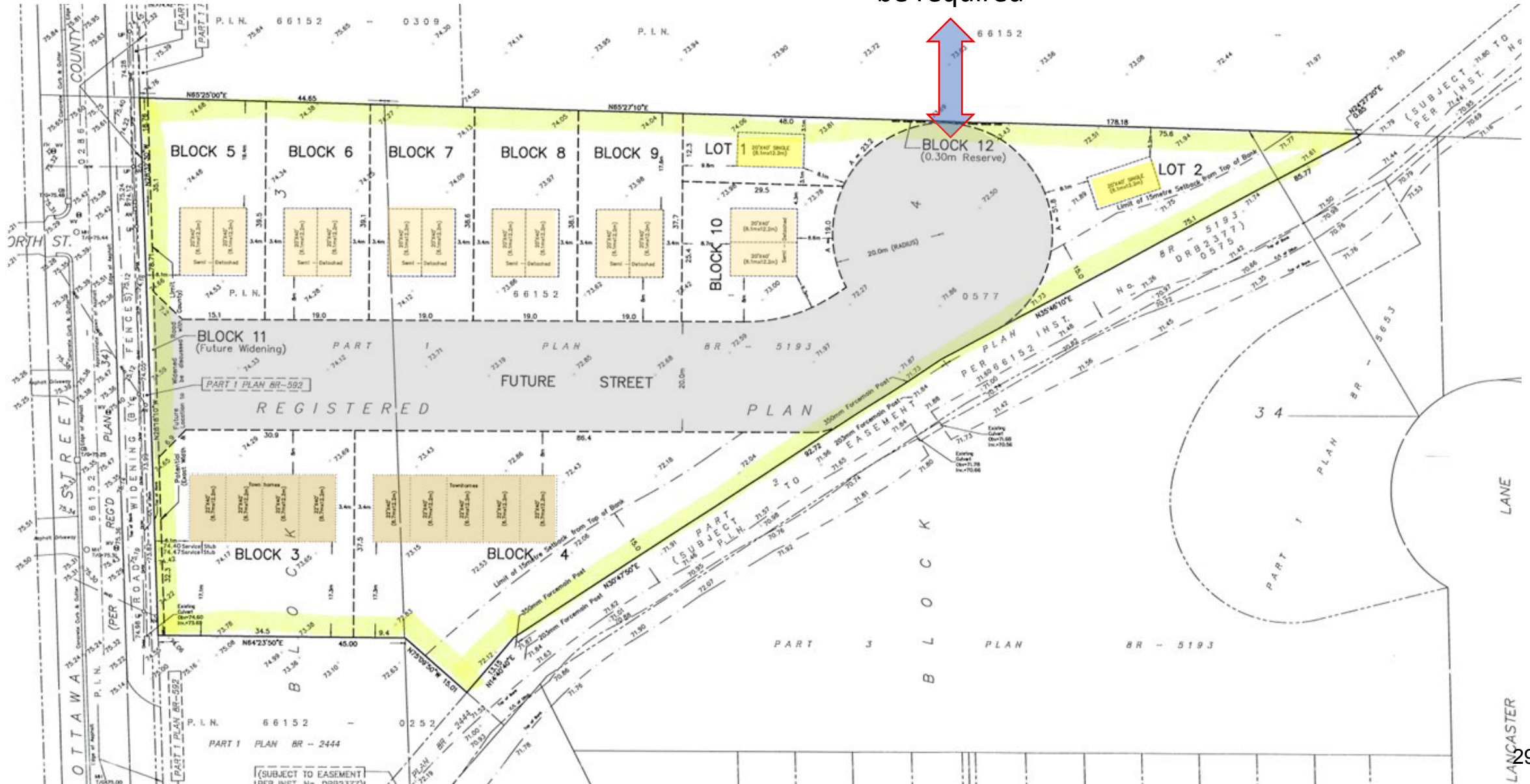
## Institutional – Special Exception Zones (14.1)(c)

### 2) Institutional – Special Exception Two (I-2)

Notwithstanding the provisions of subsection 14.1(a) to the contrary, on lands zoned I-2, a “Seniors’ Retirement Residence” is also permitted.

# Draft Site Plan

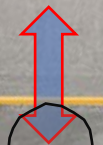
A connection will be required







A connection will be required



# Comments Received

## COMMENTS FROM MINISTRIES AND PUBLIC BODIES

- SNC inquired as to whether a site plan application or plan of subdivision would be submitted.

## COMMENTS FROM THE PUBLIC

- Query regarding R3 permitted uses and zone requirements. Query regarding types of development controls in place and opportunities for public to provide comment.
- Request to review all documents submitted and details of draft proposal including number of units and development timelines.

# Comments Received

## COMMENTS FROM THE PUBLIC

- R3 allows for townhouses but not apartment buildings? – **correct.**
- Consideration for impacts to infrastructure (water, sewer, garbage, emergency services) – **will be considered during subdivision review.**
- Will sidewalks along Ottawa St. extend past Queen St.? – **Township and SDG Counties to determine sidewalk extension feasibility.**
- Will proposed entrance align with North St.? – **entrances and access points will be considered during subdivision review (County Road).**
- Consideration of environmental impact on the Annable drain? – **will be considered in South Nation Conservation's review during the subdivision review.**

# Comments

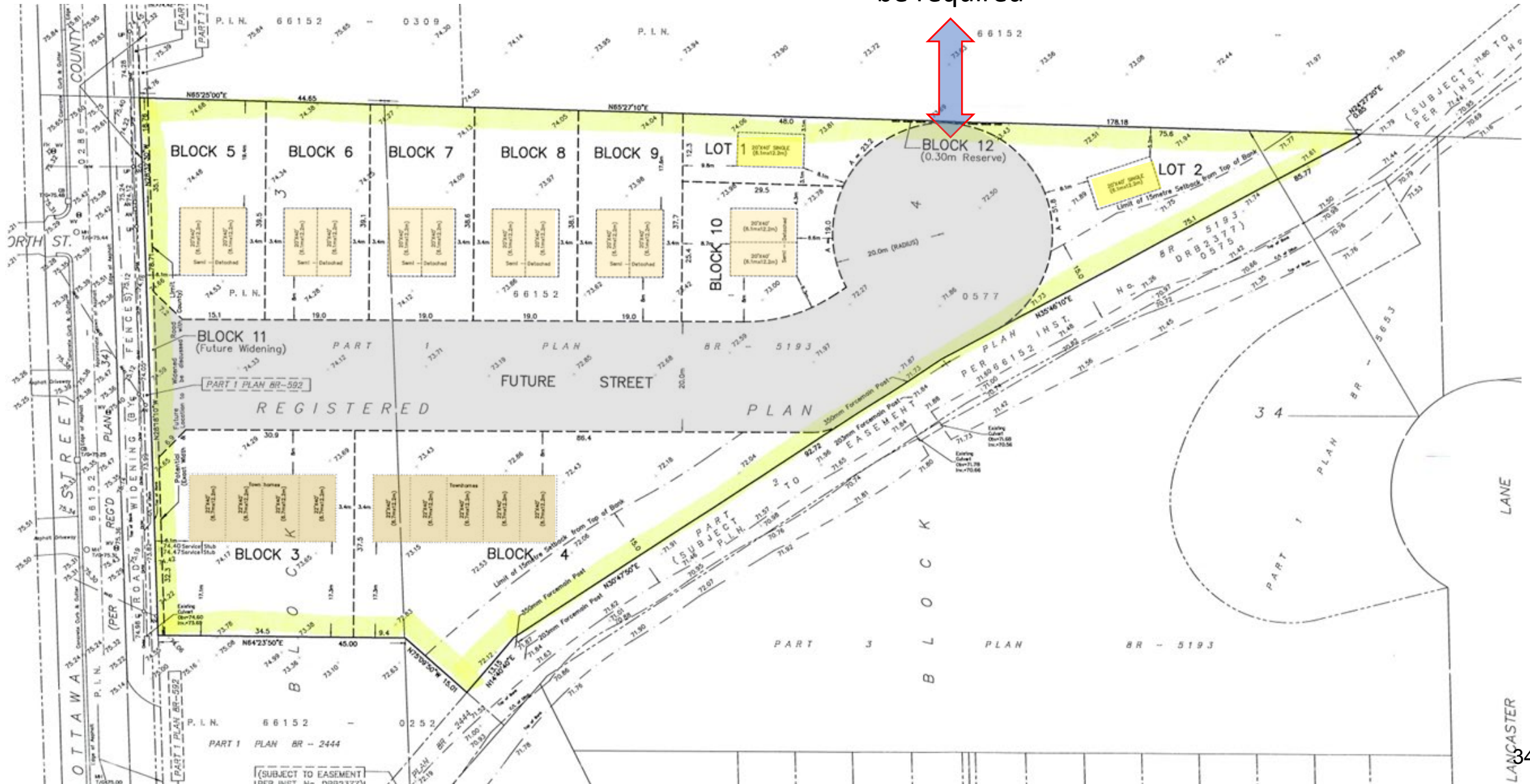
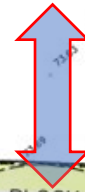
## QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC PRESENT

Members of the public are asked to state their name and address for the Clerk to record before providing any comments on the proposed zoning amendment.



# Draft Site Plan

A connection will be required





## **ACTION REQUEST – BYLAW**

Development Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-71 Zoning Amendment 465 Ottawa St Winchester Developments Inc.**

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### **RECOMMENDATION:**

**THAT Bylaw No. 2024-71 being a Bylaw to amend the former Village of Winchester Zoning No. By-law 25-96, as amended, for the property legally described as Plan 34, Part of Blocks 3 and 4, being Part 1 on Reference Plan 8R-5193, in the former Village of Winchester, now the Township of North Dundas, County of Dundas municipally known as 465 Ottawa Street, Winchester, Ontario be read and passed in Open Council, signed and sealed this 7<sup>th</sup> day of November, 2024.**

### **BACKGROUND:**

- September 24, 2024, the Township received a Zoning By-law Amendment application from Winchester Meadows Development Inc. to rezone their property at 465 Ottawa Street to permit residential development.
- September 24, 2024, Director of Development Services accepted the application as complete in accordance with Bylaw No. 2024-19.
- October 17, 2024, notices of the public meeting were mailed to all property owners within 120 metres of the subject land.
- October 17, 2024, a sign was posted on the property.
- November 7, 2024, Public Meeting Scheduled for 4:30 pm

The applicant has requested a zoning amendment from the former Village of Winchester Zoning By-law No. 25-96 to rezone the property from the Institutional – Exception Two (I-2) Zone to the Residential Type Three - Holding (R3-h) Zone. The proposed Zoning Bylaw Amendment would rezone the property at Plan 34, Part of Blocks 3 and 4, being Part 1 on Reference Plan 8R-5193, to permit mixed residential development. A detailed planning report is attached.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

Vacant land property tax rates will change when the subdivision is registered.

**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 5 - Range of Housing

**OTHERS CONSULTED:**

Applicant

CAO

CBO

Director of Public Works

**ATTACHMENTS:**

Planning Report

Draft Bylaw No. 2024-71

**BYLAW No. 2024-71**  
**EXPLANATORY NOTE**

***Purpose and Effect of the Bylaw***

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The Township of North Dundas has received an application to amend the former Village of Winchester Zoning By-law No. 25-96 to rezone a property to permit a residential development.

The lands affected by this amendment are described as Plan 34, Part of Blocks 3 and 4, former Village of Winchester, now the Township of North Dundas, County of Dundas, being Part 1 on Reference Plan 8R-5193, municipally known as 465 Ottawa Street, Winchester, Ontario.

If the proposed By-law amendment is adopted, the subject land will be rezoned from “Institutional – Special Exception Two (I-2)” Zone to “Residential Type Three – Holding (R3-h) Zone.

The property/land to which the proposed Zoning By-law amendment applies will be the subject of a plan of subdivision application under the *Planning Act*.

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**Applicant/Owner:**  
Winchester Meadows Development Inc.

**Roll Number:**  
0511-018-003-28000



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

**BYLAW No. 2024-71**

***Being a Bylaw to Amend the former Village of Winchester  
Zoning By-law No. 25-96, 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 bylaws regulating the use of lands and the erection of buildings thereon;

**AND WHEREAS** By-law No. 25-96, as amended, regulates the use of land and the use and erection of buildings and structures within the former Village of Winchester, 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. 25-96, as amended; insofar as they relate to certain lands to which said Bylaw applies as hereinafter set forth;

**AND WHEREAS** the matters set out in this Bylaw are deemed to be in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry and the 2024 Provincial Planning 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 Plan 34, Part of Blocks 3 and 4, being Part 1 on Reference Plan 8R-5193, former Village of Winchester, now Township of North Dundas, County of Dundas (PIN # 661520577).
- 2.0** That Schedule “A” of (former Village of Winchester) Zoning By-law No. 25-96 is hereby amended as follows:
  - 2.1** That the area affected by Section 1 and shown on Schedule “1” of this Bylaw, shall henceforth be zoned “Residential Type Three - Holding (R3-h)” and shall cease to be zoned “Institutional – Special Exception Two (I-2)”
- 3.0** Subject to the giving of Notice of Passing of this Bylaw, in accordance with Section 34(18) of the *Planning Act, R.S.O. 1990*, as amended, this Bylaw 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.
- 4.0** All other applicable provisions of the former Village of Winchester Zoning By-law No. 25-96, as amended, shall continue to apply.

**READ and passed in Open Council, signed and sealed this 7<sup>th</sup> day of November, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

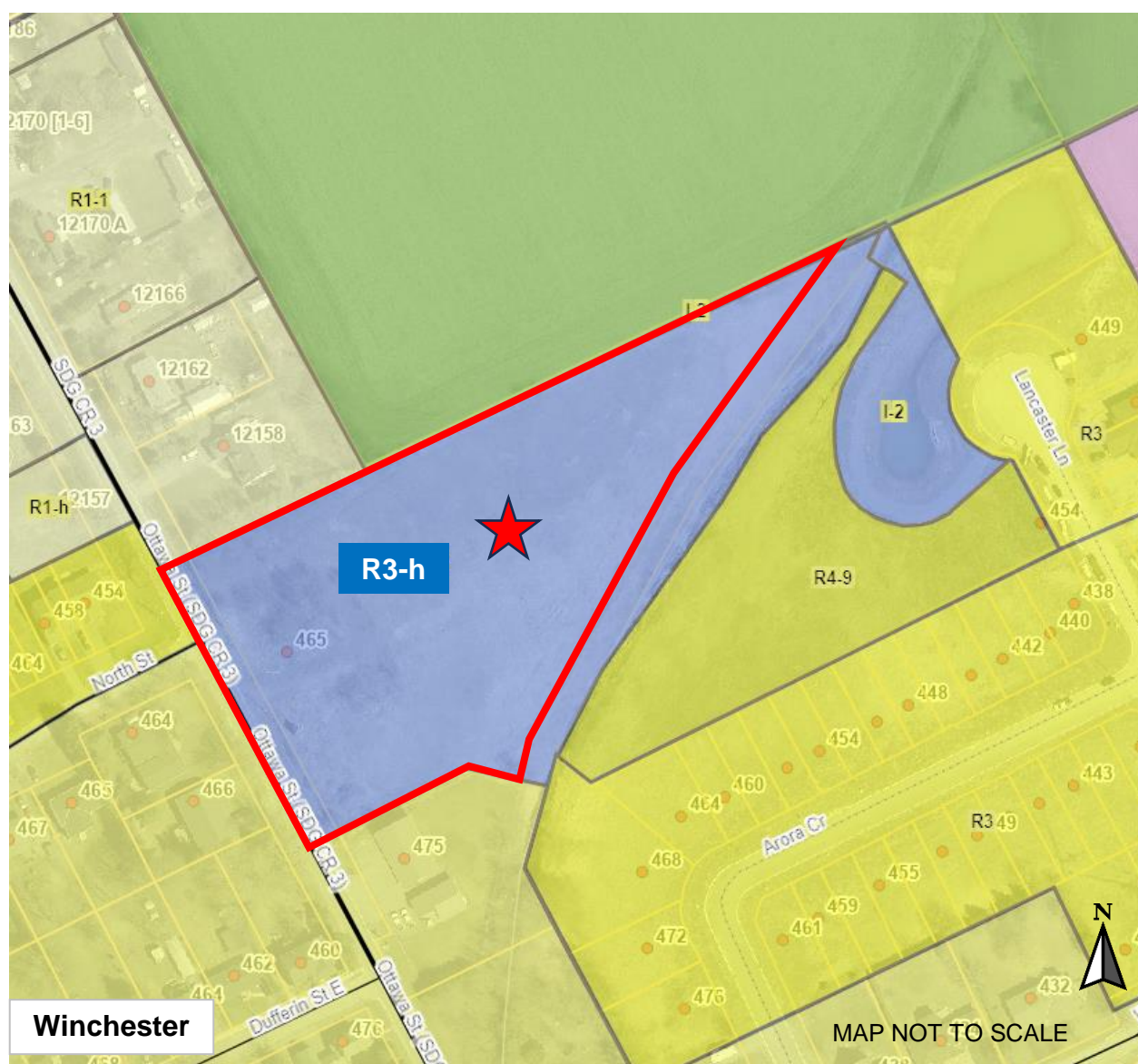
**SCHEDULE “1”**

**BYLAW No. 2024-71**

***Enacted by the Council of The Corporation of the Township of North Dundas this 7<sup>th</sup> day of November, 2024.***

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

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



**Area to be rezoned from:**

**“Institutional – Exception Two (I-2)” to “Residential Type Three (R3-h)”:**



Plan 34, Part of Blocks 3 and 4, former Village of Winchester, now the Township of North Dundas, County of Dundas, being Part 1 on Reference Plan 8R-5193, municipally known as 465 Ottawa Street, Winchester, Ontario (PIN # 661520577).



## Planning Report

<b>Re:</b>	Rezoning Request by Winchester Meadows Development Inc. for a property legally described as Plan 34, Part of Blocks 3 and 4, former Village of Winchester, now the Township of North Dundas, County of Dundas, being Part 1 on Reference Plan 8R-5193, municipally known as 465 Ottawa Street, Winchester, Ontario.
<b>Date of Meeting:</b>	November 7, 2024
<b>Official Plan:</b>	Residential District
<b>Current Zoning:</b>	Institutional Zone – Exception Two (I-2)
<b>Proposed Zoning:</b>	Residential Type Three – Holding (R3-h)
<b>Subject Area:</b>	Approximately 12,949.9 m <sup>2</sup> (3.2 acres)
<b>Existing Use:</b>	Vacant Land
<b>Proposed Use:</b>	Residential development.

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### 1. Purpose:

The Township of North Dundas received a site-specific application to amend the former Village of Winchester Zoning By-law No. 25-96, as amended, to rezone the subject property from “Institutional Zone – Exception Two (I-2)” to “Residential Type Three - Holding (R3-h)” zone.

The purpose of this amendment is to rezone the property at 465 Ottawa Street, to permit residential development. Initially, the subject property was zoned “Institutional – Exception Two (I-2)” to permit the construction of a nursing home. However, the owner was not able to secure the provincial approvals to own and operate a nursing home. As a result, the owner now wishes to move forward with a small plan of subdivision, with a mix of residential housing types (single detached, semi-detached and townhomes).



## 2. Background:

The subject lands encompass a 3.2 acre parcel fronting on Ottawa Street that is currently vacant land, as depicted in Figures 1 and 2. The lands are located at the edge of the Village of Winchester Settlement Boundary, within the United Counties of Stormont, Dundas and Glengarry's Official Plan (Land Use Schedule A1), Figure 3. The current use of the subject lands is vacant land. The primary uses surrounding the lot are agricultural uses to the north, and existing and future residential development to the east, south and west. The current Institutional zoning of the property, as shown in Figure 4, was to allow for a "Seniors' Retirement Residence",



Figure 1: Subject property, 465 Ottawa Street.

as per Section 16.3.2 of the former Village of Winchester Zoning Bylaw No. 25-69. A "Seniors' Retirement Residence" is defined as: *A residence providing accommodation primarily for retired persons or couples where each private bedroom or living unit has a separate private bathroom and separate entrance from a common hall but where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may be provided.*



Figure 2: 465 Ottawa St. site visit.

The rezoning of the subject lands would support housing growth at a higher density and intensity, aligning with Priority Five of the strategic plan. As part of the application for zoning amendment, the applicant submitted a preliminary development plan for the property. The proposed development plan encompasses a new roadway with a mix of single-detached, semi-detached and townhouse dwelling units with consideration for stormwater management and future connections north of the subject lands, as depicted in Figure 5. The subject lands are located within the urban settlement boundary adjacent to established and new areas of residential growth, steps from Main Street and downtown Winchester.

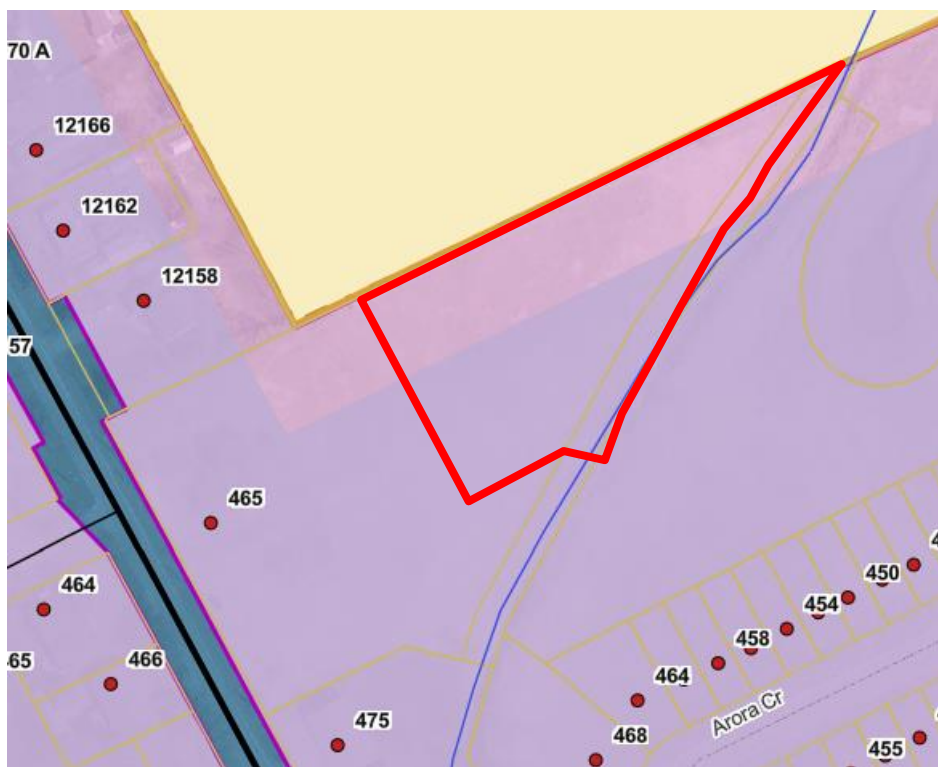


Figure 3: Official Plan Designation - Residential District within the Village of Winchester Settlement Boundary

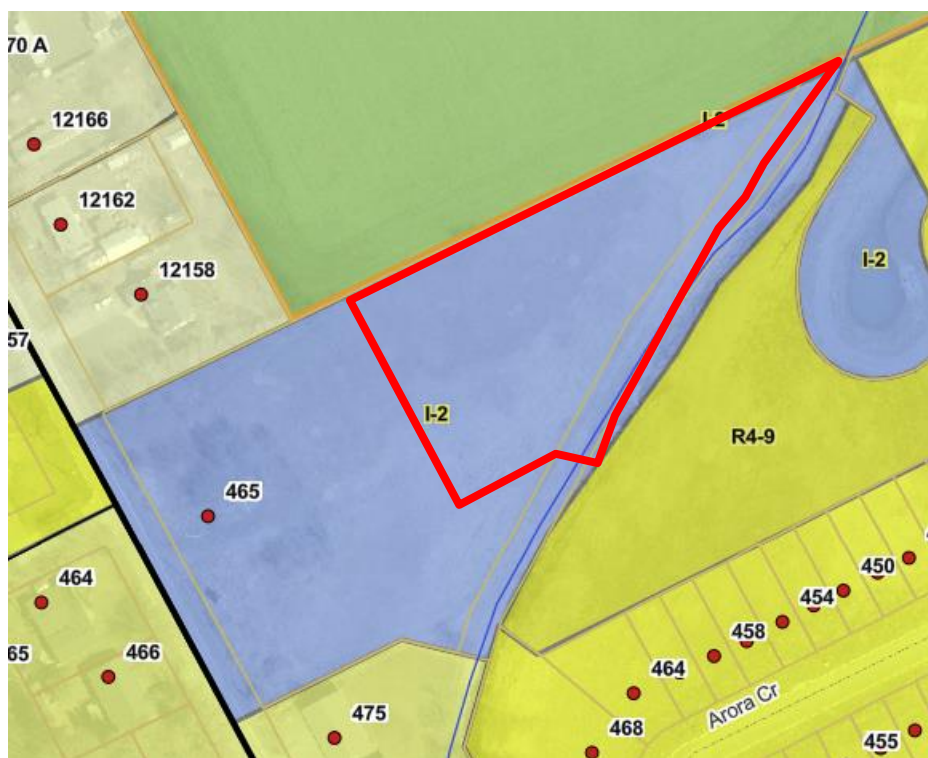


Figure 4: Current Zoning, Institutional Zone - Exception Two (I-2)



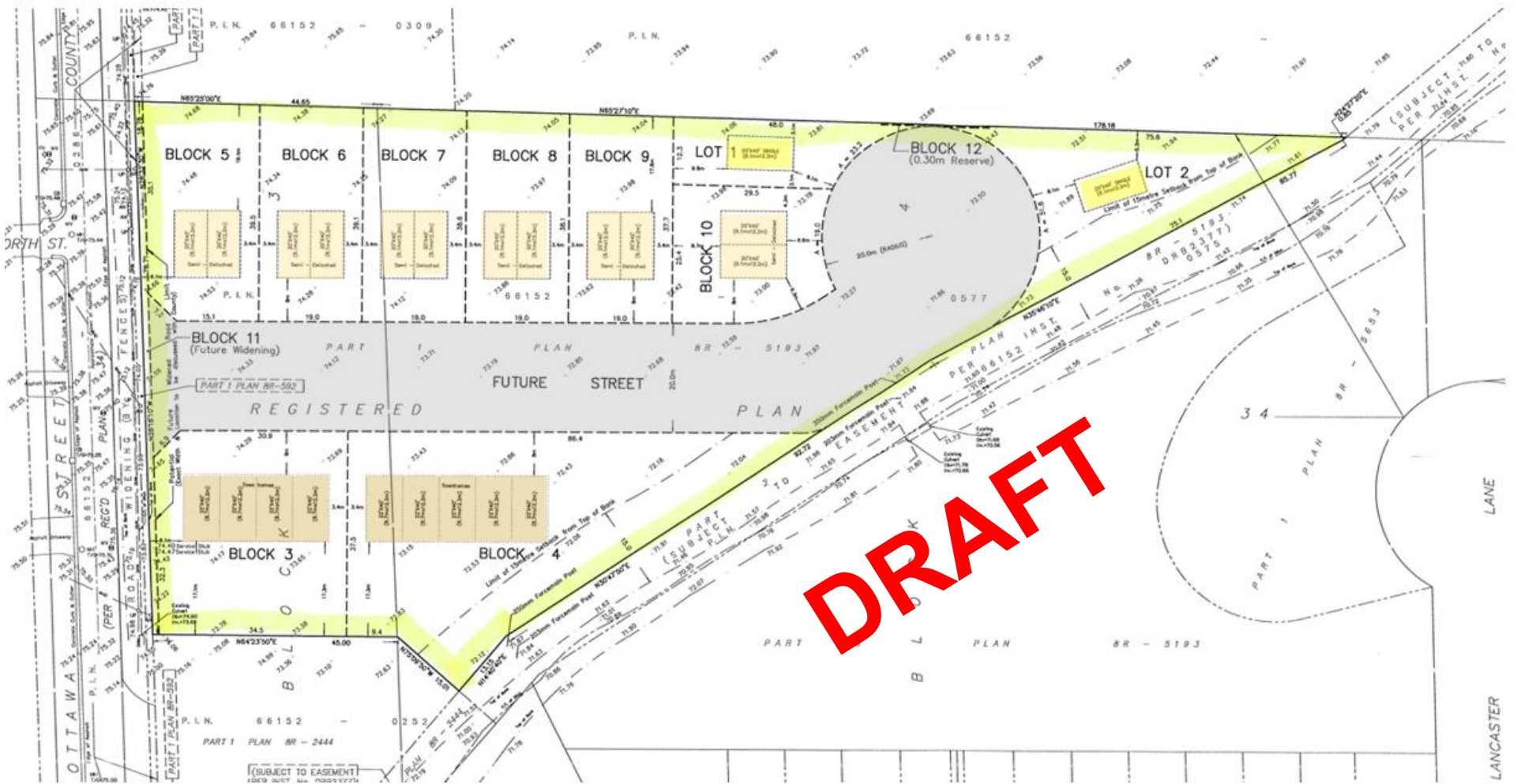


Figure 5: Preliminary Site Plan

### 3. Policy Direction:

#### 3.1 Provincial Planning Statement (2024) (PPS):

As of October 20, 2024, the Planning Act requires that all decisions of Council affecting planning matters “shall be consistent with” the Provincial Planning Statement (2024).

Relevant excerpts are as follows:

##### 2.1 **Planning for People and Homes**

2.1.6 Planning authorities should support the achievement of complete communities by:

- a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;
- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

##### 2.2 **Housing**

2.2.1 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
- b) permitting and facilitating:
  - 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
  - 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional

sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;

- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

### 2.3. **Settlement Areas and Settlement Boundary Expansion**

#### 2.3.1

1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and e) are freight-supportive.

3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

### **3.2 United Counties of Stormont, Dundas and Glengarry Official Plan:**

The land subject to this amendment is designated as a Residential District within the Urban Settlement Area in the United Counties Official Plan.

Relevant excerpts are as follows:

#### 3.2.1.4

##### Characterization of Urban Settlement Areas

Urban Settlement Areas are communities with a diverse mix of land uses and full or partial municipal sewage and water services. These communities are the primary settlement areas for future development. Land division will primarily be by plan of subdivision.



Table 3.5 Designations and Associated Permitted Uses

Residential District

- Full range of low, medium and high-density housing
- Specialized housing types (e.g. group homes, crisis care, social assisted, additional residential units)
- Neighbourhood serving uses (e.g. convenience commercial, open space, institutional)

### 3.3 Zoning By-law 25-96:

#### 8.0 RESIDENTIAL TYPE 3 (R3) ZONE

##### 8.1 Permitted Uses

##### 1. Residential Uses

- single detached dwelling house
- semi-detached dwelling house
- duplex dwelling house
- street townhouse
- planned unit townhouse
- multiple dwelling house
- triplex
- fourplex

##### 2. Non-Residential Uses

- church in accordance with Section 15
- other uses in accordance with Section 4

##### b) Zone Provisions

##### 1. SINGLE DETACHED DWELLING HOUSE

- |  |                     |
|--|---------------------|
| 1. Lot Area (minimum)  | 420 m <sup>2</sup>  |
| 2. Lot Frontage (minimum)  | 12 m                |
| 3. Front Yard Depth (minimum)  | 6 m                 |
| 4. Exterior Side Yard Width (minimum)  | 6 m                 |
| 5. Interior Side Yard Width (minimum)  |                     |
| 3 m on one side, with a minimum aggregate of 4 m for both yards, except where a garage or carport is attached to the main building or the lot is a corner lot, the minimum shall be 1m |                     |
| 6. Rear Yard Depth (minimum)   | 8 m                 |
| 7. Dwelling Unit Area (minimum)  | 74.5 m <sup>2</sup> |
| 8. Landscaped Open Space (minimum)   | 30%                 |
| 9. Height of Building (maximum)  | 11 m                |
| 10. Accessory Uses, Parking, Etc. in accordance with Section 4   |                     |

## 2. SEMI-DETACHED DWELLING HOUSE

1. Lot Area (minimum) 325 m<sup>2</sup>
2. Lot Frontage (minimum) 9 m
3. Front Yard Depth (minimum) 6 m
4. Exterior Side Yard Width (minimum) 6 m
5. Interior Side Yard Width (minimum)  
3 m on one side except where a garage or carport is attached to the main building the minimum shall be 1m, and nil on the other side
6. Rear Yard Depth (minimum) 8 m
7. Dwelling Unit Area (minimum) 65 m<sup>2</sup>
8. Landscaped Open Space (minimum) 30%
9. Height of Building (maximum) 11 m
10. Accessory Uses Parking, Etc. in accordance with Section 4

## 3. DUPLEX DWELLING HOUSE

1. Lot Area (minimum) 465 m<sup>2</sup>
2. Lot Frontage (minimum) 15 m
3. Front Yard Depth (minimum) 6 m
4. Exterior Side Yard Width (minimum) 6 m
5. Interior Side Yard Width (minimum)  
3 m on one side with a minimum aggregate of 4 m except where a garage or carport is attached to the main building or the lot is a corner lot, the minimum shall be 1 m
6. Rear Yard Depth (minimum) 8 m
7. Dwelling Unit Area (minimum)  
46.5 m<sup>2</sup> plus 9.5 m<sup>2</sup> for each bedroom
8. Landscaped Open Space (minimum) 30%
9. Height of Building (maximum) 11 m
10. Accessory Uses, Parking, Etc. in accordance with Section 4

## 4. TRIPLEX/FOURPLEX

1. Lot Area (minimum) 600 m<sup>2</sup>  
Or 232m<sup>2</sup> average per dwelling
2. Lot Frontage (minimum) 30 m
3. Front Yard Depth (minimum) 6 m
4. Exterior Side Yard Width (minimum) 6 m
5. Interior Side Yard Width (minimum) 3 m
6. Rear Yard Depth (minimum) 8 m
7. Dwelling Unit Area (minimum)  
46.5 m<sup>2</sup> plus 9.5 m<sup>2</sup> for each bedroom
8. Landscaped Open Space (minimum) 30%
9. Height of Building (maximum) 11 m
10. Accessory Uses, Parking, Etc. in accordance with Section 4

## 5. STREET ROW DWELLING HOUSE

	1. Lot Area (minimum)	183 m <sup>2</sup>
2021-27	2. Lot Frontage (minimum)	6 m
2021-27	3. Front Yard Depth (minimum)	7 m
	4. Exterior Side Yard Width (minimum)	6 m
2021-27	5. Interior Side Yard Width (minimum) except that the minimum yard width adjoining an end unit shall be 2m	Nil
2021-27	6. Rear Yard Depth (minimum)	7.5 m
	7. Dwelling Unit Area (minimum) 46.5 m <sup>2</sup> plus 9.5 m <sup>2</sup> for each bedroom	
	8. Landscaped Open Space (minimum)	30%
	9. Height of Building (maximum)	12.5m or 3 storeys
	10. Accessory Uses, Parking, Etc. in accordance with Section 4	

## 6. PLANNED UNIT TOWNHOUSE

	1. Lot Area (minimum)	600 m <sup>2</sup>
	2. Lot Frontage (minimum)	30 m
	3. Front Yard Depth (minimum) 7.5 m for lots with no sidewalks or 6.5m for lots with sidewalks	
	4. Exterior Side Yard Depth (minimum)	6 m
	5. Interior Side Yard Width (minimum)	3 m
	6. Rear Yard Depth (minimum)	8 m
	7. Dwelling unit Area (minimum) 46.5 m <sup>2</sup> plus 9.5 m <sup>2</sup> for each bedroom	
	8. Landscaped Open Space (minimum)	30%
2021-27	9. Height of Building (maximum)	12.5 m (maximum 3 storeys)
	10. Accessory Uses, Parking, Etc. in accordance with Section 4	
	11. Maximum Density: one dwelling unit per 168 m <sup>2</sup> lot area	
	12. Privacy Yards Privacy yards shall be provided for each planned unit townhouse dwelling in accordance with the following provisions and shall be measured as though each dwelling unit is located on a separate lot:	
	1. Front Yard Depth (minimum)	6 m
	2. Exterior Side Yard Width (minimum)	6 m
	3. Interior Side Yard Width (minimum) except that the minimum yard with adjoining an end unit shall be 1 m	Nil
	4. Rear Yard Depth (minimum) The privacy yard may be included in yard requirements of Section 8.2.5.3 to 8.2.5.6 inclusive.	8 m

## 7. MULTIPLE DWELLING HOUSE

- |  |                    |
|--|--------------------|
| 1. Lot Area (minimum)  | 600 m <sup>2</sup> |
| 2. Lot Frontage (minimum)  | 30 m               |
| 3. Front Yard Depth (minimum)  | 6 m                |
| 4. Exterior Side Yard Width (minimum)                                  | 6 m                |
| 5. Interior Side Yard Width (minimum)                                  | 3 m                |
| 6. Rear Yard Depth (minimum)   | 8 m                |
| 7. Dwelling Unit Area (minimum)  |                    |
| 46.5 m <sup>2</sup> plus 9.5 m <sup>2</sup> for each bedroom           |                    |
| 8. Landscaped Open Space (minimum)                                     | 30%                |
| 9. Height of Building (maximum)  | 11 m               |
| 10. Accessory Uses, Parking, Etc. in accordance with Section 4         |                    |
| 11. Maximum Density: one dwelling unit per 168 m <sup>2</sup> lot area |                    |
| 12. Courts   |                    |

Where a building is in a court, the distance between opposing side walls of the building forming the court shall be not less than 12 m

### 13. Privacy Yards

Privacy yards with a minimum depth of 6 m, which are clear and unobstructed by any parking area or driveway, other than a private driveway for a dwelling unit, shall be provided adjoining any ground floor habitable room window, except for a dwelling house containing less than 10 dwelling units, a driveway shall be permitted within 3.5 m of an end wall in an interior side yard

Within a privacy yard, an area with a minimum depth of 3.5 m unobstructed by any public or joint pedestrian access shall be provided adjoining any ground floor habitable room window.

For the purpose of this provision, a window shall be considered to be a ground floor window if any part of the glazing is less than 2.5 m above the adjacent finished grade.

### 14. Equipped Children's Play Area

For dwelling houses which do not have a separate privacy yard with a minimum depth of 6 m for the exclusive use of each dwelling unit, a children's play area shall be provided.

The children's play area shall be a minimum of 4% of the lot area which may be included in the area calculated as required landscaped open space.

The children's play area shall be located not less than 6 m from a ground floor habitable room window and not in the front yard.

For the purpose of this provision a window shall be considered to be a ground floor window if any part of the glazing is less than 2.5 m above the adjacent finished grade.

#### **4. Analysis:**

The proposed Zoning By-law Amendment will change the zoning of the parcel at 465 Ottawa Street in the Village of Winchester from “Institutional – Special Exception Two (I-2)” Zone to “Residential Type Three - Holding (R3-h)” to permit residential development.

The Provincial Planning Statement (PPS) (2024) indicates that settlement areas shall be the focus of growth and development at a variety of land use types and intensities appropriate to the community. The Statement also considers that planning authorities are to provide for an appropriate range and mix of housing options and densities to accommodate future growth. These housing options are to meet and improve the social, health, economic and wellbeing requirements of current and future residents, including demographic changes and employment opportunities. The County Official Plan echoes these statements, clarifying that Urban Settlement Areas are to accommodate a diverse mix of land uses on full or partial services.

In the context of this zoning amendment, the rezoning of the lands will permit residential development that would support housing growth at a higher density and intensity, aligning with Priority Five of Councils’ Strategic Plan. A draft development plan submitted as part of this application considers residential development of up to 22 dwelling units, encompassing a mix of housing intensities including single-detached, semi-detached and townhouses. The proposed development is located at the boundary of the Urban Settlement Area of Winchester, adjacent to established and new areas of residential growth, and a short walk from Main Street and downtown Winchester. The development would be fully serviced and proposes future connections north of the subject lands to support future growth and opportunities. Should the subject lands be rezoned to “Residential Type Three – Holding (R3-h)”, the applicant would be required to submit a complete plan of subdivision application and undergo the standard review and public consultation processes as outlined by the Planning Act and Official Plan. The zoning of the property will also have a holding (h) placed on it until the applicant applies for and receives approval of allocated capacity for water and sewer.

As North Dundas continues to grow and prosper, new and diverse housing options are needed to support a range of demographics at all ages, social and economic levels. The “Residential Type Three - Holding (R3-h)” zone permits housing at a variety of scales and intensities. The draft development plan submitted proposes implementing a variety of housing as permitted under this zone, contributing to a diverse and complete community as supported by the PPS and the Official Plan. Under this policy, this type of development is considered appropriate to occur within the Urban Settlement Boundary and is ideally located in close proximity to employment opportunities, amenities and services within the downtown. Further, the need for new housing options has been identified as some of the community’s largest employers, such as Winchester Hospital and Lactalis, continue to thrive and expand and offer new employment opportunities within the township.

The holding zone is added to control the development, ensuring that sufficient financial securities are in place before the subdivision proceeds, and that water and sewer capacity has been allocated. In consideration of this Planning Report, planning staff are recommending rezoning the property to the “Residential Type Three – Holding (R3-h)” zone to permit residential development.



## 5. Comments:

A property owner who received a mailed notice submitted an email inquiry requesting details on the Village of Winchester Bylaw No. 25-96 with additional details on the proposed “Residential Type Three – Holding (R3-h)” zone proposed including intensities permitted and height restrictions. They also inquired as to the types of controls staff have to oversee development, and what opportunities the public have to comment and share input on development that may occur.

A property owner who received a mailed notice submitted an email inquiry requesting to review all documents submitted and was interested in knowing the number of dwellings units proposed on the property, whether there was a development timeline, and whether any concept plans were submitted.

A property owner who received a mailed notice submitted a written inquiry stating that they are in support of the rezoning and community growth, but requested that the following questions be considered and addressed during the public meeting:

1. The R3 zoning will allow townhouses but not apartment buildings?
  - a. This is correct. Permitted uses in the R3 zone are listed above in section 3.3.
2. What is the townships plan for supporting the infrastructure in regards to water, sewage, garbage and emergency service needs with the kind of growth?
  - a. Servicing is considered in the subdivision review process.
3. Will there be sidewalks on Ottawa St. extending past Queen St. (where it currently ends)?
  - a. As Ottawa St. is a County Rd (County Rd 3), they are the approval authority on sidewalk requirements.
4. The current property access appears to be in the middle of the lot. Will the be in the middle of the lot. Will the be the permeant entrance to the new subdivision/street? Our concern is that it will not be a four way stop from North St. and Ottawa St. and the ingress and egress of these two streets will be a risk to motorists and pedestrians. The two streets are offset by about 50 feet, one from the east and one from the west entering onto Ottawa St. Can the township plan to extend North St. across Ottawa St. to enter this new development or does the builder decide this?
  - a. As Ottawa St. is a County Rd (County Rd 3), they are the approval authority on entrance requirements. Access points are reviewed in detail during the subdivision review.
5. What is the environmental impact on the Annable drain that runs through this property from the town drainage ditches? Is the South Nation River conservation authority approving this development?
  - a. South Nation Conservation Authority will review potential environmental impacts as part of the subdivision review process.

South Nation Conservation Authority inquired as to whether a site plan or plan of subdivision application would follow should the zoning amendment be approved. The subject lands are not located within a Source Water Protection Area.

No other calls or inquiries have been received.

**6. Recommendation:**

The proposed amendment constitutes good planning, conforms with the Official Plan and Provincial Planning Statement 2024, and therefore Township Council should consider approving the proposed amendment. Secondly, that Council considers any comments from the public and adjacent neighbours during the public meeting before considering the proposed amendment.

Prepared By:	
<u><b>ORIGINAL SIGNED</b></u> Chantal Doyon Junior Planner	Date: <u>October 23<sup>rd</sup>, 2024</u>
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.	
<u><b>ORIGINAL SIGNED</b></u> Calvin Pol, BES, MCIP, RPP Director of Development Services	Date: <u>October 30<sup>th</sup>, 2024</u>



**BOARD OF DIRECTORS MEETING**

Meeting No. 08/24  
 Thursday, September 19<sup>th</sup>, 2024 – 9:00 a.m.

Watershed Room, SNC

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**Directors Present:**

Steve Densham, Stormont Dundas Glengarry, Chair  
 Catherine Kitts, City of Ottawa (*electronic participation*)  
 Genevieve Lajoie, Prescott Russell  
 Linda Payant, City of Ottawa  
 Bill Smirle, Stormont Dundas Glengarry  
 Tom Smyth, Stormont Dundas Glengarry  
 François St. Amour, Prescott Russell  
 Mike Tarnowski, Prescott Russell  
 Deb Wilson, Leeds Grenville  
 Adrian Wynands, Leeds Grenville, Vice Chair

**Regrets:**

George Darouze, City of Ottawa, Past Chair  
 Mathew Luloff, City of Ottawa

**Staff Present:**

Carl Bickerdike, Chief Administrative Officer  
 Johanna Barkley, Director of Finance  
 Ronda Boutz, Secretary-Treasurer  
 Jen Boyer, Managing Director, Approvals  
 Michelle Cavanagh, Team Lead, Special Projects  
 James Holland, Senior Planner  
 Sandra Mancini, Managing Director, Natural Hazards and Infrastructure  
 John Mesman, Managing Director, Property, Conservation Lands and Community Outreach  
 Eric McGill, Corporate Counsel  
 Pat Piitz, Team Lead, Property  
 Monique Sauve, Chief Building Official  
 Katherine Watson, Coordinator – Early Warning Systems and Watershed Plans





**TRADITIONAL LAND ACKNOWLEDGEMENT**

John Mesman, Managing Director, Property, Conservation Lands, and Community Outreach read an Indigenous land acknowledgement.

**CHAIRS REMARKS**

Steve Densham, Chair, called the SNC Board of Directors meeting of September 19<sup>th</sup>, 2024 to order at 9:00 a.m.

Chair Densham welcomed new Board member Mike Tarnowski, Mayor of the Township of Russell, representing municipalities in the United Counties of Prescott and Russell.

**APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA**

RESOLUTION NO. BD-146/24

Moved by: Bill Smirle  
Seconded by: Adrian Wynands

RESOLVED THAT:

The Members approve the September 19<sup>th</sup>, 2024 Board of Directors main and supplemental agendas as amended:

- Main Agenda item 12. a., Closed Session – Update Potential Litigation Matter L2023-OTW-01 (Verbal) be moved to follow main Agenda item 5., SNC Project Update – PowerPoint Presentation.
- Supplemental Agenda item 2 a., Personnel Matter: Chief Administrative Officer’s Performance Evaluation Process (Verbal) be moved to follow main Agenda item Closed Session – Update: Potential Litigation Matter L2023-OTW-01 (verbal).

CARRIED

**DECLARATION OF CONFLICT OF INTEREST**

None

**SNC PROJECT UPDATE – POWERPOINT PRESENTATION**

Staff presented project and program updates.



**CLOSED SESSION**

RESOLUTION NO. BD-147/24

Moved by: Mike Tarnowski  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors meeting move into Closed Session for the following reports:

- a. Update: Potential Litigation Matter L2023-OTW-01 (Verbal).
- b. Personnel Matter: Chief Administrative Officer's Performance Evaluation Process (Verbal).

CARRIED

**The Board of Directors convened Closed Session at 9:46 a.m.**

**OPEN SESSION**

RESOLUTION NO. BD-148/24

Moved by: Bill Smirle  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors move into Open Session.

CARRIED

**The Board of Directors recessed for a break at 10:01 a.m.**

**The Board of Directors reconvened in Open Session at 10:13 a.m.**

**UPDATE: POTENTIAL LITIGATION MATTER L2023-OTW-01 (VERBAL)**

RESOLUTION NO. BD-149/24

Moved by: Adrian Wynands  
Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors approve the verbal update provided by Carl Bickerdike, Chief Administrative Officer on the Potential Litigation Matter L2023-OTW-01.

CARRIED

**PERSONNEL MATTER: CHIEF ADMINISTRATIVE OFFICER'S PERFORMANCE EVALUATION PROCESS (VERBAL)**

RESOLUTION NO. BD-150/24

Moved by: Bill Smirle  
Seconded by: Mike Tarnowski





RESOLVED THAT:

The Board of Directors approve the Chair to lead the Chief Administrative Officer performance review as discussed with involvement from the Board of Directors and Executive Committee.

CARRIED

**REQUEST FOR APPROVAL:**

**A. BOARD OF DIRECTORS MEETING MINUTES OF JULY 18<sup>TH</sup>, 2024**

RESOLUTION NO. BD-151/24

Moved by: Deb Wilson  
 Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Members approve the Board of Directors Meeting Minutes of July 18<sup>th</sup>, 2024.

CARRIED

**B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF:**

- i. Leitrim Wetland Advisory Committee meeting of August 9<sup>th</sup>, 2024

RESOLUTION NO. BD-152/24

Moved by: Genevieve Lajoie  
 Seconded by: Adrian Wynands

RESOLVED THAT:

The Board of Directors approve the actions and recommendations of the following Committee meeting:

- i. Leitrim Wetland Advisory Committee meeting minutes of August 9<sup>th</sup>, 2024.

CARRIED

**NEW BUSINESS**

**UPDATE: ONTARIO REGULATION 41/24 (VERBAL)**

Carl Bickerdike, Chief Administrative Officer, provided the Board of Directors with a verbal update on Ontario Regulation 41/24.

**REQUEST FOR APPROVAL: 2025 LEVY AND BUDGET SCHEDULE**

RESOLUTION NO. BD-153/24

Moved by: Adrian Wynands  
 Seconded by: Genevieve Lajoie



RESOLVED THAT: The Board of Directors approve the 2025 Levy and Budget Schedule as presented.

CARRIED

**REQUEST FOR APPROVAL: PROFESSIONAL SERVICES AGREEMENTS**

RESOLUTION NO. BD-154/24 Moved by: François St. Amour  
 Seconded by: Genevieve Lajoie

RESOLVED THAT: The Board of Directors approve entering into a Professional Services Agreement with the Township of South Stormont on a cost recovery basis; and

FURTHER THAT: The Board of Directors approve entering into a Storm Recovery Forestry Services Agreement with the Township of Alfred-Plantagenet on a cost recovery basis.

CARRIED

**REQUEST FOR APPROVAL: FUNDING SUBMISSION**

RESOLUTION NO. BD-155/24 Moved by: Deb Wilson  
 Seconded by: Mike Tarnowski

RESOLVED THAT: The Board of Directors approves the submission of a funding application to the Federation of Canadian Municipalities Green Municipal Fund – *Growing Canada’s Community Canopies*.

CARRIED

**REQUEST FOR APPROVAL: 2024-2026 WATER AND EROSION CONTROL INFRASTRUCTURE PROJECTS**

RESOLUTION NO. BD-156/24 Moved by: Mike Tarnowski  
 Seconded by: Adrian Wynands

RESOLVED THAT: The Board of Directors approve undertaking the following capital projects under the 2024-2025 and 2025-2026 Water and Erosion Control Infrastructure Program (WECI):



WECI Approved Project	Total Project Budget	WECI Funding Request
<b>2024-2025 Projects</b>		
1. Chesterville Dam Safety Upgrades	\$23,000	\$11,500
2. Russell Weir Safety Upgrades	\$27,000	\$13,500
3. Crysler Dyke Infrastructure Upgrades	\$30,000	\$15,000
4. Crysler Dyke - Infrastructure Update Safety	\$28,000	\$14,000
<b>2025-2026 Projects</b>		
5. Crysler Dam Engineering Inspection	\$30,000	\$15,000
<b>Total</b>	<b>\$138,000</b>	<b>\$69,000</b>

FURTHER THAT:

The Board of Directors approve signing a Transfer Payment Agreement with the Ministry of Natural Resources for the 2024-2025 and 2025-2026 Water and Erosion Control Infrastructure funding.

CARRIED

**REQUEST FOR APPROVAL: MINISTRY OF NATURAL RESOURCES THIRD PARTY OPERATOR ASSIST AGREEMENT-STREAM GAUGES**

RESOLUTION NO. BD-157/24

Moved by: François St. Amour  
 Seconded by: Genevieve Lajoie

RESOLVED THAT:

The Board of Directors approve signing a 3-year Third Party Operator Assist Agreement with the Ministry of Natural Resources for stream gauges within the South Nation Conservation jurisdiction.

CARRIED

**REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR JULY AND AUGUST 2024**

RESOLUTION NO. BD-158/24

Moved by: Genevieve Lajoie  
 Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the money received report for July and August 2024; and



FURTHER THAT:

The Board approve the Disbursement Register of \$1,519,354.36 for June 2024.

CARRIED

**REQUEST FOR APPROVAL: SECTION 28.1 PERMIT APPLICATION ADMINISTRATIVE REVIEW POLICY**

RESOLUTION NO. BD-159/24

Moved by: Tom Smyth  
Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve the Section 28.1 Permit Application Administrative Review Policy.

CARRIED

**REQUEST FOR APPROVAL: REVISED HEARING POLICY**

RESOLUTION NO. BD-160/24

Moved by: Deb Wilson  
Seconded by: Linda Payant

RESOLVED THAT:

The Board of Directors approve the revised Hearing Policy.

CARRIED

**UPDATE: PLANNING ACTIVITY**

RESOLUTION NO. BD-161/24

Moved by: François St. Amour  
Seconded by: Tom Smyth

RESOLVED THAT:

The Board of Directors receive and file Planning Activity update for July and August 2024.

CARRIED

**UPDATE: SECTION 28.1 PERMITS ISSUED**

RESOLUTION NO. BD-162/24

Moved by: Mike Tarnowski  
Seconded by: Adrian Wynands



RESOLVED THAT:

The Board of Directors receive and file the update on permits issued under Section 28.1 of the *Conservation Authorities Act* for July and August 2024.

CARRIED

**UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE CONSERVATION AUTHORITIES ACT**

RESOLUTION NO. BD-163/24

Moved by: Bill Smirle  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors receive and file the update on reported *Conservation Authorities Act* regulation concerns received in the month of July and August 2024.

CARRIED

**UPDATE: ON-SITE SEWAGE PERMITS RECEIVED**

RESOLUTION NO. BD-164/24

Moved by: Linda Payant  
Seconded by: Mike Tarnowski

RESOLVED THAT:

The Board of Directors receive and file the on-site sewage permits received update for July and August 2024.

CARRIED

**SUPPLEMENTAL AGENDA**

**UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR AUGUST 31<sup>ST</sup>, 2024**

RESOLUTION NO. BD-165/24

Moved by: Tom Smyth  
Seconded by: Deb Wilson

RESOLVED THAT:

The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31<sup>st</sup>, 2024, as of August 31<sup>st</sup>, 2024.

CARRIED





**REQUEST FOR APPROVAL: ONTARIO FEDERATION OF SNOWMOBILE CLUBS TRAIL  
 5-YEAR AGREEMENT**

RESOLUTION NO: BD-166/24

Moved by: Linda Payant  
 Seconded by: Bill Smirle

RESOLVED THAT:

The Board of Directors approve entering into a 5-year agreement with the Ontario Federation of Snowmobile Clubs for operation and maintenance of snowmobile trails on certain South Nation Conservation lands contingent on the provision of satisfactory proof of insurance.

CARRIED

**REQUEST FOR APPROVAL: 2024 TREE PLANTING EXPENDITURES**

RESOLUTION NO. BD-167/24

Moved by: Adrian Wynands  
 Seconded by: Deb Wilson

The Board of Directors approve additional contracted tree planting services to meet demand for the Woodlot Storm Recovery Program fall planting at an approximate cost of \$30,000 plus HST; and

FURTHER THAT:

The Board of Directors approve the purchase of additional tree seedlings to meet demand for the Woodlot Storm Recovery Program fall planting at an approximate cost \$45,000, plus HST; and

FURTHER THAT:

The Board of Directors approve the purchase of additional 2024 tree seedlings from Ferguson Tree Nursery, Pineneedle Farms Inc., and from Harbers Greenhouses and Forestry, based on availability of required stock.

CARRIED

**REQUEST FOR APPROVAL: PURCHASE OF ECHOSOUNDER EQUIPMENT**

RESOLUTION NO. BD-168/24

Moved by: Adrian Wynands  
 Seconded by: François St. Amour



RESOLVED THAT:

The Board of Directors approve purchasing of an echosounder drone attachment from Measur at an approximate cost of \$40,500 plus HST.

CARRIED

**CORRESPONDENCE**

a. Letter: Osgood Township Fish, Game and Conservation Club

**DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M.**

- October 17<sup>th</sup>, 2024 (Latornell: October 8<sup>th</sup> – 9<sup>th</sup>)
- November 21<sup>st</sup>, 2024 (2025 Draft Budget)
- December 12<sup>th</sup>, 2024 (Note: 2<sup>nd</sup> Thursday)

**FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES**

None.

**ADJOURNMENT**

RESOLUTION NO. BD-169/24

Moved by: Bill Smirle  
Seconded by: François St. Amour

RESOLVED THAT:

The Board of Directors Meeting of September 19<sup>th</sup>, 2024 be adjourned at 11:16 a.m.

CARRIED

Steve Densham,  
Chair.

Carl Bickerdike,  
Chief Administrative Officer.

/rb



# Township of North Dundas Fire Master Plan

2024-10-29



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## Executive Summary and Introduction

### Purpose

This report is the culmination of a fire master plan project, the goal of which was to

- assess all aspects of the fire service and fire protection service delivery in the Township;
- review existing fire station locations relative to service demands and consider potential relocation or additional stations;
- review the existing fleet and the respective vehicle replacement plans relative to current and future service demands;
- review the fleet and equipment locations relative to service demands and consider potential relocation;
- review staffing levels in relation to service demand and consider possible modifications;
- provide a systematic and comprehensive approach to identifying fire and life safety risks in the community;
- garner Council input;
- recommend the establishment of strategic priorities for the fire department; and
- optimize fire protection services to the community.

A further requirement of the request for proposals was to deliver a community risk assessment that meets the requirement of Ontario Regulation 378/18. That has been provided to the fire service as a separate document.

### What are Master Plans?

Master plans are – or should be – based on data, analysis, quantification, risk options, cost, and decisions. Fire service master plans are straight-forward to accomplish but not easy. They are, in their simplest form,

- a result of deep diving into multi-years of fire service response data and records;
- correlating the data with changes in the protected area during the same years as the data gathered, which includes population, land area, demographics, development, and economy;
- establishing patterns within incidents, response, and outcome; and
- establishing a risk profile based on the correlation.

The resulting information, combined with population and demographic forecasts from StatCan, the Ontario Ministry of Finance, and the municipality, plus official plans and site-specific planning, will assist to forecast expected human and physical resource needs and timing – and associated costs – for the master plan duration.

The strategic part of a master plan is conceptual and short term<sup>1</sup> That is, it should support the Vision, Mission, and Values of a municipality while establishing, adjusting, or supporting the fire service's vision. The strategy and plan should allow North Dundas, and its fire service, to make the best use of resources and outline a logical, phased, change plan that includes maximizing the benefit of the fire service's human and capital assets.

Most important to establishing a master plan and the strategic priorities being pursued as part of the goal of this assignment, is accurate data which can be used to correctly measure the success of a strategy. Data accuracy is critical to the determination of performance and the work of the fire department. Data correctness has a direct correlation to the effectiveness of program delivery efforts in risk reduction or mitigation efforts, as well as measuring the resource requirements and capability of the fire service.

North Dundas Fire Department has a marginal data gathering system which the Fire Chief is working to improve but, currently, the data history does not meet the requirements to adequately help the municipality determine the best efficiency and effectiveness model for the fire department.

## **Fire Service Organization**

The North Dundas Fire Service is made up of a part time Chief (17 hours a week), with a part time assistant, coordinating five fire stations and volunteer firefighters. Important activities such as fire prevention, inspections, public education, training, and policy and procedure writing are conducted by committees overseen by the Chief. Our understanding from talking to firefighters, the Chief, and other township staff is that the Chief regularly works in excess of 17 hours a week plus attends incidents as a 'volunteer' within the 17 hour per week pay stipend.

## **Report Design**

This report is designed to, first, provide facts relating to fire services in Ontario that are important for the municipality to know, then we will relate those specifically and objectively to North Dundas, and then we will move into the subjective aspects of fire and emergency services protection along with our recommendations.

Traditionally fire master plans address items such as the number of firefighters; station locations and their number; speed of response; assets; and other customary, conventional fire service issues. Rarely do they discuss organizational and administrative items that can improve efficiency and effectiveness and avoid future expenses and growth (the strategy parts). In the few cases where a fire plan does suggest a competent organizational design, the positions recommended

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<sup>1</sup> Strategy evaluation should recur after approximately three years to determine if the approach is working or needs to be adjusted. Master planning is longer term (up to 20 years) that is focused on change and the resources (people, fixed properties, etc.) to manage that change.

to make a fire service – or any organization – successful are often considered optional or a second tier of importance when funding considerations are brought into play, but they are not. In fact, offsetting costs in the future requires a capable organizational strategy in the present. One of the objectives of this fire plan report is to demonstrate how a shift from those customary, historical plan designs can improve effectiveness and avoid costs.

Fire departments are interested in refining administration and operations if they are given the tools to do so. Traditionally, fire master plans have concentrated on speed of response and measurement of resources against National Fire Protection Association standards which can be referred to as outputs. This fire plan acknowledges the need to continue to measure speed of response and resources where necessary, but also concentrates on offering the fire department the tools required to improve effectiveness and efficiency, which are outcomes. Good record keeping and analysis is a primary requirement for productivity improvement.

## **Recommendations Summary**

### **Data and records management**

We recommend that the fire department should use outcome data and analysis to determine if incident response can be refined to suit the type of call received and possibly avoid the cost of calling in volunteers. For example, changes to the customary practice of treating automatic alarms as fires and sending multiple vehicles, even though 95% - 98% of automatic alarms are false, could reduce volunteer call outs by 50 or more per year.

In addition, the fire department should seek peer reviewed studies from scientific journals or other impartial publications to either confirm or question existing response methods.

There are large number of journal articles that examine the need, or absence of evidence, for response by fire departments to a broad number of call types. By familiarizing itself with these journal articles the fire department can examine current North Dundas activities that could be adjusted thereby increasing value and lowering fire service operational costs.

North Dundas's contracted dispatch service provider offers response records for only the first responding vehicle to the fire department. This means that there is no detail for other responding trucks or firefighters and it hinders North Dundas's information and cost tracking ability. We recommend that North Dundas, upon renegotiating dispatch services with its current provider or seeking a new dispatch provider, includes in the contract the requirement to track the activity and movement of each responding vehicle, and providing those records to North Dundas in an Excel format.

The fire service should:

- a) Work with the township's information technology section to develop a spreadsheet-based record management system including a tabular database outcome utility within a local record management system.
- b) Investigate the opportunity to become a licensee with another fire department that is in the process of purchasing a top tier record management system, or is expected to acquire one in the near future.

## **Fire Stations**

Our review of the fire stations and apparatus, combined with fire service data analysis, results in the following conclusions and recommendations:

### **Morewood Station:**

We have a record of only one structure fire occurring in the Morewood station primary response area from 2019 to 2023. Most communities would not establish a fire station, if one was not already in place, based on one structure fire in five years. Although there are other incident types where time sometimes makes a difference, those are rare.

- We recommend closing the Morewood fire station. Although it could be closed immediately and response boundaries redrawn, the timing and process of decommissioning the station is left to the Chief to recommend the best path to council.
  - i. One of the considerations in this recommendation is that, in case of a structure fire in the Morewood area, and if the Morewood station was closed, the next closest fire station, Chesterville, is an 11 minute drive. That means that from alerting Chesterville firefighters to the time water is applied to a fire will take about 20 minutes or more.
  - ii. Data shows fires in the Morewood area to be rare. Vigorous public education and prevention efforts can be expected to continue that infrequent circumstance.

### **Chesterville Station:**

- A 2017 engineering company's structural review of the Chesterville fire hall estimated maintenance of that station at \$390,000 over a 10-year period (2017 – 2027). Alternatively, the engineers suggested replacing the building.
  - Our recommendation is to maintain the Chesterville station for the next two years or less while sufficient data is collected to make a decision whether the building needs to remain open.
  - Chesterville averages a structure fire every six months. Closing the Chesterville fire hall would mean that the Winchester station would have to respond to both Morewood and Chesterville areas. Similar to the time indicated above, the drive from Winchester to Morewood or Chesterville, and beyond, would take 11 minutes or more. The decision would have to be made whether robust prevention and public education efforts combined with a low historical risk of structure fire would be acceptable to the township from a service level – value perspective. Decisions of that kind needs to be based on good data which is not yet available.

### **South Mountain:**

- Similar to Chesterville, there are records totaling seven structure fires in the **South Mountain** response area for the five year study period. That is an average of one structure fire every 8.6 months and, based on the number of fires and time sensitive emergencies only, wouldn't warrant keeping the station open.
- Our recommendation is to consider closing the South Mountain fire hall and serving the area from the Mountain station.

### **Winchester and Mountain Stations**

We recommend that the Winchester and Mountain (Hallville) stations continue to operate as at present.

We recommend that the Chief realigns the primary response assignments for all stations, particularly between Winchester and Morewood toward the Harmony and Ormand area. There are indications that, taking into account turnout times and numbers of staff, Winchester can reach those areas before Morewood.

### **Apparatus Redistribution:**

- If the Morewood, Chesterville, or South Mountain stations are closed, redistribution of apparatus and other assets would have to be determined when a decommissioning decision is made.
  - Redistribution of assets may delay the need to replace other equipment for several years.

### **Organizational Structure**

The strategy presented in this document is to employ good data to increase the value of the fire service in the community and potentially lower costs by refining call taking and response methods. That will be an additional workload on the Chief, including a learning curve with respect to data gathering and analysis, and dispatch methodology, and will not succeed without adequate administrative resources.

We recommend the Chief's position becomes full time, from part time, to enable a concentration on data and service refinement while fulfilling the other duties noted within this document, particularly fire prevention and public education. Additionally, administrative support of 16 to 24 hours a week is anticipated to assist the Chief.



# 1 Understanding Fire Response to Emergencies and Risk

This is the complex, yet critical, part of a fire master plan; that is, understanding what emergency response is, the true elapsed time that occurs, the levels of what is commonly referred to as an emergency, and tasks performed at different emergencies. Not everything is life-threatening; in fact, few 'emergencies' are life-threatening. Understanding emergency response is part of a risk analysis which leads to identifying gaps between fire department service levels and risk, and determining the best way to protect the public.

## 1.1 Understanding Emergency Response

Exhibit 1: Response Graphic (page 2) demonstrates the stages of an incident response. An emergency process includes

1. detection or recognition of a fire or other emergency;
1. reporting the emergency by calling 9-1-1;
2. call handling, dispatching firefighters, and preparation (also known as turnout) (the duration required for the communications centre to obtain information from a caller, alert the fire department, and firefighters departing the station);
3. driving time (wheels start turning to wheels stop turning);
4. setup (the 'action' time); for example,
  - a) the time it takes to access equipment from a fire truck, travel from a truck [upon 'wheels stop turning'] to an incident such as an apartment or other location requiring vertical travel; or ground travel if firefighters have to move from the fire truck to the incident; for example, down railway tracks or to the back of a building; or
  - b) the time it takes to access a victim, recognize the issue, and start definitive activity in a scenario other than fire; or
  - c) the time it takes to prepare to investigate other incident types such as a smoke or carbon monoxide alarm; or
  - d) the time it takes to connect to a hydrant, or water source, or foam.
5. harm limiting
  - a) apply water or foam;
  - b) care for victims.

Exhibit 1 demonstrates response to all types of events (incidents), Exhibit 2: Fire Response Graphic is more specific in a fire response situation.

### Exhibit 1: Response Graphic

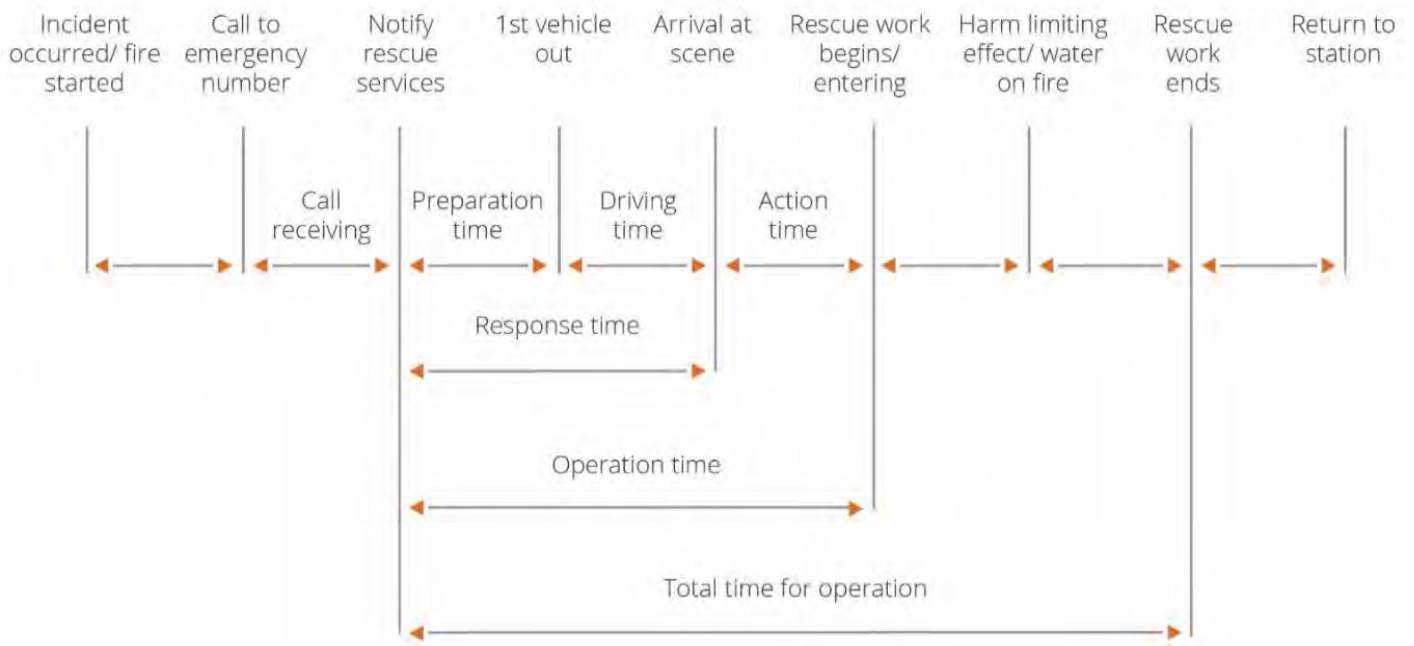
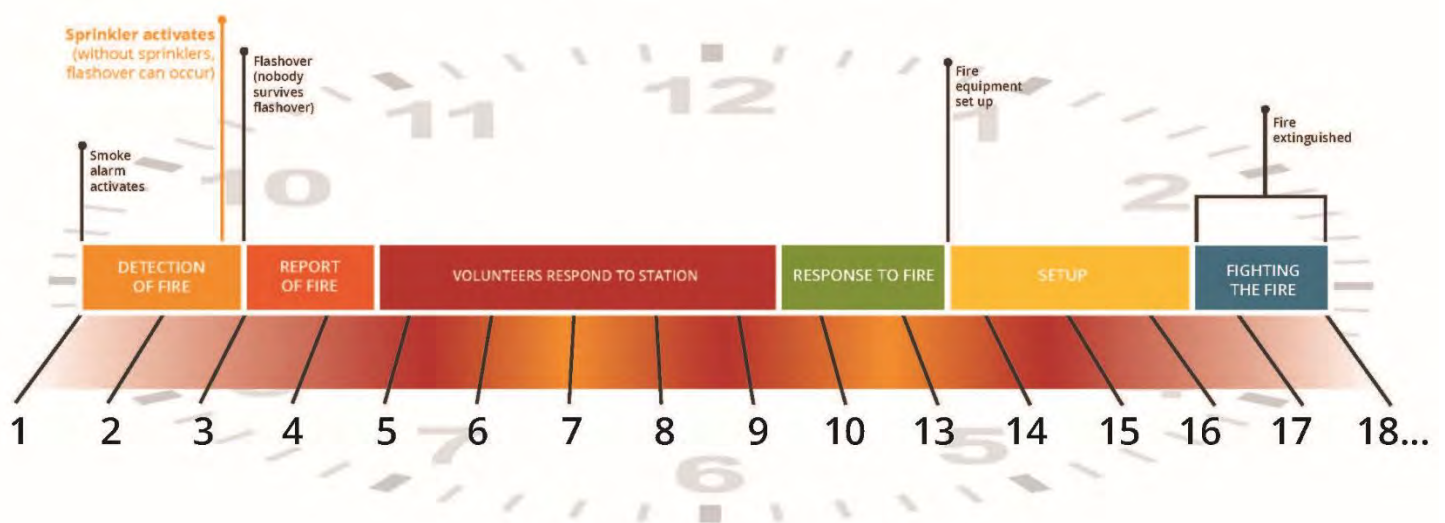


Exhibit 2: Fire Response Graphic is more specific in a fire response situation.

### Exhibit 2: Fire Response Graphic



Sprinklers are activated by heat. Sprinkler initiation, at the approximately three minute mark in Exhibit 2, above, assumes a fire has become sufficiently hot to actuate the sprinklers (if they exist). Some fires may not generate enough heat this early in the timeline.

The 'setup' time (between the 10 and 13-minute marks in Exhibit 2) indicates three minutes. Information from the Office of the Fire Marshal and Emergency Management, Ontario, provided in a 2016 inquest, indicates that, in Ontario, it takes an average of five to seven minutes to get agent (water or foam) on a fire after arriving at a scene. We have seen setup times as low as 2 minutes during demonstrations, but those times were in a training site parking lot with a hydrant immediately available. Three minutes was chosen for this graphic even though it might be optimistic.

As Exhibit 2 shows, the elapsed time from the time of fire detection to applying water or foam can be over 13 minutes. This assumes a driving time of about four minutes. The proximity of a fire to a fire station or a change in driving time because of weather or terrain may affect the extent and duration of a fire before an agent is applied. Additionally, overall response can be negatively affected by impediments to gaining access to an incident; for example, fire in a multi-story building.

North Dundas is a volunteer fire service and firefighters are responding to the fire stations from home or other locations. That means, in Exhibit 2, instead of it taking approximately 90 seconds to don firefighting gear and leave the station as is expected of full time firefighters, volunteer on-call firefighters have to travel to the station then dress for firefighting. therefore, the 'getting out of station time' (or turnout time) is about seven and a half minutes. This adds about six-minutes to overall scene arrival time. Even if some volunteers respond directly to an incident there is little they can do until a fire truck arrives.

Adding all the time components together means that from detection of a fire until the first truck arrives and water is applied, about 13 minutes elapse, assuming that getting hoses off a truck and employing water can be accomplished in three minutes, and the incident is within four minutes of a fire station. But subsequent trucks could arrive 20 minutes after detection.

It's not possible to put too fine a point on this observation: It's not the time it takes to drive a fire truck to a fire that is the most important factor, it's the time it takes to apply water or foam to a fire from the time the fire was discovered. The way to decrease the negative impact is through fire prevention and safety education.

## 2 North Dundas Fire Service Data

Exhibit 3 and Exhibit 4, below and on page 5, offer an overview of the incidents to which all stations of the North Dundas Fire Service were dispatched from January 1<sup>st</sup> 2019 to January 31<sup>st</sup> 2024.

### Exhibit 3: Incidents by Category as Dispatched

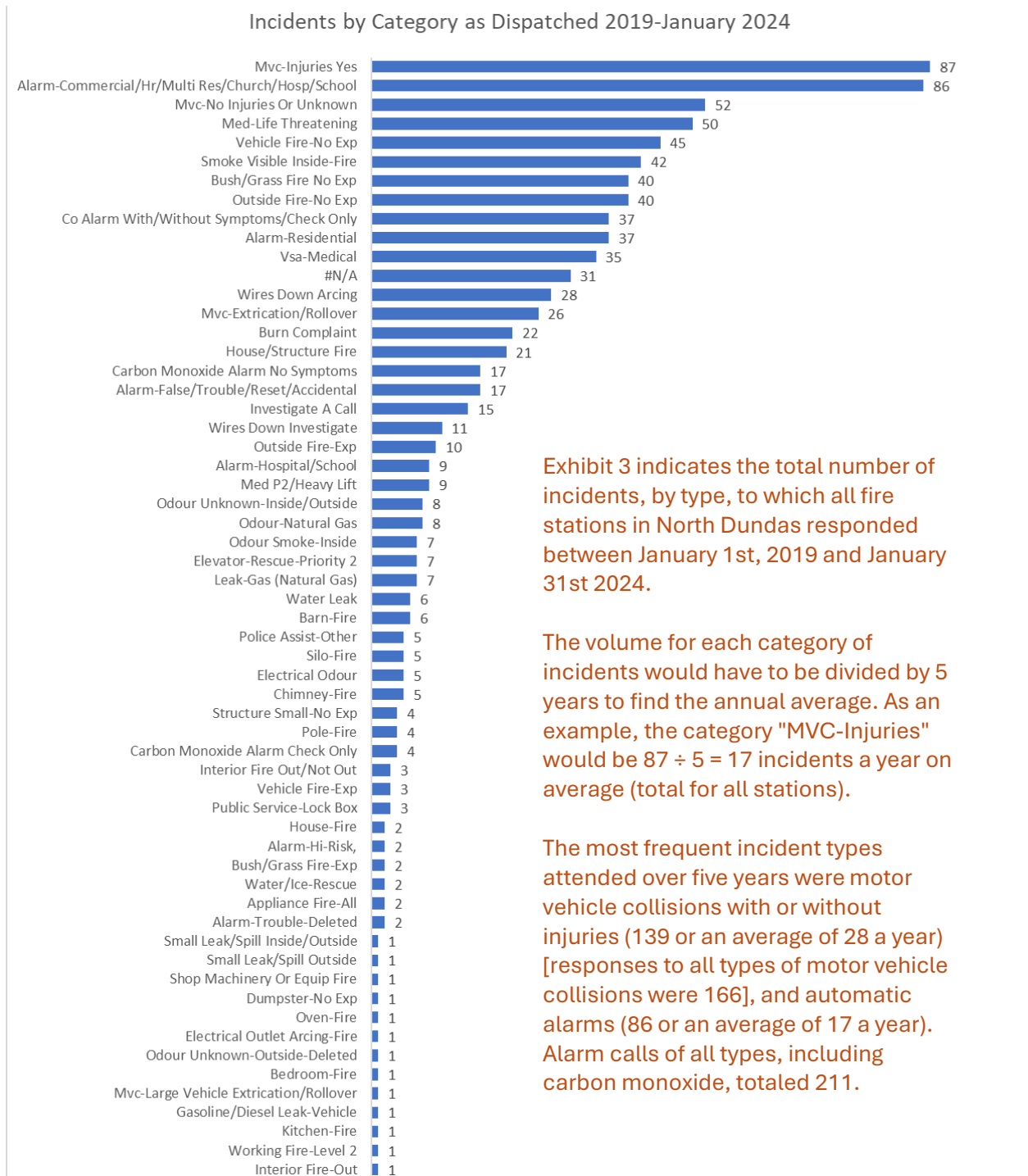
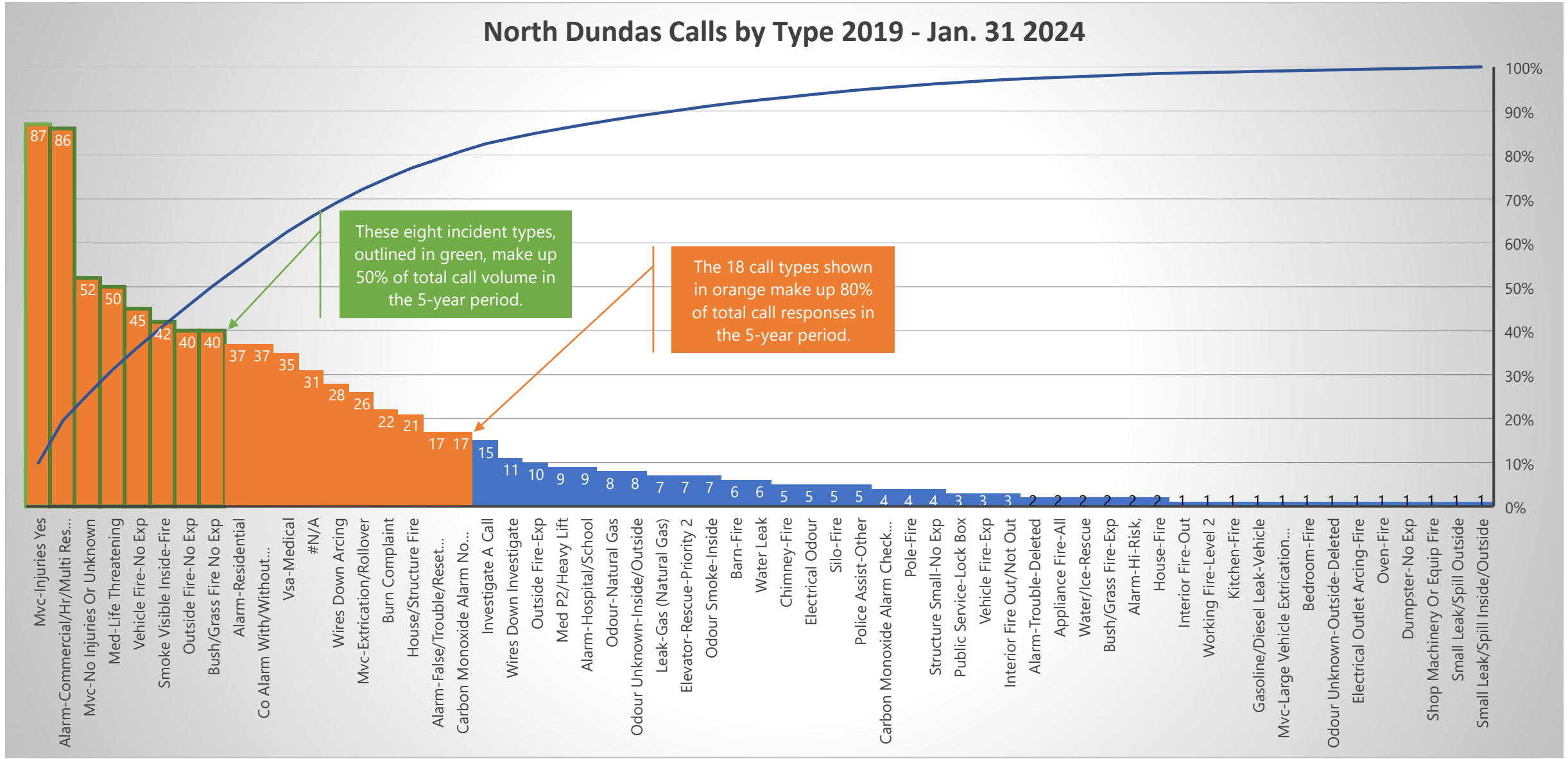


Exhibit 3 indicates the total number of incidents, by type, to which all fire stations in North Dundas responded between January 1st, 2019 and January 31st 2024.

The volume for each category of incidents would have to be divided by 5 years to find the annual average. As an example, the category "MVC-Injuries" would be  $87 \div 5 = 17$  incidents a year on average (total for all stations).

The most frequent incident types attended over five years were motor vehicle collisions with or without injuries (139 or an average of 28 a year) [responses to all types of motor vehicle collisions were 166], and automatic alarms (86 or an average of 17 a year). Alarm calls of all types, including carbon monoxide, totaled 211.

Exhibit 4: North Dundas Fire Service Incidents by Category as Dispatched (Pareto Chart)





## 2.1 Data Gap

In emergency services, as in many other private and public entities, there are three kinds of data:

- Input data – the resources or assets that provide a service such as stations, apparatus, equipment, staff, type of staff (suppression staff, public education, prevention, training, support).
- Output data – information relating to performance such as response time, number of incidents, occupancies inspected, public education events, type of service provided, etc.
- Outcome data – the value factor such as detailed services rendered, measurement of result or consequence of providing the service.

Fire services – industry wide – experience a data gap with respect to outcome data. Outcome data, as its name suggests, is the information that would inform fire services and municipalities of the activities at an incident and enable communities to determine the functional, monetary, and social benefit (value) of response to certain call types, equipment that should be carried and in which trucks, vehicle type and size, staff requirements, training that should be undertaken, organizational structure, and answer many other questions that either cannot be satisfied currently without significant effort, or have not been asked because of a lack of awareness of the need. Outcome information, combined with response data and dispatch intake information gathered by the dispatch centre, will lead to being able to better match resources to fire service prevention and delivery.

### Exhibit 5: Fire Service Call Sequence



Exhibit 5: Fire Service Call Sequence shows the five major steps in a fire service event. Information about steps 1, 2, and 4 is gathered via the computer aided dispatch system, but the most important aspect – that of what happened in step 3 – is only manually recorded in officers' notes after each incident (step 5). But they are in narrative form rather than tabular, which means they are not searchable and cannot be related to steps 1, 2, and 4 of the fire service call sequence. Therefore, there is no way of measuring the benefit and resource needs of various types of incidents.

It is also reasonable to expect senior officers' narratives to vary in detail and completion levels because each is prepared by different officers. This lack of associative information between the response activity, and service provided at each incident, compiled by incident type, means that the monetary and service value of the fire department cannot be objectively measured.

This lack of associative information between the response activity, and service provided at each incident, compiled by incident type, means that the monetary and service value of the fire department cannot be assessed.

The result of not having a deep enough level of data is that North Dundas fire, or a consulting team, cannot conduct a sufficient economic and value assessment of activities – without extensive manual effort – to determine where costs can be saved or avoided, or expenditures can be redirected.

North Dundas fire faces a further challenge in that it does not receive, from its dispatch provider, a record of response<sup>2</sup> for each vehicle that responds to an incident; but only for the first responding vehicle. This means that the times for other vehicles dispatched to an incident, and the number of firefighters on those vehicles, do not exist. Therefore, there is no way to evaluate the response times of other fire trucks assigned to – for example – a structure fire, or the number of firefighters on board, or the assembly time of an adequate number of firefighters at an incident. Not having response information for each vehicle attending an incident is most unusual and should be included as a requirement in a contract with the township's fire dispatch provider.

The North Dundas Fire Service does not have a commercial record management system. Although a robust commercial record management system that includes utilities for recording – in addition to response information – data related to prevention and inspection activity, public education, vehicle status, firefighter training and qualifications, and other records is a best solution, the cost may be challenging. The township should investigate the possibility of partnering with another fire service as a licensee of a record management system which might defray costs.

An alternative to purchasing a commercial record management system would be for the service to develop, with the assistance of the township's information technology department, a local spreadsheet-based system. While there are some drawbacks to a locally developed system –

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<sup>2</sup> A record of response should include an accurate time record of any movement by each responding fire vehicle. This includes, at minimum for each vehicle, time call received at the dispatch centre, time fire staff are notified of the incident, the time each vehicle left the fire station, the time each vehicle arrived at the incident, the time each vehicle departed the incident, the time each vehicle arrived back at the station. The dispatch provision contract may also include on scene activity and related time stamps that are reported by the incident commander to the dispatch centre.

particularly the inability to automatically receive incident response information from the dispatch provider in a database format, and the need to employ someone in the municipality with the skills to combine and extract data on an as-required basis for the fire service – a locally developed record management system is an option. To reiterate, whether a commercial or local system, [outcome information](#) will not be available unless created locally until a commercial vendor develops an outcome application.

Our recommendation is that the fire service should

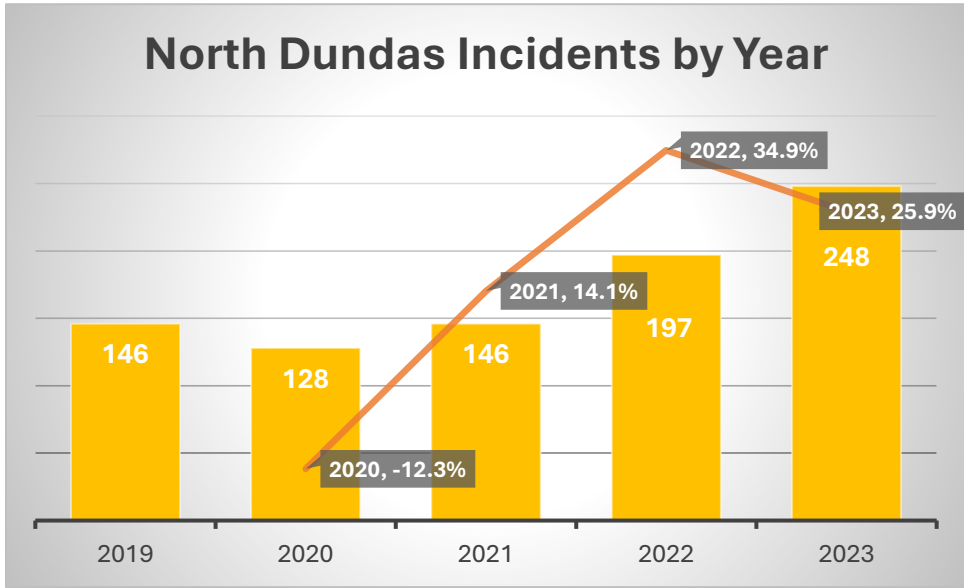
- c) Work with the township’s information technology section to develop a spreadsheet-based record management system including a tabular database outcome utility that is relational to data recorded in steps 1, 2, and 4 (Exhibit 5).
- d) Investigate the opportunity to become a licensee with another fire department that is in the process of purchasing a top tier record management system, or is expected to acquire one in the near future.

We acknowledge the effort and resources required to create a local spreadsheet based record management system and, whether local or as part of a commercial RMS, develop and maintain a tabular database outcome utility. Nevertheless, the effort and cost should be recovered within the first two to three years through cumulative efficiency and effectiveness while enabling the municipality to improve safety and reduce the frequency of fires and response requirements over 5 to 7 years.

## **2.2 Determining the Incident Records Used for Performance Analysis**

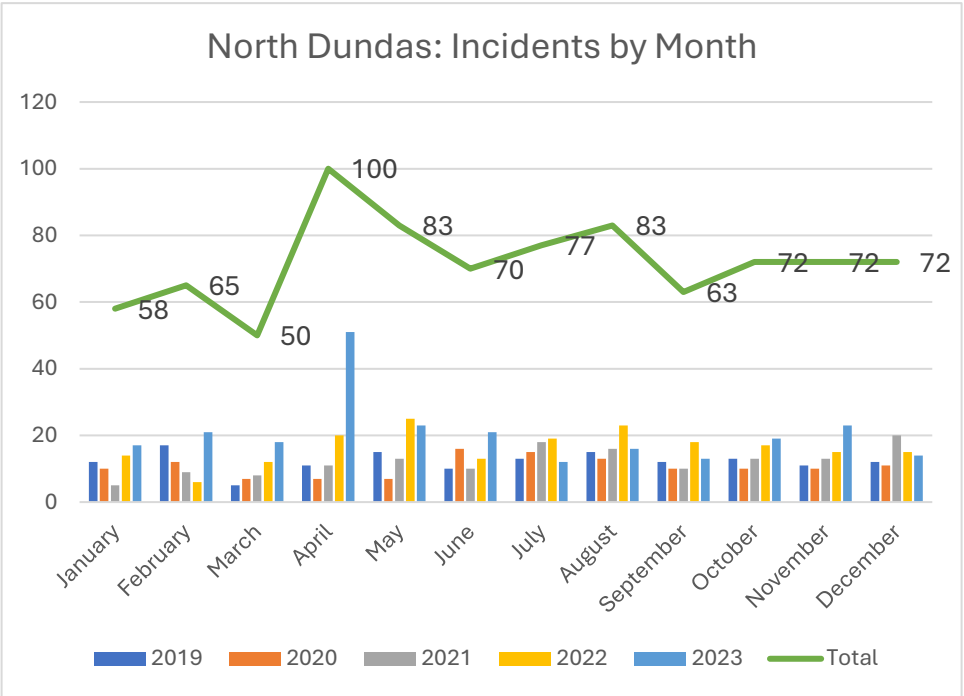
As mentioned previously, in our experience with almost all projects, fire services receive, from their dispatch provider, an individual dispatch record for every responding vehicle. North Dundas receives only a record for the initial responding vehicle. The information that follows is based on incidents only. There is no record of the number of vehicles sent to the events or the sequencing, which means we were unable to offer advice as to the efficiency and value of response.

During the period January 1<sup>st</sup>, 2019 to January 31<sup>st</sup>, 2024 the North Dundas fire stations responded to 983 incidents. One-hundred and one of those did not have a time stamp showing when the first vehicle arrived at the scene – although some of them had a time stamp when the vehicle departed the incident – which meant we couldn’t use those records in the data analysis.

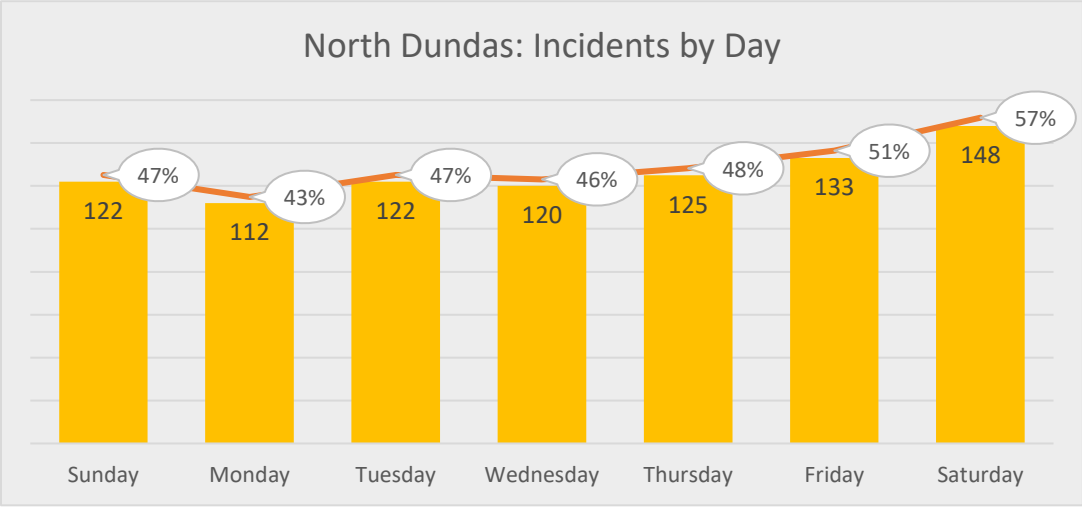


North Dundas Fire Service has experienced year-over-year incident change of -12.3% in 2020 to +14.1%, 34.9%, and 25.9% from 2021 to 2023.

Cumulatively (2019-2023), the most events occurred in April followed by May and August. April shows a total of 100 incidents but 51 of those occurred in 2023, possibly due to weather related responses.

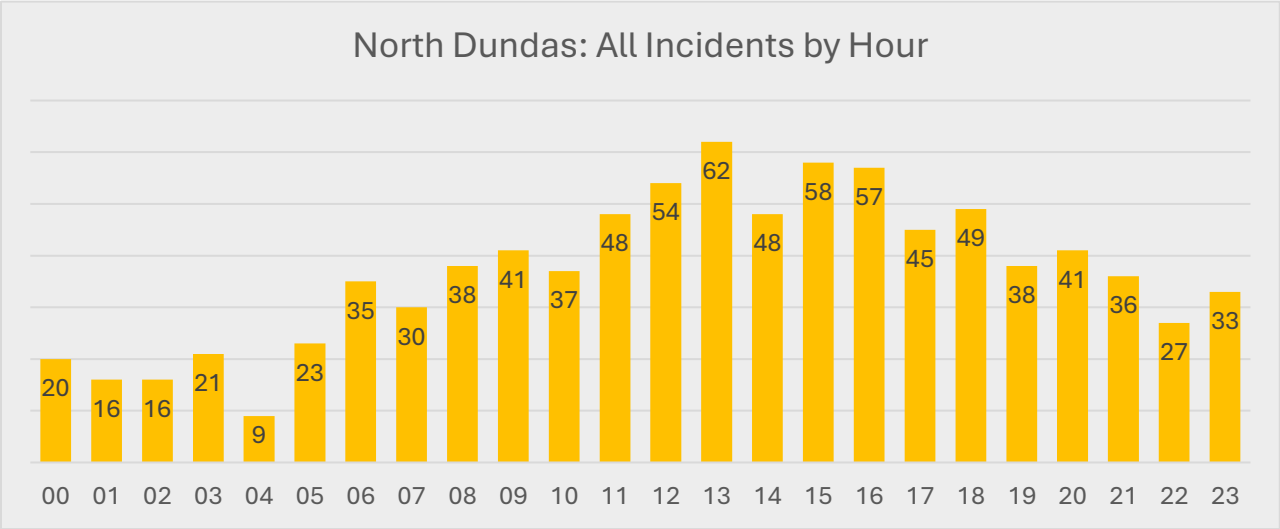


In the 'Incidents by Day' chart, below, the yellow bars show the number of incidents that occurred by day of week over the 5-year period analyzed. The percentages show the proportion of time that an incident occurred on each day, on average. As an example, incidents occurred on 47% of Mondays during the five-year period. So, nominally, there were 260 Mondays in five years; an incident occurred on 122 Mondays but on 138 Mondays there were no calls.



The chart below, 'North Dundas: All Incidents by Hour', shows the number of incidents that happened each hour based on the total number of events that occurred from 2019 to 2023.

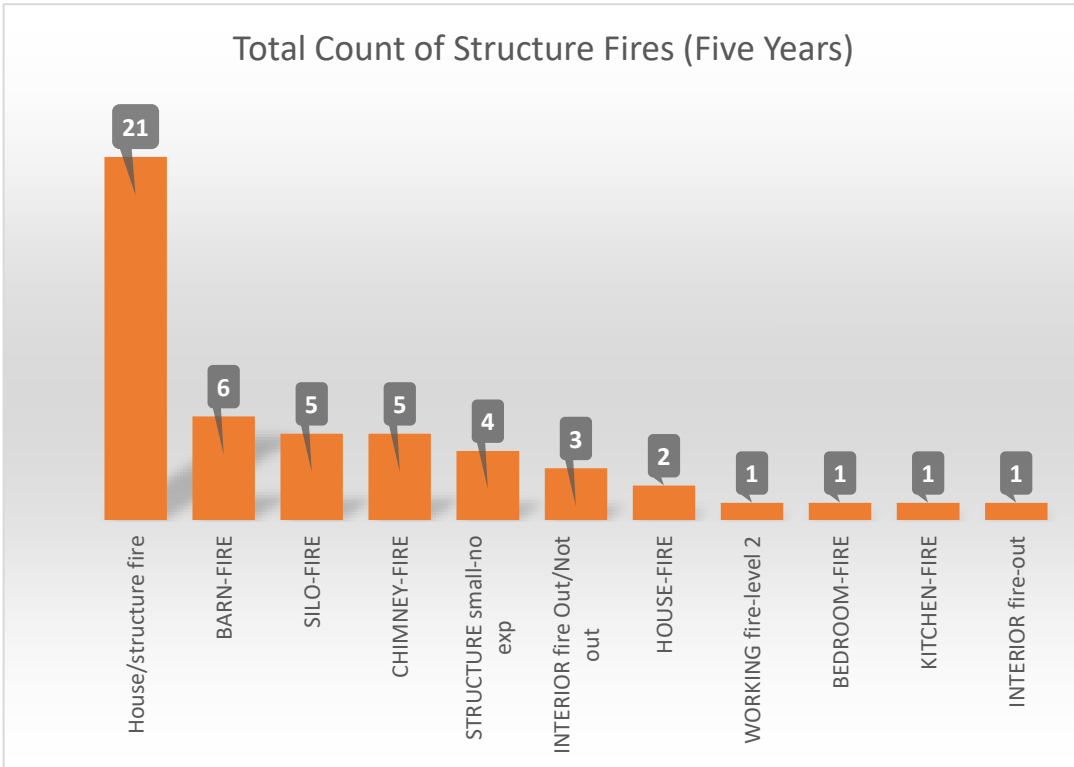
More incidents arise from the middle of the day to mid-evening and fewer than 20% of the total take place between midnight and 8:00 AM.



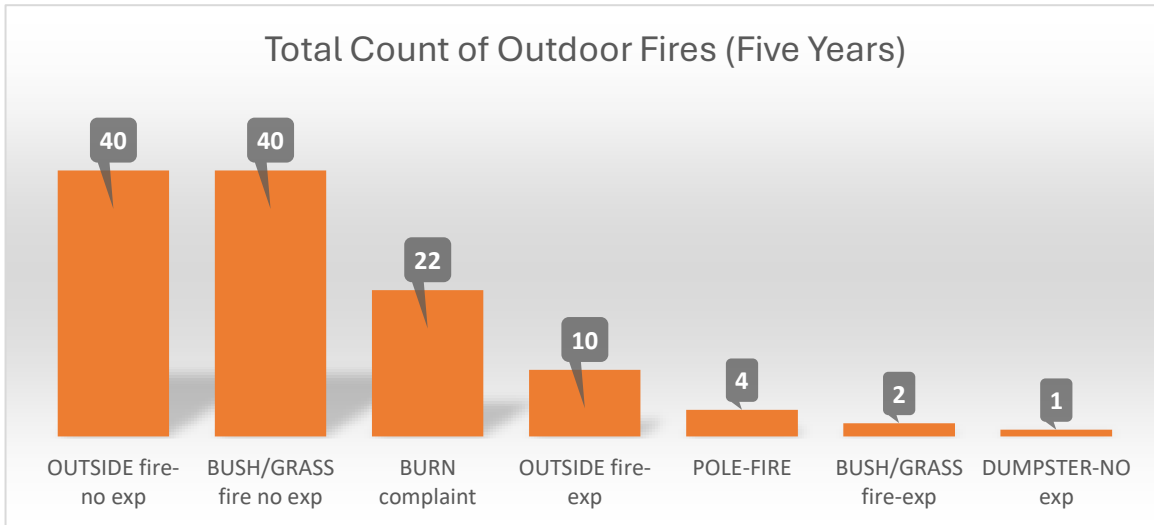
The nine charts that follow demonstrate the number of incidents, by type and subtype, to which North Dundas Fire Service was dispatched in the five-year period examined.

Divide each of the values shown by 5 to get the annual average number of event types.

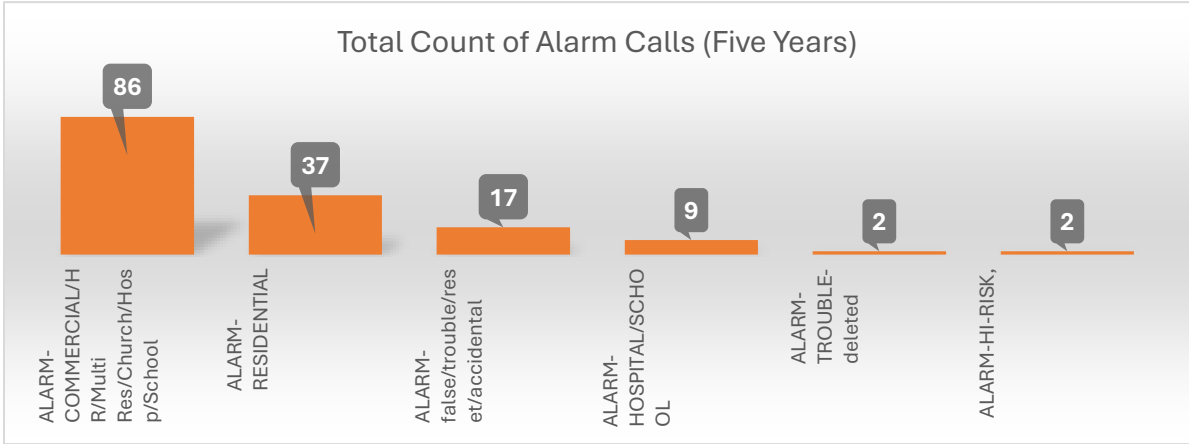
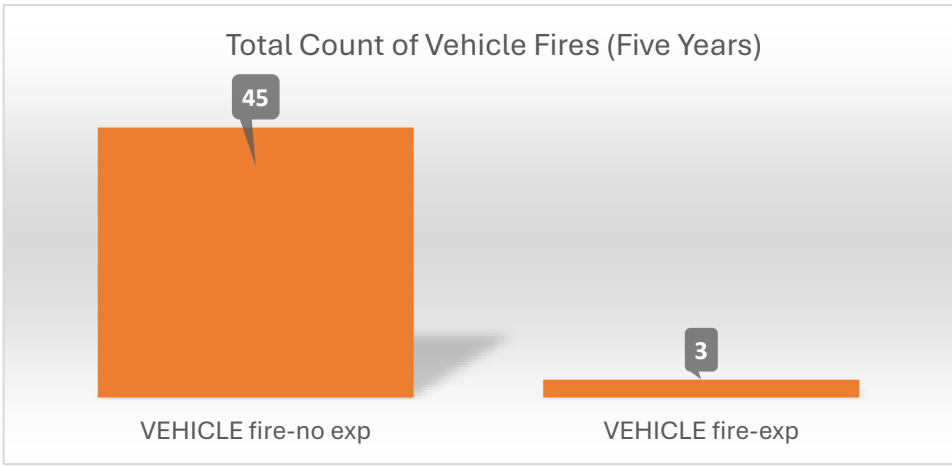
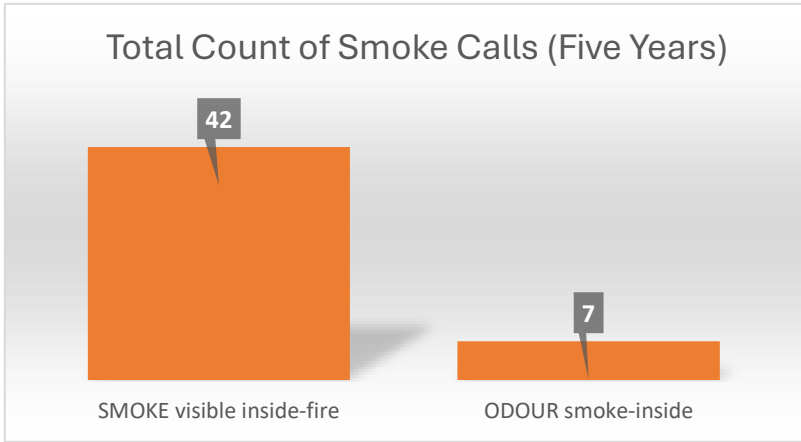
Total Count of Structure Fires (Five Years)

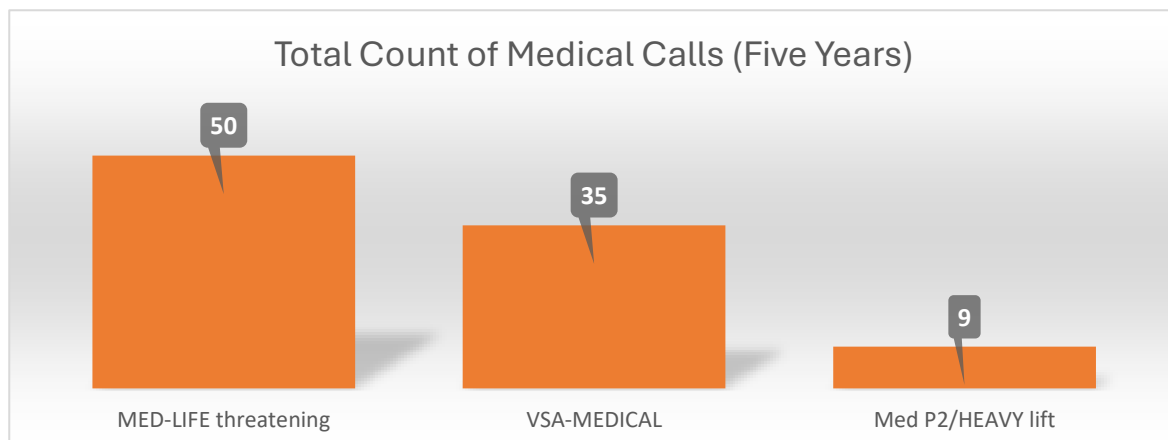
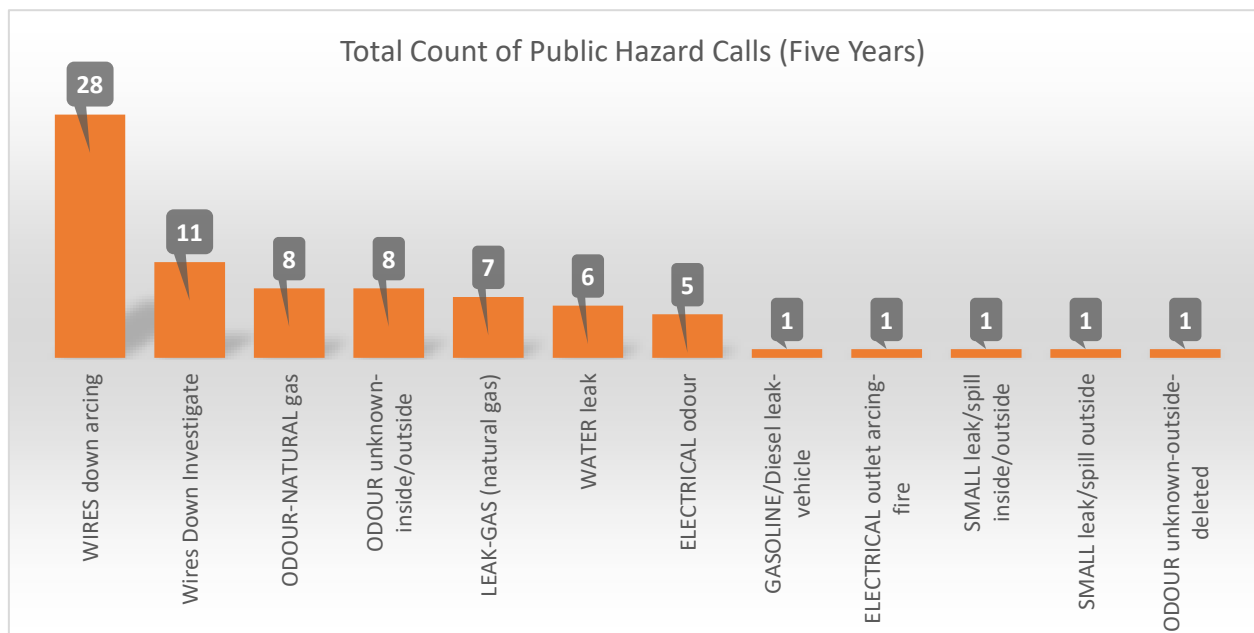
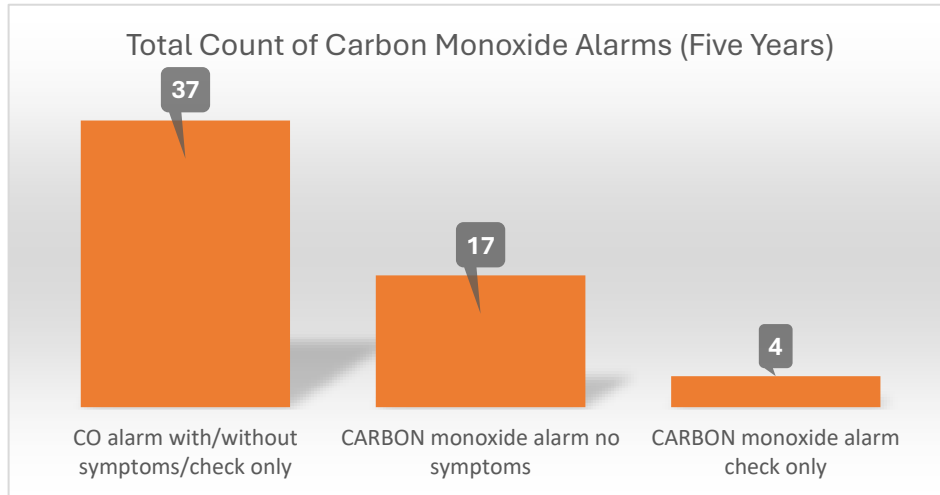


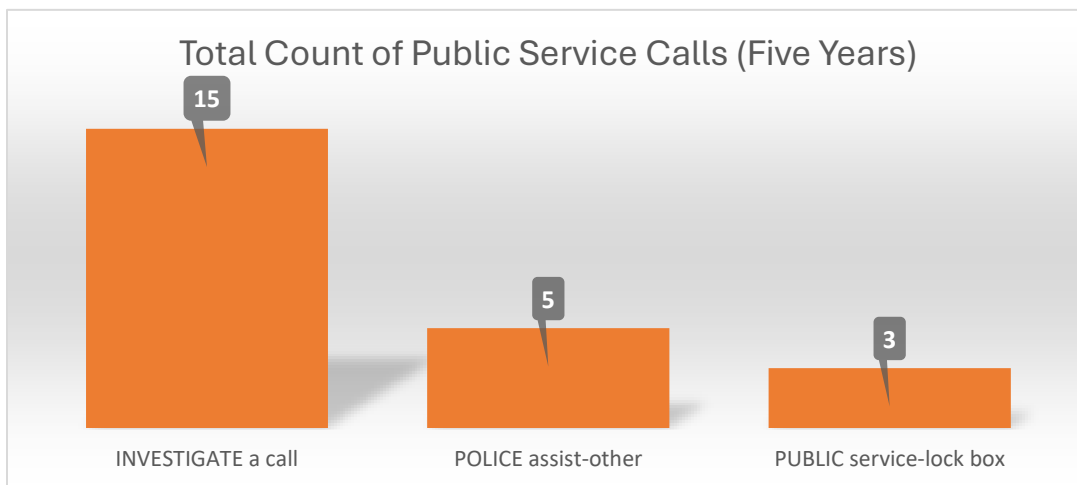
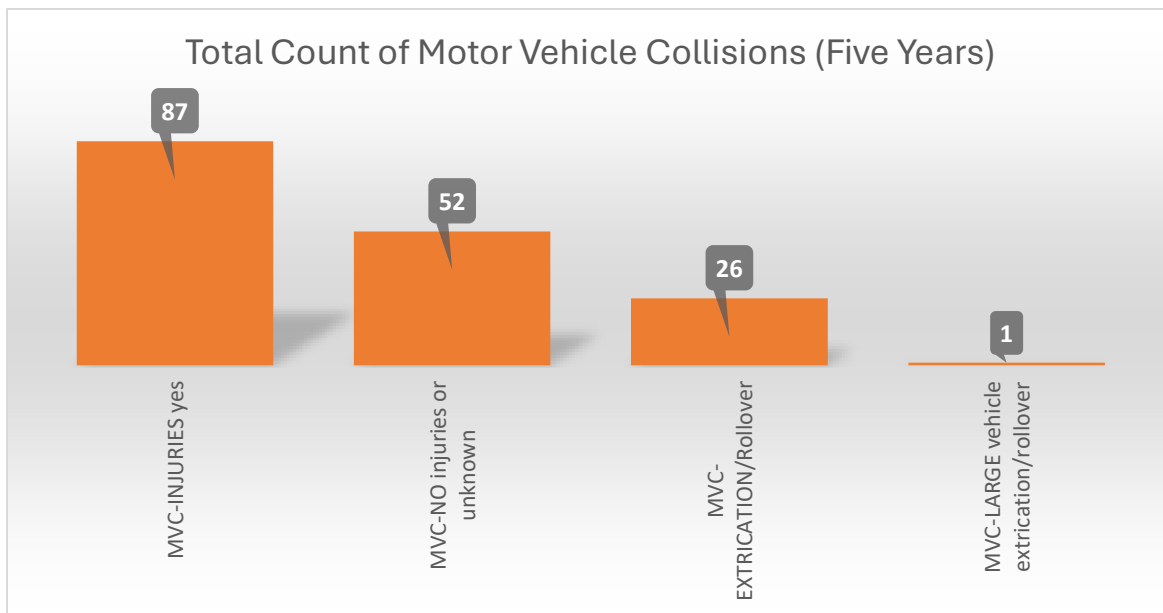
Total Count of Outdoor Fires (Five Years)







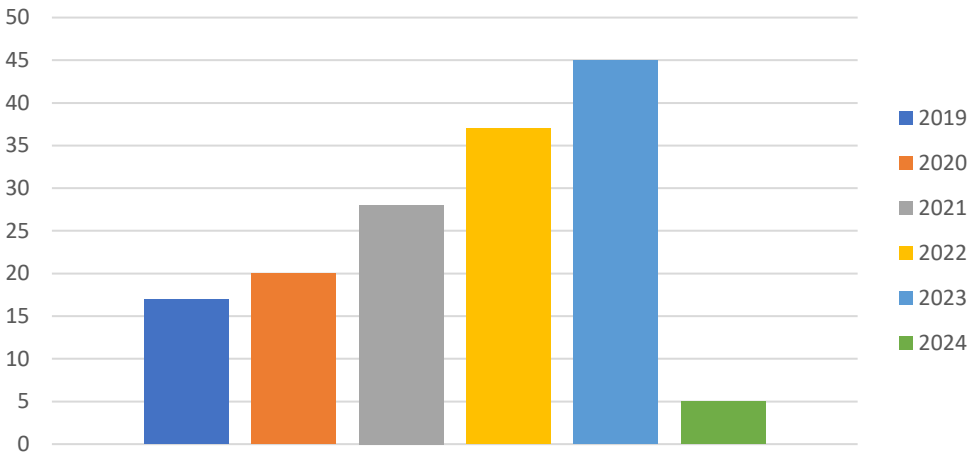




We noted in the [first chart](#) of the series above that the fire service’s response numbers increased by 34% in 2022 and 26% in 2023. From 2021 to 2023 the number of calls increased by 59%. We searched for reasons for that increase. We found the following:

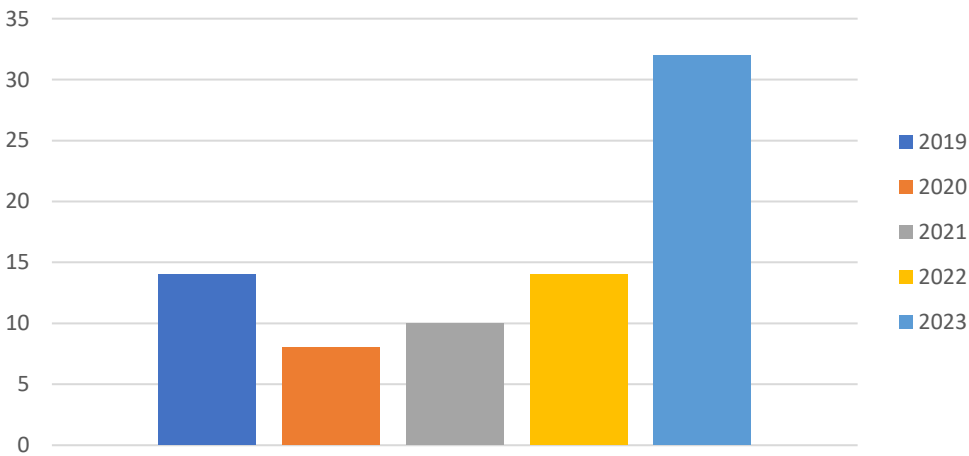
Automatic Alarms have seen a steady increase annually from 17 in 2019 to 45 in 2023.

### Automatic Alarms



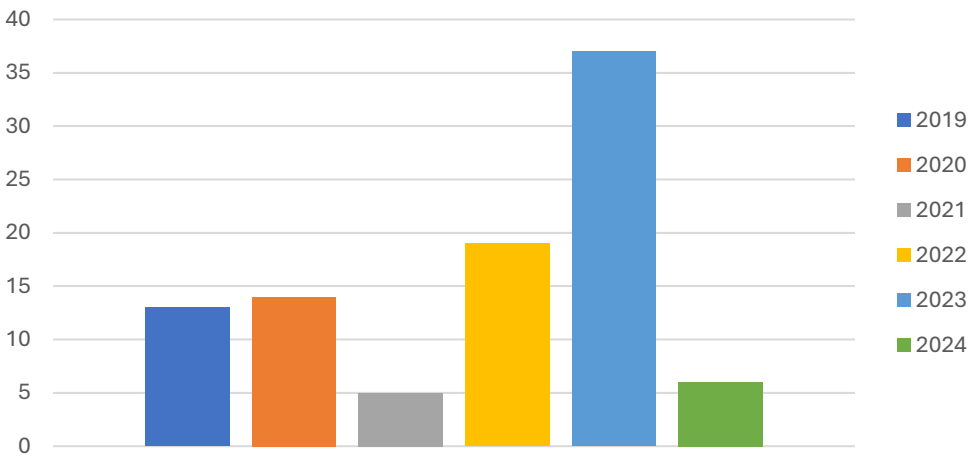
Public Hazard calls have grown from the previous high of 14 in 2019 and 2022 to 32 in 2023.

### Public Hazard



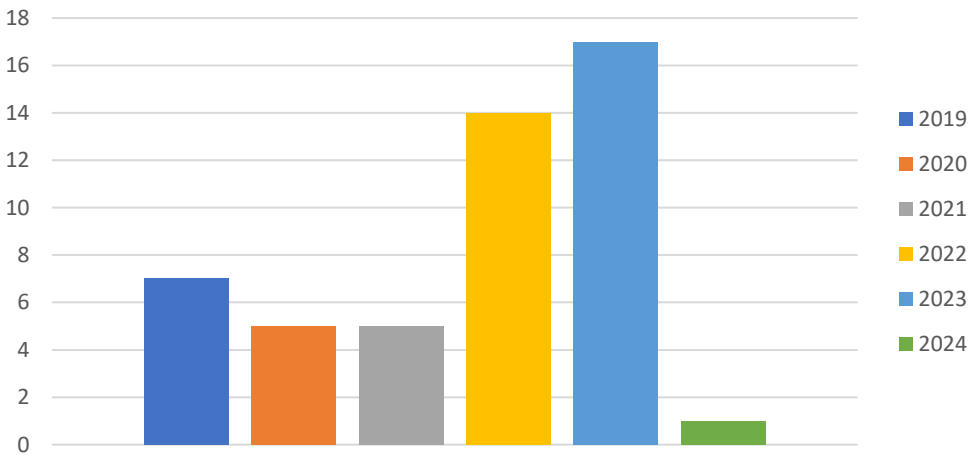
Medical Incidents have grown from a low of five in 2021 to 37 in 2023.

### Medical Incidents



And, although the number of incidents isn't high, Smoke Calls have more than doubled from 2019.

### Smoke Calls



We recommend that the fire department pays attention to the call types identified above to see if there is a way to control growth and avoid the cost of calling in volunteers. For example, changes to the customary practice of treating automatic alarms as fires and sending multiple vehicles, even though 95% - 98% of automatic alarms are false, could reduce volunteer call outs by 50 or more per year. London, England and some other fire services in the United Kingdom no longer respond to automatic alarms without a 'challenge' due to the high number of false incidents. That is, the communications centre makes a telephone call to a telephone number, which has to be registered with the fire department by all locations with an alarm, to confirm a fire or false call. Exceptions are made depending on the whether the location is occupied (based

on time of day for commercial and industrial locations), or if there is no answer. Pomax has clients in Ontario that send only one apparatus to an alarm or, in the case of a carbon monoxide alarm where there is confirmation that everyone is out of the building, will send a prevention officer or other fire officer in a car or light truck, on a non-emergency basis, to assess the event.

## 2.3 How Long Does Fire Response Take in North Dundas?

Before answering the question about response time in North Dundas, we should offer a short discussion of the beliefs and expectations surrounding response.

North Dundas Fire Service is volunteer. It's possible that readers have heard of the National Fire Protection Association (NFPA) which publishes standards that municipalities can adopt. NFPA suggests the following response targets for volunteer services. You will see that the targets vary depending on population density and distance from fire stations. For example, Winchester, with a population density of approximately 2,417 in 2.26 square kilometres (StatCan) would fall into NFPA's urban category but other settlements in North Dundas would fall under the rural or remote categories.

**Table 1: NFPA Deployment Chart for Volunteer Fire Services**

<b>Demand Zone*</b>	<b>Demographics</b>	<b>Minimum Staffing Required**</b>	<b>Response Time (minutes) ***</b>	<b>Meets Objective (%)</b>
Urban	>1000 people /2.6 sq. km	15	9	90
Suburban	500-1000 people /2.6 sq. km	10	10	80
Rural	< 500 people / 2.6 sq. km	6	14	80
Remote	Travel distance > 12.87 km	4	Dependent on travel distance	90
Special Risk	Determined by Authority Having Jurisdiction (AHJ) (the municipality)	Determined by AHJ based on risk	Determined by AHJ	90
<b>Activity</b>	<b>Minimum Firefighters on Scene</b>	<b>Initial Attack Time</b>	<b>Document Section</b>	
Interior Fire Suppression	4 <i>Section (4.6.1)</i>	2 minutes after assembly of necessary resources on scene	4.3.4	90
Sustained Firefighting Operations	Sufficient personnel, equipment and resources	Determined by AHJ	4.7	Determined by AHJ

Notes:

\*A jurisdiction may have more than one demand zone.

\*\* Minimum staffing includes members responding from the AHJs department and automatic aid.

\*\*\* Response time begins with the completion of dispatch notification and ends at the time interval shown in the table.

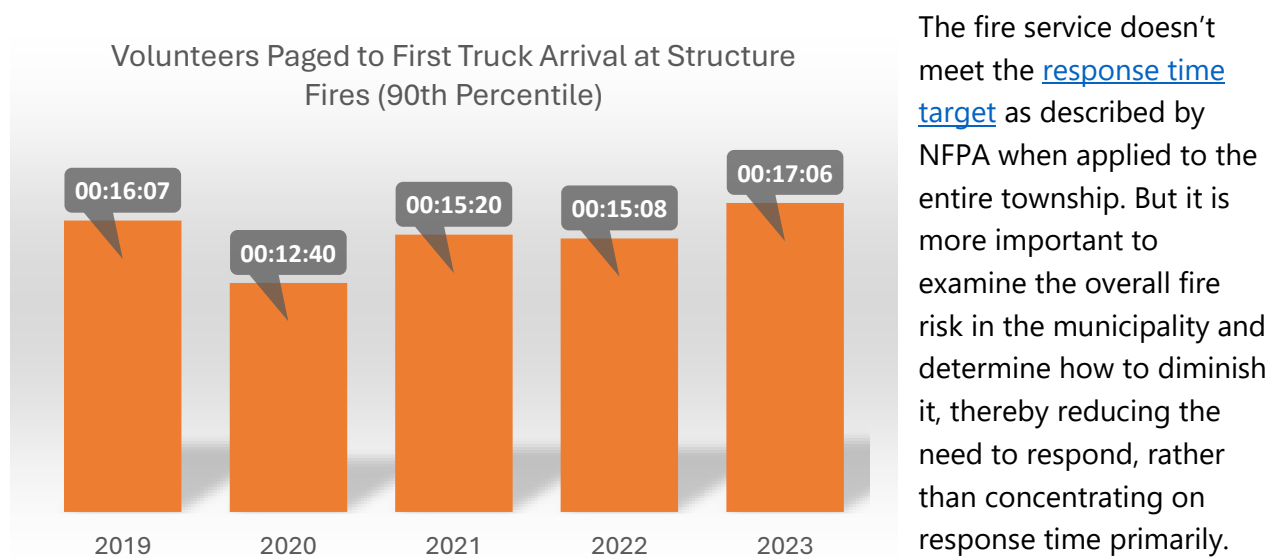
Section 4.6.4 of NFPA 1720 (standard for volunteer fire services) states, "Initial attack operations shall be organized to ensure that if, upon arrival at the emergency scene, initial attack personnel find an imminent



life-threatening situation where immediate action could prevent the loss of life or serious injury, such action is permitted with less than four personnel when conducted in accordance with NFPA 1500.”

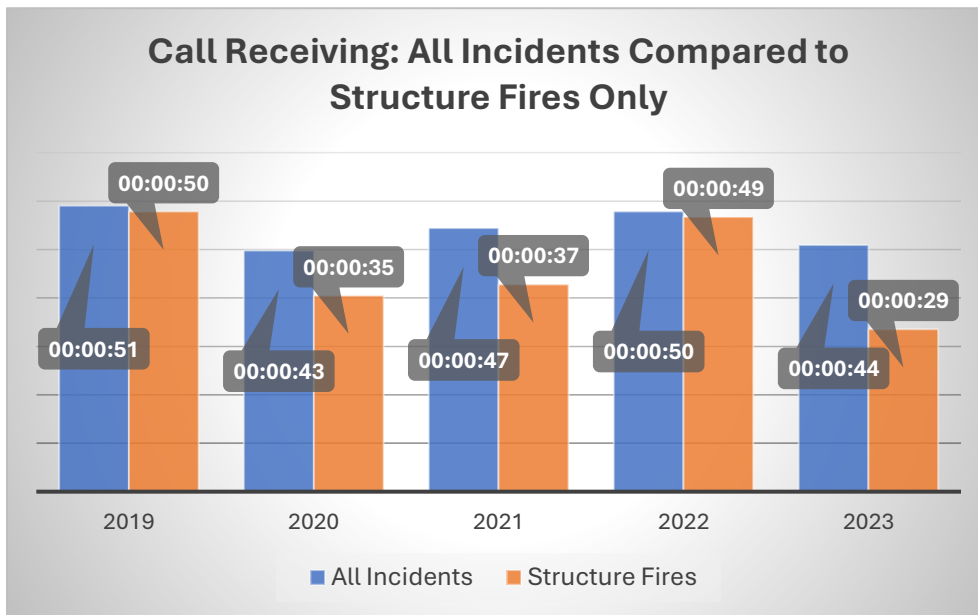
Section 4.7.3 states, “The fire department shall be permitted to use established automatic aid or mutual aid agreements to comply with the requirements of Section 4.7” Section 4.7 identifies requirements to conduct sustained firefighting operations.

The 90th percentile time for North Dundas Fire Service to structure fires in the township, from the time volunteers are paged to the time the first truck arrives at the incident, is shown in the chart below. Data to calculate the 90<sup>th</sup> percentile for each fire station based on NFPA’s demand zones was not readily accessible.



The 90<sup>th</sup> percentile means that 90 percent of structure fire incidents were responded to within the times shown while 10% exceeded that time.

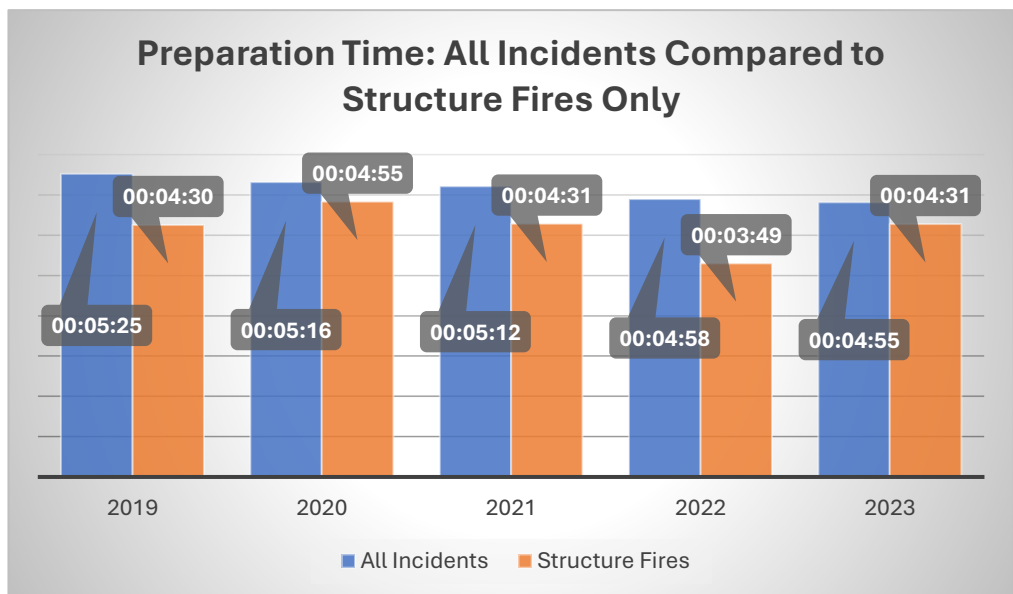
Another way of comparing time components within an emergency call is to look at the median times. The median is the mid-point of times gathered for each call module; about 50% of incident elements took less time than that shown in the following chart while 50% took longer.



The chart *Call Receiving: All Incidents Compared to Structure Fires Only* shows that the median call taking time for structure fires took 10 to 15 seconds less in some years than for other call types.

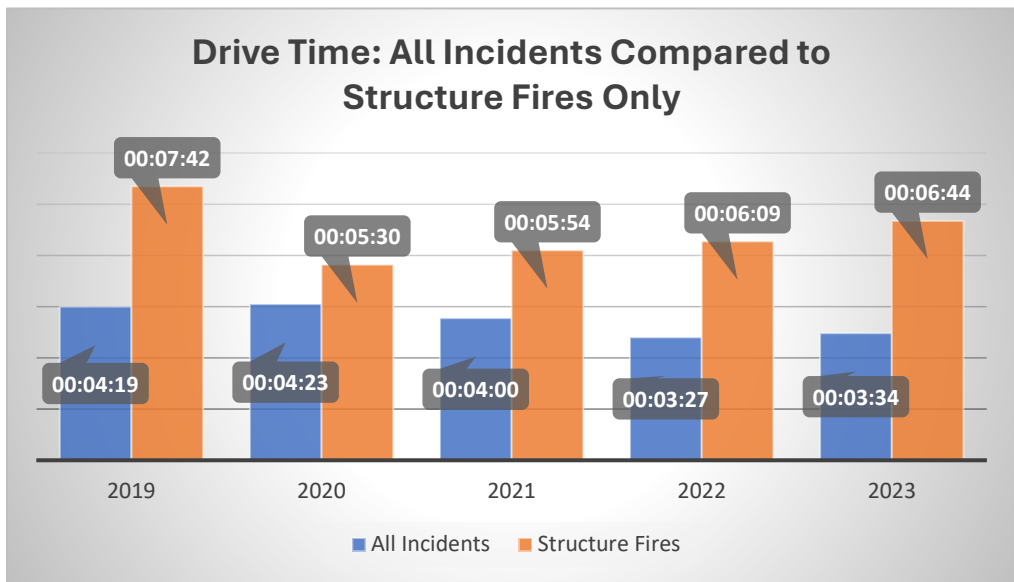
We'll recommend later, and explain, why call taking for most non-structure fires incidents should take longer than what is shown here.

This chart shows *Preparation Time for All Incidents Compared to Structure Fires Only* (see Exhibit 1: Response Graphic for an explanation of preparation time).



Preparation time, (also called turnout by fire services) has a

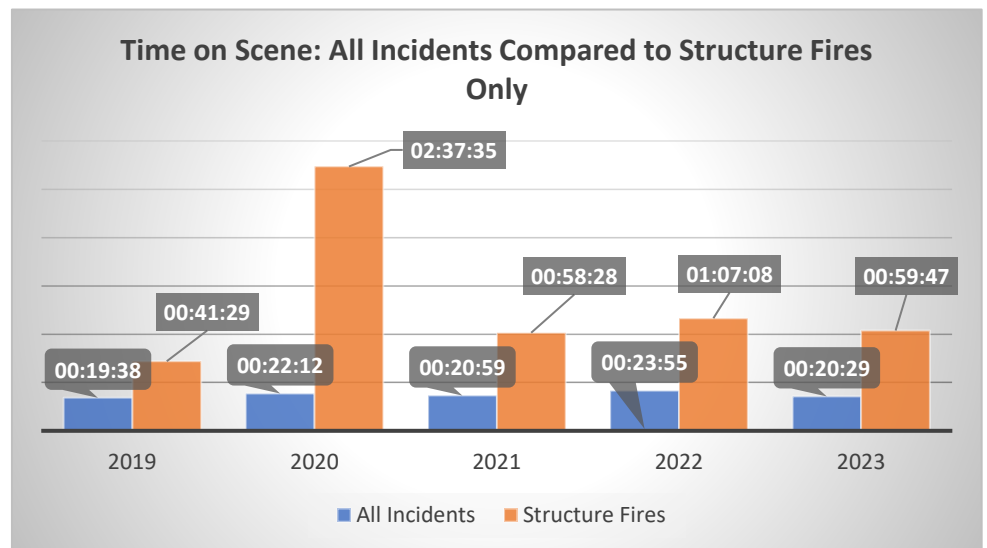
median of approximately 20 seconds to a minute less to structure fires than turnout to other call types. We don't consider this to be a concern. Most incidents are not time sensitive except for structure fires and a few other types such as cardiac arrests, and the difference in medians shown here might indicate a recognition by firefighters of that reality.



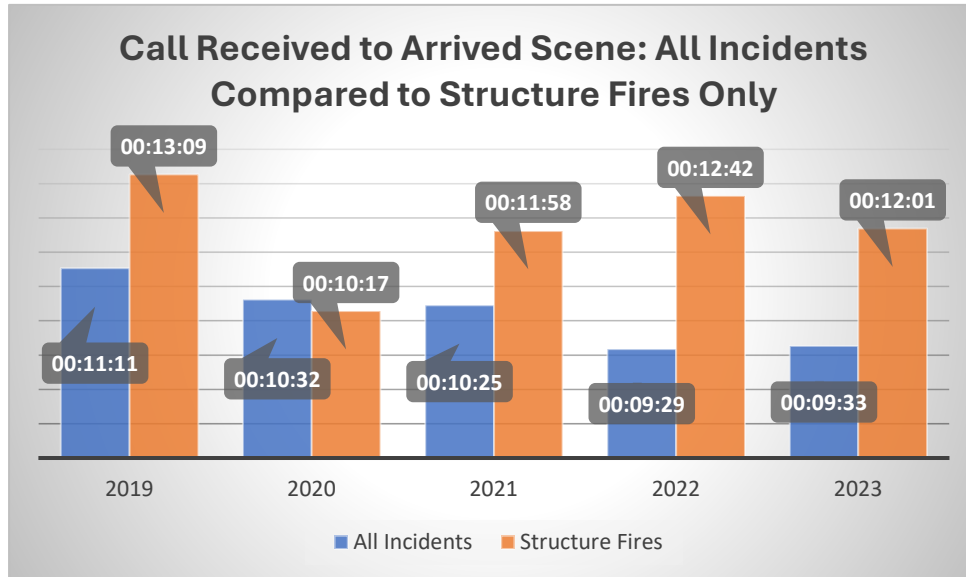
The drive time chart (from the time the first truck leaves a station to its arrival at the incident) shows that the median drive time for structure fires is up to several minutes longer than it is for other incidents. This could

indicate that structure fires are located farther away from a fire station than other event types. It may also just be an indicator that the sample size for incident types other than fire is considerably larger which lowers the median.

The *Time on Scene* chart shows the median for the time spent on scene for the first arriving fire truck. The median time for structure fires is considerably longer than for non-structure fire incidents because of the duties associated with firefighting.



The median time on-scene for non-firefighting incidents is about 20 minutes. This is a short period and may indicate that since 50% of events had a shorter on-scene time than that shown here, there may be an opportunity to examine events with a short on-scene time to determine the necessity for firefighter attendance. Detailed assessment might reveal patterns of information received by call takers at the dispatch centre that are associated with low on-scene times and provide the chance to critically evaluate the need to respond to some call types.

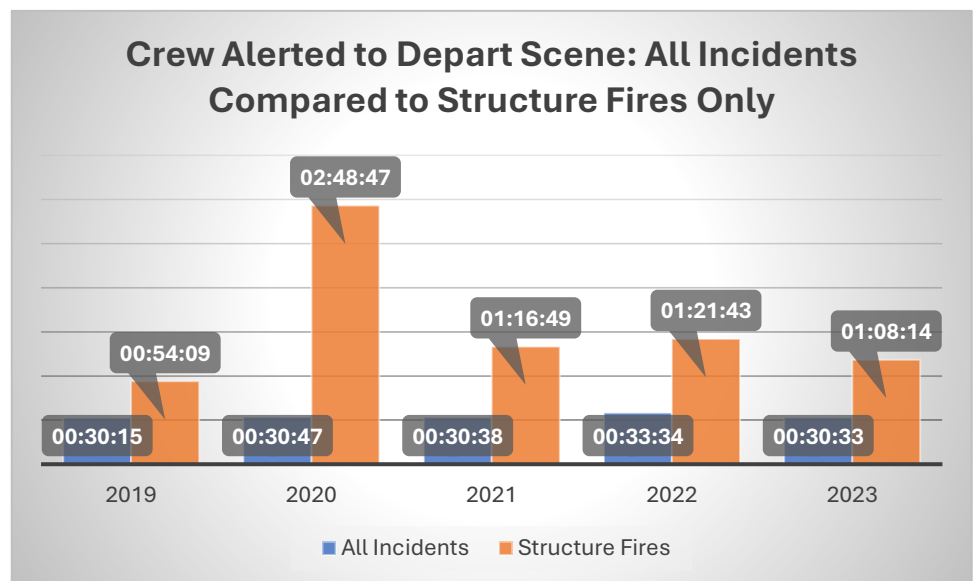


The *Call Received to Arrived Scene* chart shows the median from when the dispatch centre’s call taker starts to enter information into the dispatch computer to the time that the first fire truck arrived at the incident.

The median times of approximately 9

minutes and 30 seconds for all event types, and 12 minutes for structure fires are good considering North Dundas is a volunteer fire service. However, if we reference Exhibit 1 and Exhibit 2 we can see that the 12 minute structure fire ‘call received to arrived scene time’ does not include approximately three minutes or more to recognize or detect a fire, or the three minutes or more setup time, which means that the median time from fire detection to getting water on a fire is 18 minutes or more.

The *Crew Alerted to Depart Scene* chart demonstrates the median time from the time firefighters are paged until the first arriving truck leaves the incidents. We can see, for structure fires, that the median time is approximately 60 to 80 minutes but for other incident types it is approximately 30 minutes. That short period of time – for other than structure fires

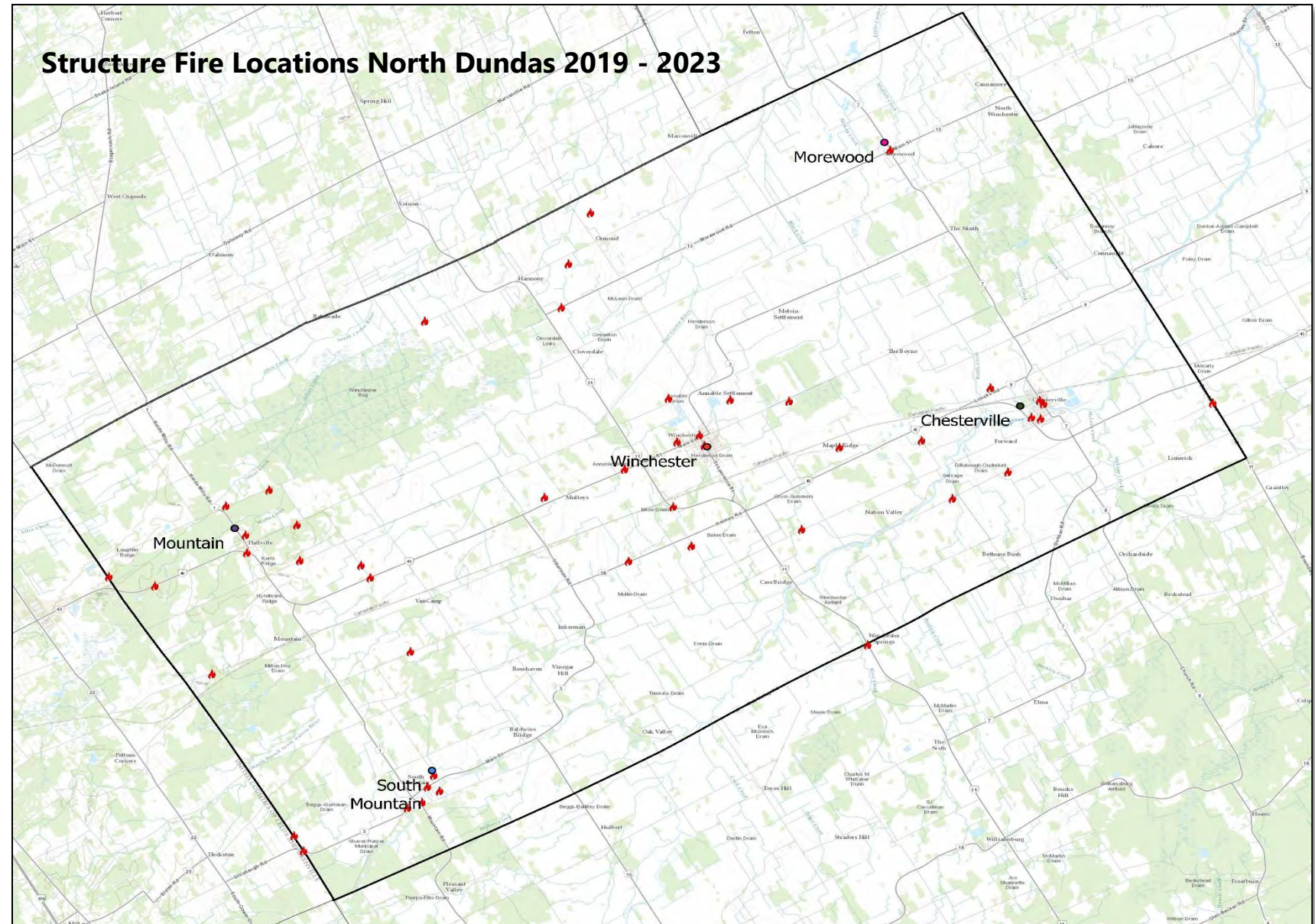


– offers a clue that further assessment of response to non-fire calls may reveal opportunities to reduce volunteer call in and cost, and lower wear, tear, and maintenance cost for fire apparatus.



## 2.4 Structure Fire Locations in North Dundas

This map shows the location of structure fires in North Dundas in the period studied. On average the Chesterville and Mountain stations respond to two fires a year as the primary response station; Winchester, three; and Morewood experienced only one structure fire in the five years studied.



## 3 The Need for Suppression Resources at a Fire

### 3.1 How Many Firefighters are Needed to Fight a Fire?

This section addresses the number of firefighters needed to fight a fire in a single family dwelling and is based on National Fire Protection Association advice. However, if we review Table 1 we can see that NFPA recognizes that some zones, particularly rural and remote environments will not be able to gather a large number of firefighters in a short time frame. In such cases, the senior fire officer will determine which tasks can be performed until more firefighters arrive.

Exhibit 6 is a graphic that indicates the number of firefighters required to fulfill all the roles at a single-family dwelling fire. The illustration shows the work that takes place starting from about 13 minutes after a fire is detected.

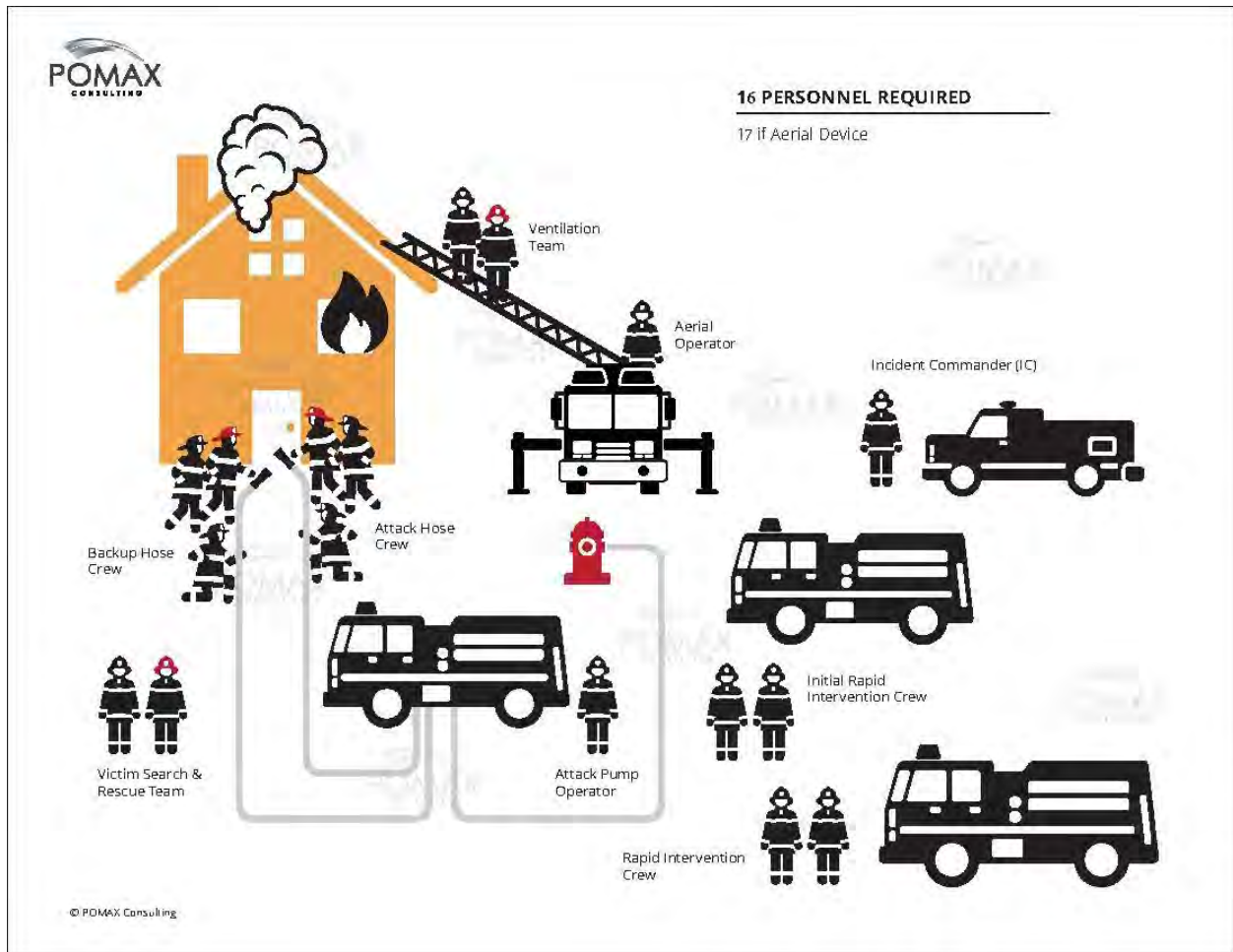
The firefighters include

- an incident commander to direct all operations at the event;
- a hose crew, which is made up of two firefighters to handle the nozzle end of the hose because of the water pressure, and one firefighter to ensure the flow to the nozzle continues and assist with moving and placing the hose as the firefighters at the nozzle move forward into the fire;
- a second hose crew, also made up of three people, who perform the same functions as the first hose crew;
- a pump operator to make sure the water supply remains at the right pressure to fight the fire;
- a victim search and rescue crew (two firefighters) to search the building for occupants;
- a ventilation team to exhaust smoke and gasses from the building allowing inside firefighters to operate more safely;
- a firefighter to operate the aerial apparatus if one is used;
- an initial rapid intervention crew who are prepared to rescue the first teams of firefighters if they become trapped, injured, or lost in the building; and
- a rapid intervention crew to assist with rescues, if needed, and because there may be two or more firefighting teams in the building.

Even though the need for duties as shown in Exhibit 6 may vary depending on the fire – for example, if there are no victims the victim search and rescue crew may not be required – the incident commander can assign staff to other duties such as tracking which firefighters are entering and leaving the building, acting as relief for the first group of firefighters who were deployed into the building, or staffing another hose.



## Exhibit 6: How many Firefighters are Needed to Fight a Fire?



## 4 Working with the Dispatch Centres to Refine Response and Resource Commitment

Pomax's normal practice is to measure the assembly time of firefighters at a fire; for example, how long does it take, at the median and 90<sup>th</sup> percentile, to have 10, 15, or more firefighters arrive on scene. Unfortunately we can't do that for North Dundas since the dispatch service tracks only the first arriving truck within its computer dispatch system.

This is an unusual circumstance and Pomax has experienced only one or two previous projects when information applicable to only the first responding truck was available. We recommend that North Dundas, upon renegotiating dispatch services with its current provider or seeking a new dispatch provider, includes in the contract the requirement to track the activity and movement of each responding vehicle, and providing those records to North Dundas in an Excel format. Currently, records are provided to North Dundas Fire Service in portable document format (pdf) and it is work intensive to transfer pdf into a local record management system.

Pomax has provided the Chief, separately, a suggested layout and content for information received from the contracted communications centre since the specificity and arrangement of the Excel record is also important.

### 4.1 Refining Fire Service Response Parameters

There are indications in the [median time on scene information](#) that North Dundas Fire Service may be able to decrease the frequency of responses, and the number of trucks responding, without increasing risk to the population.

For example, North Dundas Fire Service could probably refine its response policies if it could extract, from the data, the number of times that it was sent to an incident only to find out it wasn't needed. This includes being dispatched and cancelled, arriving at a medical incident to find that an ambulance had arrived prior to or within minutes of the fire truck, or a traffic collision was without injuries, or responding to automatic alarms which are false 95% to 98% of the time.

The frequency of these non-critical call outs can be reduced through two activities:

1. working with 911-police, paramedic services, and the fire dispatch centre to hone call taking, dispatch, and call out procedures, and
2. using analytics to refine response methods.

The expected result could be a significant reduction in dispatches, except mostly to critical incidents where time may make a difference. Better analytics and a reduced number of dispatches offers opportunities to

- reduce firefighter turnout and decrease staffing costs,

- diminish wear, tear and repair costs to trucks;
- help determine, in future, the size and type of trucks required, and the limits of equipment that each truck needs to carry.

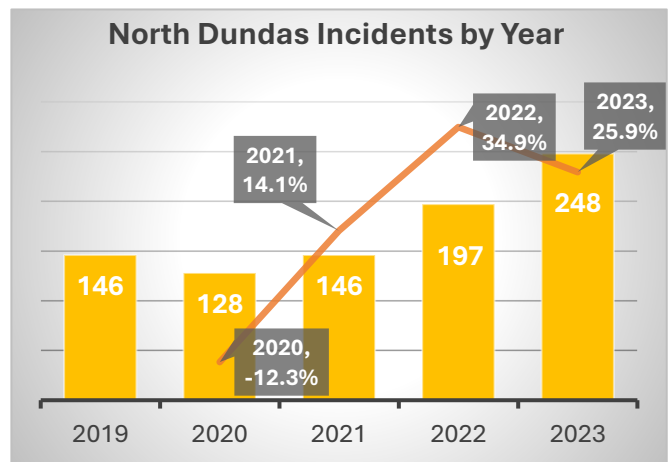
In an emergency, a call goes to the 9-1-1 centre which, for North Dundas, is operated by the Ontario Provincial Police (OPP). Calls for fire or paramedic services are routed by the OPP to the appropriate dispatch centre.

The fire service can be activated in several ways (the following examples are not intended to be all-encompassing):

- The incident may be a fire or other event such as water rescue, carbon monoxide, smoke or fire alarm, etc. for which the fire service is the primary response.
- The paramedic service determines the fire department might be needed for assistance and requests the fire. Such calls include cardiac arrest, unconscious patients, entrapment, serious traffic collisions, and events where paramedic services may require help gaining access to a patient.
- The police service may determine that fire is required for an incident such as a motor vehicle collision, drowning, or rescue.
- An agreement may be in place, such as the tiered response agreement between North Dundas and the Cornwall, Stormont, Dundas, and Glengarry Paramedic Services which indicates which incident types the fire department wishes to attend.

In the case of fire departments, the target, based on National Fire Protection Association standards, is for the fire dispatch centre to take and process information from callers, and dispatch firefighters within 64 seconds of receiving a call for assistance. It has also become normal practice, in many jurisdictions, to send firefighters to incidents such as traffic collisions, along with police and paramedic services, even though there isn't a confirmation of extrication required. Entrapment is rare but firefighters are also called out for the purpose of blocking roads or cleaning automotive fluids from roadways. Each municipality has to make its own decision as to the value of such services by the fire department but the important point is that taking time to gather more information at the time of call taking may assist to reduce fire department deployment and alleviate cost pressures.

We noted earlier that North Dundas Fire Service has experienced call volume [percentage increases](#) of 35% and 26% in 2022 and 2023. But these increases are not attributable to core services such as fires or rescues. They appear to



be caused primarily by incidents such as automatic alarms, public hazard, smoke calls, and medical events, all of which the dispatch centre and fire service has some control and influence.

Dispatch centres and emergency services err on the side of safety, which is considered by some to be a good practice, but results in an over-deployment of fire services. The outcome is that there are often dispatches to incidents that don't require the presence of the fire department.

Several techniques that can be used to refine dispatch procedures and improve effectiveness and efficiency.

1. In concert with the recommendations below, the fire department should seek peer reviewed studies from scientific journals or other impartial publications to either confirm or question existing response methods.
  - a. There are large number of journal articles that examine the need, or absence of evidence, for response by fire departments to a broad number of call types. For example, Pomax has over 700 peer reviewed journal articles about the operation and response of emergency services, mostly fire related. By familiarizing itself with these journal articles the fire department can examine current North Dundas activities that could be adjusted thereby increasing value and lowering fire service operational costs, and achieve guidance as to which actions should be reviewed with the dispatch centre.
2. Create a joint dispatch service planning group – possibly including other fire departments dispatched by the same communications centre – for the purpose of reviewing selected incidents and refining dispatch information gathering and dispatch techniques.
3. The fire service should review a sample of emergency calls, including listening to the recordings from the moment a call is received at the 9-1-1 centre, or fire dispatch, until scene arrival and incident assessment. North Dundas responds to less than a call per day on average so almost all calls could be reviewed, but a minimum of 10 events of all types should be appraised monthly.
  - a. Review the recording to see what information was received by the call taker and the effort made to determine the full nature of the call so that effective and efficient resources are sent to the incident.
  - b. Determine how the deployment of assets could be reevaluated resulting in greater efficiency and reduced risk to firefighters and the public from large fire trucks responding in emergency mode.
  - c. Work with 9-1-1, police, and paramedic services' dispatch centres to recognize information patterns at the call-taking stage to eventually increase efficiency of call-taking and dispatch processes.
4. Review outcome data (officers' notes) manually until the record management system is developed sufficiently to record on-scene activity in a relational database.
  - a. Equate information gathered at the call taking stage with as-found information on-scene for congruency.

- b. Work with the dispatch centres to find techniques for querying callers so that information gathered more closely aligns with 'as found' on scene.
5. Except in cases such as confirmed fires, confirmed cardiac arrest, and a few other emergencies where minutes count, the dispatch centre should disregard NFPA's 64 second dispatch target and take another 30 or 40 seconds to obtain additional information which may reduce the number of times firefighters are dispatched.

Taking these steps over the next two to three years, and comparing caller information with outcome data, will offer an opportunity to refine resource commitment, reduce dispatches, and reserve resources for more urgent incidents.

## 5 Current Fire Stations and Apparatus

The Fire Chief did an excellent job of documenting the fire stations and apparatus. That information can be found in Appendix A.

Our review of the fire stations and apparatus, combined with the data analysis presented above results in the following conclusions and recommendations regarding fire stations and apparatus:

### **Morewood Station:**

- We have a record of only one structure fire occurring in the Morewood station primary response area from 2019 to 2023. Most communities would not establish a fire station, if one was not already in place, based on one structure fire in five years. Although there are other incident types where time sometimes makes a difference, those are rare and still not frequent enough to warrant establishing a new fire department in the Morewood area if one did not exist. The township should decide whether it wishes to continue having a fire station, including the cost of building repair and maintenance, and apparatus repair and maintenance, where there is no evidence of need.
  - We recommend closing the Morewood fire station. Although it could be closed immediately and response boundaries redrawn, the timing and process of decommissioning the station is left to the Chief to recommend the best path to council.
  - iii. One of the considerations in this recommendation is that, in case of a structure fire in the Morewood area, and if the Morewood station was closed, the next closest fire station, Chesterville, is an 11 minute drive. That means that from alerting Chesterville firefighters to the time water is applied to a fire will take about 20 minutes or more.
  - iv. Data shows fires in the Morewood area to be rare. Vigorous public education and prevention efforts can be expected to continue that infrequent circumstance.

### **Chesterville Station:**

- A 2017 engineering company's structural review of the Chesterville fire hall estimated maintenance of that station at \$390,000 over a 10-year period (2017 – 2027). Alternatively, the engineers suggested replacing the building.
  - Our recommendation is to maintain the Chesterville station for the next two years or less while sufficient data is collected to make a decision whether the building needs to remain open.
  - Chesterville averages a structure fire every six months (please see the map in 2.4 Structure Fire Locations in North Dundas). Closing the Chesterville fire hall would mean that the Winchester station would have to respond to both Morewood and Chesterville areas. Similar to the time indicated above, the drive from Winchester to Morewood or Chesterville, and beyond, would take 11 minutes or more. The decision would have to be made whether robust prevention and public education efforts combined with a low historical risk of structure fire



would be acceptable to the township from a service level – value perspective. Decisions of that kind needs to be based on good data which is not yet available.

**South Mountain:**

- Similar to Chesterville, there are records totaling seven structure fires in the **South Mountain** response area for the five year study period. That is an average of one structure fire every 8.6 months and, based on the number of fires and time sensitive emergencies only, wouldn't warrant keeping the station open.
- Our recommendation is to consider closing the South Mountain fire hall and serving the area from the Mountain station.

**Winchester and Mountain Stations**

We recommend that the Winchester and Mountain stations continue to operate as at present.

We recommend that the Chief realigns the primary response assignments for all stations; particularly between Winchester and Morewood toward the Harmony and Ormand area. There are indications that, taking into account turnout times and numbers of staff, Winchester can reach those areas before Morewood.

**Apparatus Redistribution:**

- If the Morewood, Chesterville, or South Mountain stations are closed, redistribution of apparatus and other assets would have to be determined when a decommissioning decision is made.
  - Redistribution of assets may delay the need to replace other equipment for several years.

## 6 Fire Prevention, Public Education, Firefighter Training

### 6.1 Fire Prevention and Public Education

Fire prevention and public education programs are considered to be vitally important in reducing fire risk. Unfortunately, there is no evidence that the standard practice for public education and prevention<sup>3</sup> programs work other than the installation and maintenance of smoke alarms. And smoke alarms are not a prevention tool, they are an early notification instrument for a fire situation, although there is evidence that smoke alarms reduce the risk of injury and death and property damage. On the other hand, there is no evidence that standard fire prevention activity does not reduce the number of structure fire events.

A study published in Fire Technology and authored by Marcus Runefors and Finn Nilson<sup>4</sup> discusses that the risk of fatal residential fires is known to be differentiated by sociodemographic factors, yet prevention methods are introduced generally in a population, thereby possibly affecting the effectiveness of these interventions (negatively). The conclusion of the study was that

*... one solution does not work for all. Rather, fire prevention interventions need to be specifically chosen for each individual depending upon the potential benefit and impact of an intervention. Currently, a "one size fits all" approach is commonly seen in fire prevention. This study shows that this needs to change in order for fire prevention interventions to become as effective as possible.*

Another study published in the Journal of Safety Research<sup>5</sup> concluded that home safety fire checks by suppression firefighters in the study area

*... demonstrate that fires and developed fires decrease by a maximum of approximately 6% and 8% per year (assuming 100% causality) and that the*

---

<sup>3</sup> We separate legislatively required fire inspections (compliance) from public prevention and public education efforts. Compliance inspections, required by legislation, may prevent fires in some cases – as in inspecting commercial kitchens, laundries etc. thereby possibly preventing a fire – whereas public prevention and education programs usually entail door knocking, handing out pamphlets, public displays during emergency services weeks, and social media postings. There is no evidence that such programs make a difference in reducing the frequency of fires. However, home safety checks (such as programs in the United Kingdom [UK]) where firefighters are invited into a residence and provide fire safety advice based on the contents and specific risk factors have been cited in the UK as contributing to the reduction of fires.

A home safety fire check usually includes a general safety check (e.g. identifying flammable electronics or liquids, location of candles, possession of fire extinguishers, and fire blankets), elementary fire and safety education, and smoke alarm control or installation.

<sup>4</sup> Marcus Runefors, Division of Fire Safety Engineering, Lund University, Lund, Sweden; Finn Nilson, Department of Political, Historical, Religious and Cultural Studies, Karlstad University, Karlstad, Sweden and Centre for Societal Risk Research, Karlstad University, Karlstad, Sweden

<sup>5</sup> Björn Sund, Carl Bonander, Niklas Jakobsson, Henrik Jaldell; Economics, Karlstad Business School, Karlstad University, Karlstad, Sweden; Institute of Medicine, Health Metrics Unit, University of Gothenburg, Sweden; Centre for Public Safety, Karlstad University, Sweden; Swedish Civil Contingencies Agency, Sweden.

*intervention has positive economic effects, with the benefits estimated to be maximum 8–11 times higher than the costs.*

There are other studies from the United Kingdom and New Zealand that conclude that fire prevention efforts must be targeted to individuals or, at least, demographic groups and those prevention techniques need to be personal to be effective.

Inasmuch as we laud the efforts of the fire service and the volunteer committees that effect prevention and public education programs, there has been no measurement of outcome success, although we aren't aware of any fire departments in North America that measure the efforts of prevention and public education.

## **6.2 Training**

Our understanding from interviews and discussions is that training is the responsibility of a training committee and is operating satisfactorily. We do have recommendations later in the report that we expect will assist training efforts.

## 7 Organizational Structure

North Dundas Fire Service was formed in mid-2023 with the hiring of a part time Fire Chief. The Chief is officially employed for 17 hours a week and is responsible for all facets of fire service including administration, operational oversight, fire prevention and inspection, public education, training, assets, and maintenance. Some of this work is accomplished through coordination with volunteers but much of it is the direct responsibility of the Chief.

The strategy presented in this document is to employ good data to increase the value of the fire service in the community and potentially lower costs by refining call taking and response methods. That will be an additional workload on the Chief, including a learning curve with respect to data gathering and analysis, and dispatch methodology, and will not succeed without adequate administrative resources, which is why we recommend the Chief's position becomes full time to enable a concentration on data and service refinement while fulfilling the other duties noted here. The Chief would then be able to provide better oversight and direction to the volunteer committees who are responsible for most of the fire service activity such as training, and public education. We also expect that a full time Fire Chief will take on a greater role in public education and prevention in a multi-year effort to reduce the number of fires in the municipality.

Additionally, administrative support of 16 to 24 hours a week is anticipated to assist the Chief. Currently, the Chief is receiving administrative support, as needed, from township administrative staff and that arrangement may continue to be satisfactory if flexibility can be assumed in the incumbent's hours.

In summary, we recommend that the Fire Chief's position expands from a part time arrangement to full time and that the current administrative support arrangement will include flexibility in the weekly hours required, or a part time administrative position should be hired.

## 8 Future Change for North Dundas Fire Service

Our assessment of the future fire service needs for North Dundas included reviewing the official plans for both the municipality and the United Counties of Stormont, Dundas and Glengarry, and speaking to representatives of each planning department. The United Counties plan is based on Statistics Canada census data and has a horizon of 2036.

The expectation is that North Dundas's population will grow to 13,236 by that time, a net increase of 1,522 persons and a compound annual growth rate of 0.6 percent since 2016. Housing units will change from 4,592 in 2016 to 5,467 by 2036 but employment numbers are expected to decline over the planning horizon from 4,356 jobs in 2016, to 3,577 in 2036.

The expected changes are unlikely to have an impact on resource needs within the fire service.

### 8.1 Study Findings That Affect Future Considerations

There are some facts with respect to North Dundas Fire Service, many of which are applicable to the broader fire industry:

- The fire service does not have a commercial fire record management system but is in the process of creating local tracking logs to assist with future decisions.
- The fire service is not receiving from its dispatch provider, basic, required information with respect to vehicle response tracking.
- The fire service does not have [outcome incident record](#) relational data<sup>6</sup> although it is in the process of developing a local system. Pomax would be happy to assist with this endeavor.
- Prevention, education, training, policy writing, and a few other fire service requirements are the responsibility of committees within the fire service. The department is likely to benefit from greater oversight of these committees by the Chief to assist with work effort and cohesiveness.
- If the township had a greenfield environment within which to develop a fire service; that is, no developed stations, there is no evidence upon which Pomax would recommend stations in locations other than Winchester and Hallville (Mountain).
- The fire service has an opportunity to reduce the number of incidents to which it responds, thereby decreasing costs, but any action contemplated should be informed by good data; data being the primary consideration in the master plan.
- Unless the township's growth forecast changes, we do not envision any pressure on the fire service to expand its service level or resources beyond what is recommended in this plan.

---

<sup>6</sup> Pomax is not aware of any fire service that has a database of outcome information relational to input and output data.

## 8.1.1 Other Important Considerations

### Establishing and Regulating Bylaw

- The fire service Establishing and regulating Bylaw was amended in August of 2023. The bylaw should be monitored and kept up to date conditional on any changes that may be made as a result of this report.

### Asset Allocation and Vehicles

- Fire department assets should be recorded as part of the corporate asset program. Caution should be exercised so that references to vehicles or equipment are consistent between corporate records and fire department records.
- Equipment and disposable inventories should be maintained up to date at a central location. While station chiefs or staff might contribute to inventory maintenance, central monitoring should be accomplished through oversight of the Chief.

### Budget Information

- Prior years' budget information wasn't as available or useful as we had hoped. We expect future budgets and expenditure records will be more sufficient under control of the Chief and corporation

### Vehicle Maintenance and Repair and Records

- Vehicle maintenance and repair records should include separate invoices or repair records for each vehicle and maintenance or repair activity, mileage, operating hours, date of work, and detailed parts and labour cost. Ideally, fire apparatus records would be part of a corporate fleet repair and maintenance software program.



## Appendix A – North Dundas Fire Stations and Apparatus

# North Dundas Fire Services Station Tour

Station 1

Russell Street Morewood

# Station 1 - Russell Street View





# Station 1 – Outside views

North Side of station with stand-by generator and office exit,



South side of building



West side of building - Rear





# SCBA Fill Station





# Meeting Room at west side of building – behind truck bays

Doors from left to right –  
Kitchen, Washroom, Officers Office, Storage

\*Note construction of main building is block, additions are wood frame\*





Meeting room – open door leads to kitchen area





Washroom  
and shower  
area  
adjacent to  
meeting  
room

Laundry  
room  
adjacent to  
meeting  
room and  
truck bays







Southernmost Truck bay with Air Management 1 and Squad 1 parked behind.

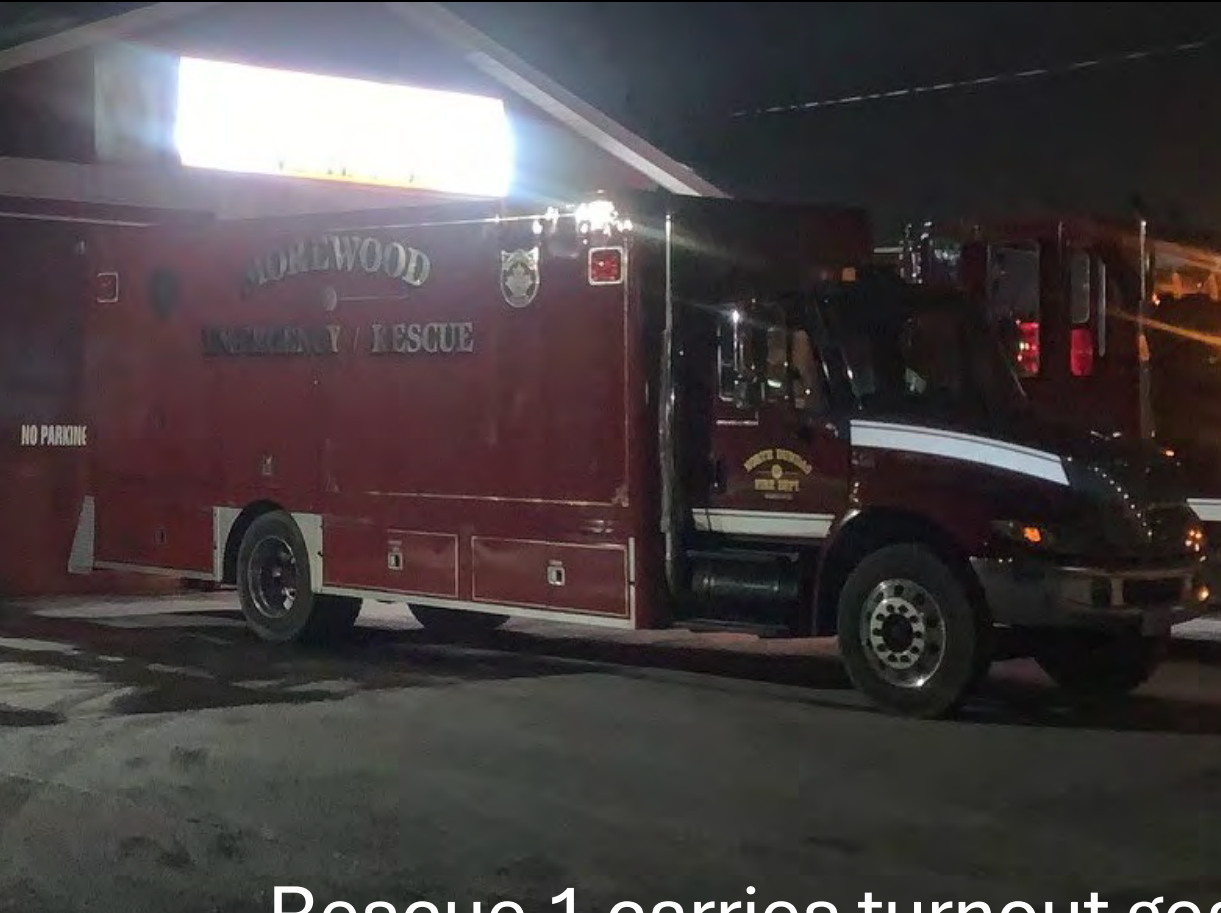
Air management 1 must move to allow Squad 1 to exit.



# Tank 1 – note addition 1 to building



# Rescue 1



# Pump 1



Rescue 1 carries turnout gear for most Station 1 firefighters



**FIRE DEPT.**



Rescue 1 and Main bay parking





Main Truck Bay – Pump 1 parks nearest, Rescue 1 parks furthest.  
You can see entrance to meeting room at right and Tank 1 through opening on left.





# North Dundas Fire Services Station Tour

Station 2

Lough Road South Mountain

# Station 2 Sub Station – County Road 1 View



Pump/  
Tank  
2

Rescue  
2

## MOUNTAIN TOWNSHIP FIRE DEPARTMENT

HALLVILLE SUBSTATION

OFFICIAL OPENING SEPT. 8, 1990

SPECIAL THANKS TO THE FOLLOWING:

SUB-STATION COMMITTEE

BRIAN TELFORD      BRIAN WALKER      WILLIS KERR

### ORGANIZATIONS

MOUNTAIN LIONS  
SOUTH MOUNTAIN ODD FELLOWS  
WINCHESTER LEGION  
WINCHESTER LIONS

### CONTRACTORS

BARRY FORBES (F.B.M.)  
BOYD BROS.  
LOUGHLIN TRUCKING  
MAPLE GROVE LTD.

PERMANENT CONCRETE LTD. (REDMONDS)

WILLIS KERR CONTRACTING LTD.

AND TO EACH AND EVERYONE THAT DONATED THEIR PERSONAL TIME.

PLAQUE DONATED BY

EASTERN ONTARIO CEMETERY MEMORIALS (KEVIN ALLEN)



# Sub-Station 2B Walkaround

40000 l water storage tank





# Sub-Station 2B Interior



Emergency Generator





# Pump/Tank 2B and Rescue 2





# Station 2 Main Station Lough Road South Mountain





# Station 2 Exterior walkaround





# Meeting Room/Offices/Washrooms





# Hall from Bays to Meeting Room



Laundry Room

Hall from Bays to Meeting Room



# East wall of truck bays







Laundry facilities and gear cleaning room  
southeast corner of truck bays



# Bailout prop and mezzanine storage





North Wall storage and Tank 2



Tank 2







Pump 2



Pump 2



## Squad 2A

This unit has a skid pump installed year round



## Squad 2B

This unit is used mostly for moving people



# Rescue 2

This unit sits in Substaion 2B



# Skid Pump in Squab 2A





# North Dundas Fire Services Station Tour

Station 3

Clarence Street Winchester



# Station 3 - Clarence Street View



# Station 3 – Parking and firefighter entrance

East Side of station with storage containers



South side of building





# West wall of truck bays



South west corner looking east



East wall





View from landing at top of stairs to storage area above meeting room

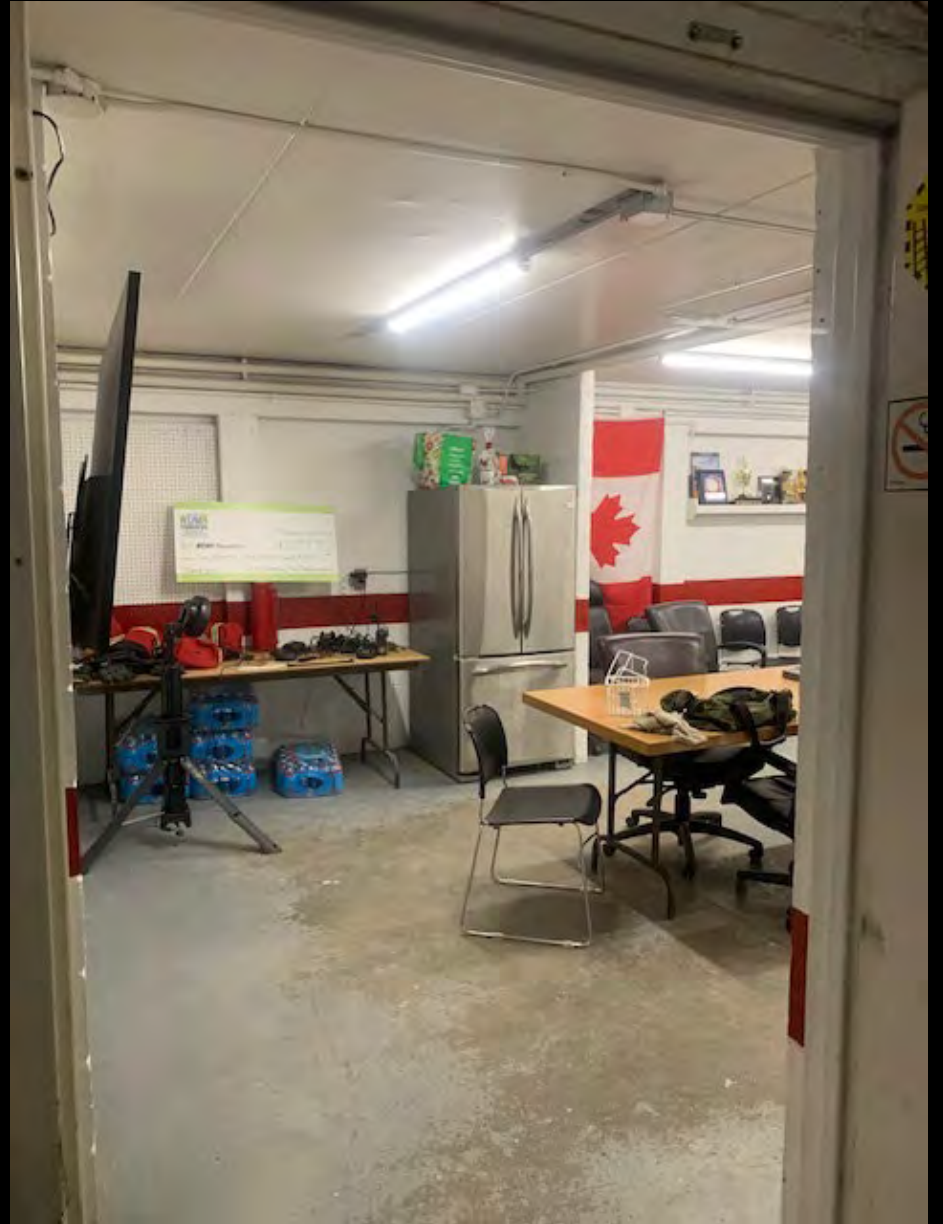


## Storage area and shower facility above office





West wall  
from entrance  
to meeting  
room and view  
into meeting  
room



# Station 3 apparatus



# UTV 3

International Scout UTV





# Rescue 3



# Squad 3



Tank 3



Storage Containers at east side of building





# North Dundas Fire Services Station Tour

Station 4

Industrial Drive Chesterville



# Station 4 – Industrial Drive View

Firefighter parking





# Station 4 – Trucks and firefighter entrance

North Side of station with shared space with recreation department



South side of building





# West side of truck bays





East side of building Note: Firefighters are building new lockers for gear  
Door to tanker is in rear right of picture





# North section of building

Note: Recreation truck in adjoining bay





South side  
from entrance  
to meeting  
room and  
showing  
Officer and  
Fire  
Prevention  
offices





## Meeting Room

Notes:  
Gear stored in here while locker renovations underway.

Full kitchen through door at opposite end





# BOURGEOIS MUNICIPAL DRAIN Section 78 Improvement

IMAGINE  
CREATE  
ACHIEVE  
*a sustainable future*



# contents

- 01 . Summary
- 02 . Purpose
- 03 . Location Plan
- 04 . Drainage Act Requirements
- 05 . New Engineer's Report Details
- 06 . Details Drawing
- 07 . Conclusion

# Summary

## Bourgeois Drain Realignment

EGIS (Formally McIntosh Perry) was appointed by the Township of North Dundas to update the existing Bourgeois Drain Engineer's Report. Driven by the request of a landowner to realign a section of municipal drain through their property to remove the divide between the two fields and align the drain along the property line on Ormond Road. As a part of this process EGIS reviewed the existing conditions, completed a detailed design of the new section and provided mitigation measures to reduce environmental impacts from the realignment. The realignment utilizes the existing Brown Branch of the Bourgeois Drain and will provide additional drainage for Ormond Road.

Lucas Gibson, C.E.T.  
Project Manager



# Purpose

- Update the existing Bourgeois Engineer's Report, Under Section 78 of the Drainage Act.
- Realign the proposed section through the requesting landowner's property.
- Assess the existing capacity and size the new channel accordingly.
- Attain all required approvals and facilitate the realignment.

# Location Plan



Proposed realignment is located within Concession 12, Lot 12

Approximately 442m in length to be realigned along Ormond Road and within the limits of the existing Brown Branch.

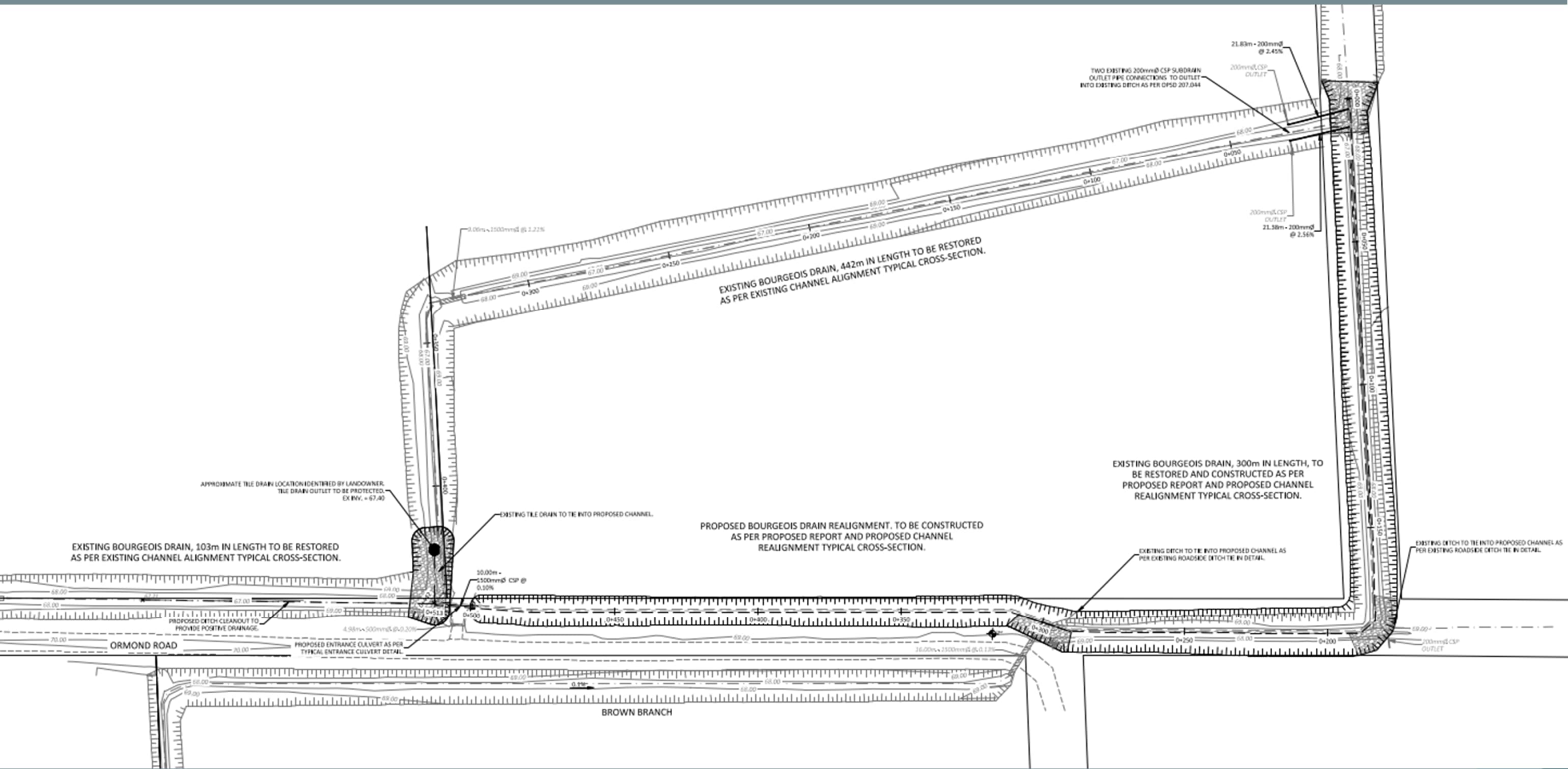
# Drainage Act Requirements

<p><u>1</u></p> <p>Project initiated by landowner request processed by the Township.</p>	<p><u>2</u></p> <p>Council appoints a Drainage Engineer [78(2)]</p>	<p><u>3</u></p> <p>Engineer files the completed Engineer's Report with the municipality [39(1)]</p>	<p><u>4</u></p> <p>Clerk sends notice of the "Meeting to Consider" [41(1,2)]</p>	<p><u>5</u></p> <p>Meeting to consider for impacted parties to provide input [44]</p>
<p><u>6</u></p> <p>Council may adopt the new report provisionally by two readings of by-law [45(1)]</p>	<p><u>7</u></p> <p>Notice sent for the sitting of the Court of Revision (CoR) [46(1)]</p>	<p><u>8</u></p> <p>Appeal period to the CoR, Tribunal, and Referee for assessments, technical, and legal respectively. [47(1), 48,49, 50, 52(1), 54]</p>	<p><u>9</u></p> <p>Council may give a third reading to the provisional by-law giving it legal priority [58(1)]</p>	<p><u>10</u></p> <p>Construction of the proposed improvements</p>



# New Engineer's Report

- Project Overview and drain history;
- All relative calculations and analysis conducted by the Engineer;
- Full set of engineering drawings;
- Updated future maintenance guidance and assessment direction;
- Summary of works completed under the Drainage Act;
- Specifications for construction and future maintenance.





## Egis

115 Walgreen Road, Carp, ON, K0A 1L0  
(613) 836-2184

[www.egis-group.com](http://www.egis-group.com)



Photos © | Egis, Adobestock, 10Design, Eva Bocek, Infrastructure Ontario, Studio Cabrelli



## BIO FOR ANNIK BLANCHARD



Annik is a partner at BDO with over 20 years of experience serving as a professional accountant for public sector, not-for-profit and private sector organizations.

Annik is the Accounting & Auditing service line leader for the Ottawa and Eastern Ontario offices. She is also the Not-For-Profit Industry lead for the Ottawa and Eastern Ontario offices and the Associations and Memberships Leader within BDO's National Not-for-Profit team.

Annik currently volunteers as the Vice-Chair for the Winchester District Memorial Hospital and volunteers with CPA Canada's Financial Literacy program. She is also a member of the Greater Ottawa Habitat for Humanity Women Build leadership team and was named as a 2018 Forty Under 40 recipient (Ottawa).

Annik graduated magna cum laude from the University of Ottawa in 2003 with a Bachelor of Commerce degree - major in accounting. She obtained her CA designation in 2004 and was admitted to partnership in BDO in 2017.

May I present Annik Blanchard, partner at BDO – to lead us through the intricacies of the audited financial statements!

# Corporation of the Township of North Dundas

Audit communication to the Council for the  
year ended December 31, 2023

START

**BDO**

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For the year ended December 31, 2023



# To the Council of Corporation of the Township of North Dundas

We are pleased to provide you with the results of our audit of the Corporation of the Township of North Dundas (the "Township") financial statements for the year ended December 31, 2023.

The enclosed final report includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP





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For the year ended December 31, 2023



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## Auditor's responsibilities: fraud risks

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

### Behind the audit report



Learn how we audit your financial statements

[SEE OUR PROCESS](#)

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## Auditor's responsibilities: fraud risks

During the audit, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Township's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries regarding:

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Township, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in Corporation of the Township of North Dundas; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behavior.

We are not aware of any fraud affecting the Township. If you are aware of any instances of actual, suspected, or alleged fraud, please let us know.

For the year ended December 31, 2023



## Audit at a glance

### Materiality

We determined materiality to be \$500,000 for the year ended December 31, 2023.

Misstatements are considered to be material if they could reasonably be expected to influence the decisions of users based on the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

We communicated all corrected and uncorrected misstatements identified during our audit to the Council, other than those which we determined to be "clearly trivial."

We encouraged management to correct any misstatements identified throughout the audit process.



Annik Blanchard

Email:  
ablanchard@bdo.ca

Direct: 613-690-2978

### Our independence



We have complied with relevant ethical requirements and are not aware of any relationships between Corporation of the Township of North Dundas and our Firm that may reasonably be thought to bear on our independence.

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## Status of the audit

We have substantially completed our audit of the year ended December 31, 2023 financial statements and have a draft qualified opinion on these financial statements.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement.

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## Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Corporation's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
Revenue recognition on tax revenues	Canadian Auditing Standards require the audits to include a significant risk with regards to revenue recognition.	We received the taxes receivable listing and assessed the reasonability of the allowance for doubtful accounts. We concluded that the allowance recorded was reasonable.
Liability for contaminated sites	There are significant estimates used to determine the liability for contaminated sites.	We reviewed the analysis performed by management to identify the sites that are affected by this Standard. Based on our testing, we concur with management's conclusions.
Management override of controls	Management override of controls is a standard risk in all audits.	We have conducted a review of journal entries and performed audit work listed in the fraud section and introduced an element of unpredictability into the audit. No issues were encountered in our testing.
Potential that township employees have access to their own tax assessments	Risk that some employees have access to their tax assessment or user fee accounts and use their permission to gain a personal financial gain.	We tested a sample of revenues. No issues were encountered in our testing.

For the year ended December 31, 2023



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### BDO Global Portal

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## Internal control matters

During the audit, we performed the following procedures regarding the Corporation's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Corporation's financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss.

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## Adjusted and unadjusted differences

For the year ended December 31, 2023

### Summary of adjusted and unadjusted differences

We have disclosed all significant adjusted and unadjusted differences identified through the course of our audit engagement. Each of these items has been discussed with management.

For purposes of our discussion, a summary of adjusted and unadjusted differences has been presented in Appendix B.



## Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

Issue	BDO response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements	None noted
Material uncertainties related to events and conditions that may cast significant doubt on the Township's ability to continue as a going concern.	None noted
Disagreements with management about matters that, individually or in the aggregate, could be significant to the Township's financial statements or our audit report.	None noted
Matters involving non-compliance with laws and regulations.	None noted
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	None noted
Management consultation with other accountants about significant auditing and accounting matters.	None noted





# How we audit financial statements: Our audit process

## IDENTIFY AND ASSESS RISK

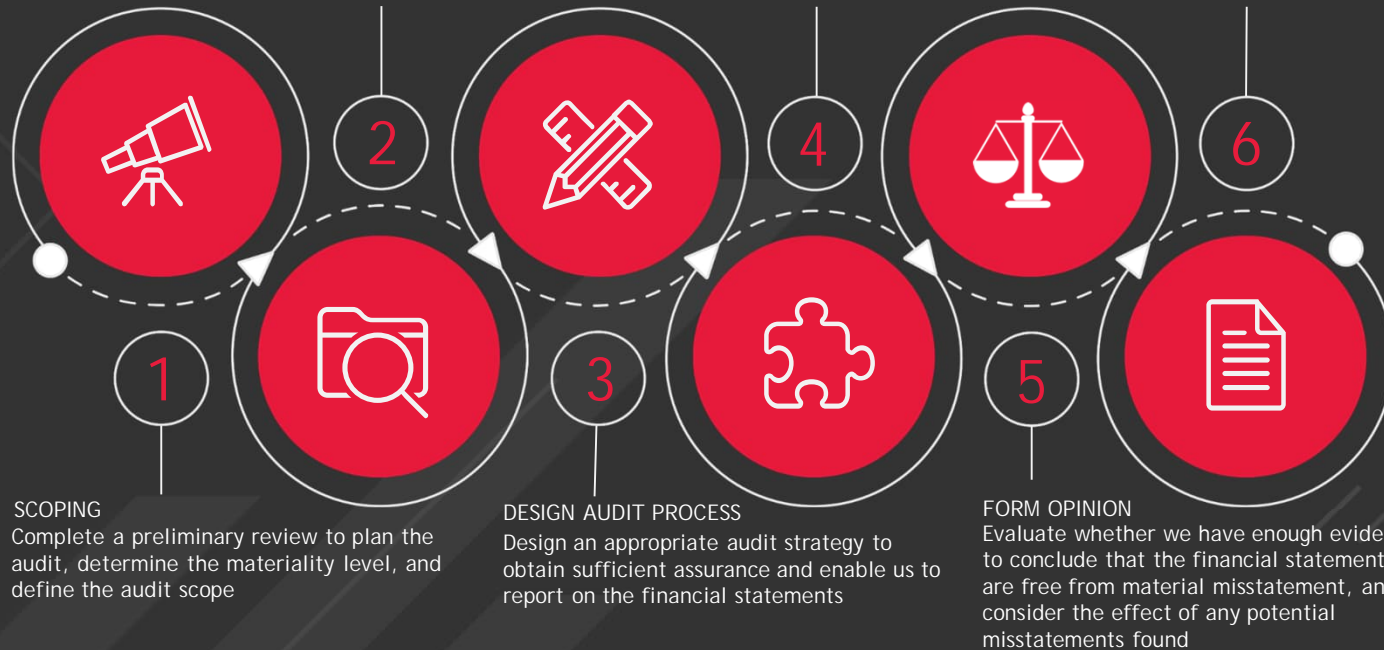
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

## OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

## COMMUNICATION

Communicate our opinion and details of matters on which we are required to communicate





## Establishing and improving the firm's SoQM

In establishing and continuously improving our firm's SoQM, we carried out the following for each of the SoQM components:

### OBJECTIVES

We established the quality objectives required by CSQM1 in the core components of our SoQM and any additional quality objectives as appropriate.

### QUALITY RISKS

We identified the quality risks that may adversely affect achieving these objectives. These consider the nature and circumstances of the firm and the engagements it performs and the conditions, events or circumstances that may impact its SoQM.

### RESPONSES

We designed and implemented appropriate responses (policies, procedures and controls) to mitigate the assessed quality risks to an acceptable level.

### MONITORING

We monitor the design, implementation and operating effectiveness of the firm's SoQM to identify areas for improvement. Root cause analysis is performed on deficiencies identified and remedial actions are implemented on a timely basis. This robust monitoring and remediation process is important for continuous improvement in quality processes.

On at least an annual basis the firm evaluates whether these deficiencies have a severe and/or pervasive impact on the achievement of the quality objectives in the SoQM.

We identify emerging developments and changes in the circumstances of the firm or its engagements and adapt the SoQM to respond to such changes.

### Evaluating SoQM:

Our annual SoQM evaluation involves reviewing information about the system's design, implementation, and operation through monitoring activities. It includes testing response effectiveness, reviewing findings from inspections, and other relevant SoQM information. Using professional judgment, we assess whether identified findings represent deficiencies in the SoQM, investigating their root causes and evaluating their severity and pervasiveness.

## Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization.

Our audit process differs from the typical audit in our use of in-field reviews. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly.

We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



### Discover how we're accelerating audit quality



### Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)



## BDO's digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.

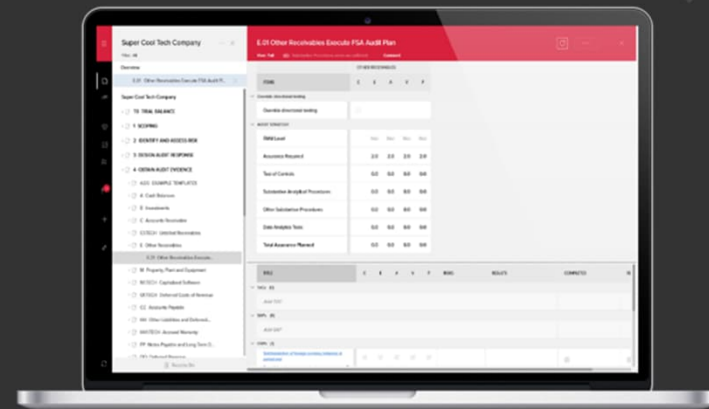
### APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.

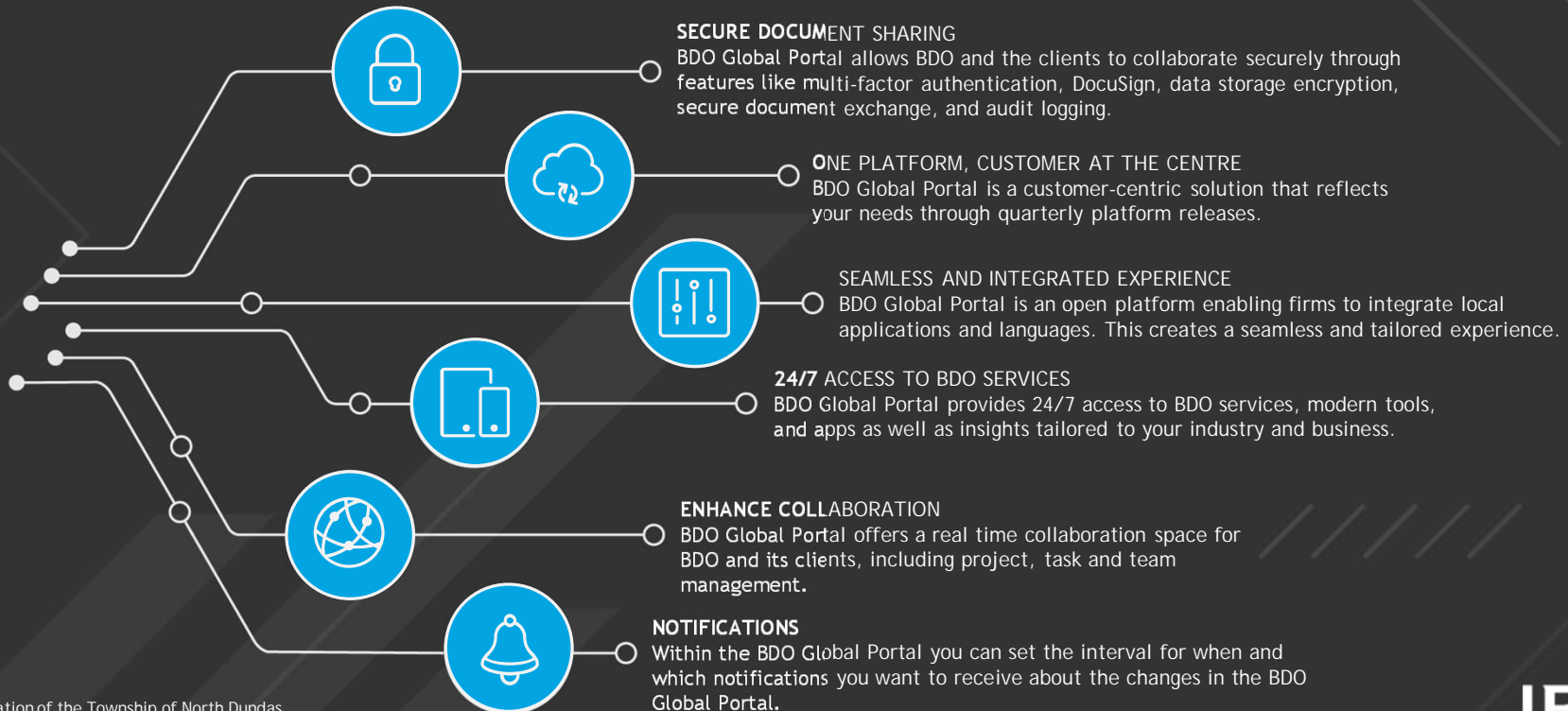






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## Recommended Resource

Staying in the know with knowledge and perspective

### Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

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### The latest tax pointers



Corporate. Commodity. Transfer pricing. International tax. Government programs. Together they add up to immense differences on the organization's bottom line. Our tax collection keeps you current.

[STAY ON TOP OF TAXES](#)

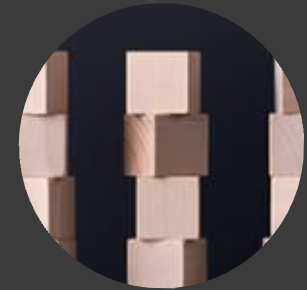
### Trending topics



As a community of advisors with the best interests of our clients in mind, we keep our ear to the ground to bring insights and perspectives related to key business trends to you.

[EXPLORE NOW](#)

### Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

[READ ARTICLE](#)

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For the year ended December 31, 2023

## Appendices

- ▶ Appendix A: Management Letter
- ▶ Appendix B: Summary of adjusted and unadjusted differences

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For the year ended December 31, 2023

# Appendix A: Management Letter





Tel: 613-237-9331  
Fax: 613-237-9779

www.bdo.ca

BDO Canada LLP  
180 Kent Street  
Suite 1700  
Ottawa, Ontario  
K1P 0B6

November 7, 2024

Township of North Dundas  
Attention: Mr. Gareau  
636 St. Lawrence Street  
P.O Box 489  
Winchester, ON  
K0C 2K0

Dear Mr. Gareau, CPA, CA, AMCT

During the course of our audit of the financial statements of Township of North Dundas for the year ended December 31, 2023, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the municipality. Policies and procedures developed by the municipality to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the municipality's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.

The comments and concerns expressed herein did not have a material effect on the municipality's financial statements and, as such, our opinion thereon was without reservation. However, in order for the municipality to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the municipality's employees.

The matters we have identified are discussed in Appendix 1&2.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.



Yours truly,

Annik Blanchard, CPA, CA  
Partner  
BDO Canada LLP  
Chartered Professional Accountants, Licensed Public Accountants



## *Appendix 1*

### Changes to the Public Sector Accounting Standards

The PSAS Board has announced amendment and new standards. These changes are effective or will be effective over the next few years including Section PS 3280, Asset Retirement Obligations, the Financial Instruments suite of standards, Section PS 3160, Public Private Partnerships, Section PS 3400, Revenue, and PSG-8, Purchased Intangibles.

We recommend to that the finance team of the township goes through these new standards and amendment to see the impact on the operations.

### Succession Planning

During our audit, we noted the absence of a formal succession plan for key management positions within the organization. This could pose a risk to the continuity of operations and strategic objectives

We recommend that the organization develop and implement a comprehensive succession plan. This plan should identify critical roles, outline potential internal candidates, and establish a timeline for knowledge transfer and training. Additionally, incorporating regular reviews and updates to the succession plan will ensure it remains aligned with the organization's evolving needs and goals.



## *Appendix 2*

### Points from the information systems auditors

A) BDO noted that there was no evidence of periodic user access review for all in-scope applications.

The lack of user access review could result in the following:

1. Segregation of duties issues if an employee moves to a new department, but retains system privileges from the previous department;
2. Misuse of dormant administrative accounts that are still active
3. System compromise using vendor passwords that never expire

BDO recommends that the organization performs a formal user access review and formalizes the process through documentation of the result of the user access review.

B) BDO noted approvals for creation of users on the RBC and BMO online banking portals were verbal and informal.

There were no emails, tickets, or forms as evidence of approvals used to create users hence there are no proper documentations of approval and access level to be provisioned for new users on the RBC and BMO online banking portal. Unauthorized users may be created on the online banking application. These unauthorized users may be granted excessive access privileges and they may be used to process erroneous financial transactions.

BDO recommends that a formal process be established for the creation of users on the RBC and BMO banking portals, such that access level is defined for the new users and documented for reference purposes.



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For the year ended December 31, 2023



# Appendix B: Summary of adjusted and unadjusted differences

**Township of North Dundas**

Year End: December 31, 2023

Journal Entries

Date: 1/1/2023 To 12/31/2023

0.10

Prepared by IS 10/3/2024	Detail Rev	Gen Rev AJB 10/29/2024	Quality Rev
4th Level Rev	Tax Rev	IS Audit Rev	Other Rev

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2023	Landfill Closure & PostClosure Costs	1-1-1450-1200	HH_PS.05		140,326.00		
1	12/31/2023	Landfill Closure & Post-Closure Costs	1-2-1400-1202	HH_PS.05	140,326.00			
1	12/31/2023	Landfill Obligations	1-5-4020-7811	HH_PS.05		140,326.00		
1	12/31/2023	Landfill Closure/Expansion	1-5-4020-8002	HH_PS.05	140,326.00			
		To record the estimated landfill remediation costs						
					<b>280,652.00</b>	<b>280,652.00</b>		

**Net Income (Loss) 2,821,151.66**

Corporation of the Township of North Dundas  
 Summary of Unadjusted Misstatements  
 Sunday, December 31, 2023

Description of Misstatement	Identified Misstatements	Projections of Identified Misstatements	Estimates	Proposed Adjustments				Details of why no adjustment has been made to the F/S
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)	
Understatement of WSIB liability	135,095		135,095		(135,095)	135,095		Amounts are not significant and would not sway the opinion of the financial statement users.
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	135,095	-	135,095	-	(135,095)	135,095	-	
Effect of Previous Year's Errors				-	-	-	-	
Likely Aggregate Misstatements				-	(135,095)	135,095	-	

Corporation of the Township of North Dundas  
Financial Statements  
For the year ended December 31, 2023

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## Management's Responsibility for the Financial Statements

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The accompanying financial statements are prepared in accordance with Canadian public sector accounting standards.

The financial statements are the responsibility of management and have been approved by the municipal council.

To assess certain facts and operations, management has made estimates based on its best judgement of the situation and by taking into account materiality.

Management is responsible for maintaining appropriate internal control and accounting systems that provide reasonable assurance that the Township's policies are adopted, that its operations are carried out in accordance with the appropriate laws and authorizations, that its assets are adequately safeguarded, and that the financial statements are based on reliable accounting records.

The Township's power and responsibilities are exercised by the municipal council.

The responsibilities of the municipal council include overseeing financial reporting and presentation procedures, which includes reviewing and approving the financial statements.

The independent auditor, BDO Canada LLP, has audited the financial statements and presented the following report.

Calvin Pol  
Interim Chief Administrative Officer

John Gareau, CPA, CA  
Treasurer

Winchester, Ontario  
Report Date

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## Independent Auditor's Report

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To the members of council of the  
Corporation of the Township of North Dundas

### Qualified Opinion

We have audited the financial statements of the Corporation of the Township of North Dundas ("the Township"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets (net debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Township as at December 31, 2023, and the results of its operations, its change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Qualified Opinion

Effective January 1, 2023, the Township was required to adopt *PS 3280 Asset Retirement Obligations* which requires the recognition of legal obligations associated with the retirement of tangible capital assets by public sector entities. Under the modified retroactive application method, the asset retirement obligation on transition is to be recorded using assumptions as of January 1, 2023. The corresponding asset retirement cost is added to the carrying value of the related tangible capital assets adjusted for amortization since the time the legal obligation was incurred. The net adjustment is charged to accumulated surplus. Comparative figures are to be restated to reflect this change in accounting policy. In addition, the Township's closure and post closure landfill liability was to be recalculated following the guidance of *PS 3280* rather than *PS 3270 Solid Waste Landfill Closure and Post-Closure Liability*. Management has not completed its assessment of the tangible capital assets for potential asset retirement obligations nor recalculated the Township's landfill liability. As a result, it is not possible to quantify the impact of this departure from Canadian public sector accounting standards on expenses and annual surplus for the years ended December 31, 2023 and 2022, tangible capital assets, landfill closure and post-closure liabilities and the asset retirement obligation as at December 31, 2023 and 2022, and accumulated surplus as at January 1 and December 31 for both the 2023 and 2022 years.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our Qualified Opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going

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## Independent Auditor's Report

---

concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario  
Report Date

Draft - Subject to change



Corporation of the Township of North Dundas  
Statement of Financial Position

December 31	2023	2022
<b>Financial assets</b>		
Cash	\$ 5,504,669	\$ 16,954,042
Investments (Note 1)	134,924	134,924
Taxes receivable	2,374,343	2,044,866
Accounts receivable	2,955,332	2,014,776
Long-term receivables	64,270	82,551
	<u>11,033,538</u>	<u>21,231,159</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	6,341,641	4,033,519
Other current liabilities	2,058,970	2,484,599
Landfill closure and post-closure (Note 2)	1,925,138	2,065,464
Deferred revenue (Note 3)	2,433,504	2,198,681
Net long-term liabilities (Note 4)	2,160,737	2,460,628
	<u>14,919,990</u>	<u>13,242,891</u>
Net financial assets (net debt)	<u>(3,886,452)</u>	<u>7,988,268</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 5)	79,282,797	64,508,439
Prepaid expenses	65,703	89,426
Inventory	78,658	88,841
	<u>79,427,158</u>	<u>64,686,706</u>
Accumulated surplus (Note 10)	\$75,540,706	\$ 72,674,974

Commitments (Note 12)  
Contingency (Note 13)

On behalf of the council:

\_\_\_\_\_ Mayor

\_\_\_\_\_ Deputy Mayor

Corporation of the Township of North Dundas  
Statement of Operations

For the year ended December 31	2023 Budget (Note 11)	2023 Actual	2022 Actual
<b>Revenues</b>			
Taxation	\$ 8,379,544	\$ 8,211,138	\$ 7,484,411
User charges	6,088,367	6,204,152	5,096,025
Government transfers			
Government of Canada	828,703	654,632	583,893
Province of Ontario	2,064,030	1,721,291	1,873,792
Other municipalities	451,099	358,817	459,914
Other revenues (Note 6)	906,997	1,030,462	914,053
	<u>18,718,740</u>	<u>18,180,492</u>	<u>16,412,088</u>
<b>Expenses (Note 7)</b>			
General government	2,210,342	1,958,768	1,775,306
Environmental services	3,621,369	3,289,554	3,023,530
Planning and development	899,801	709,168	730,937
Protection services	1,921,980	1,990,682	1,665,815
Recreation and cultural services	3,119,557	2,942,457	2,507,111
Transportation services	4,935,340	5,013,413	3,576,050
	<u>16,708,389</u>	<u>15,904,042</u>	<u>13,278,749</u>
<b>Other</b>			
Obligatory reserve funds revenue recognized (Note 3)	519,542	589,282	1,127,683
Annual surplus	2,529,893	2,865,732	4,261,022
Accumulated surplus, beginning of the year	<u>72,674,974</u>	<u>72,674,974</u>	<u>68,413,952</u>
Accumulated surplus, end of the year	<u>\$ 75,204,867</u>	<u>\$ 75,540,706</u>	<u>\$ 72,674,974</u>

Corporation of the Township of North Dundas  
Statement of Changes in Net Financial Assets (Net Debt)

For the year ended December 31	2023 Budget (Note 11)	2023 Actual	2022 Actual
Annual surplus	\$ 2,529,893	\$ 2,865,732	\$ 4,261,022
Acquisition of tangible capital assets	(22,805,846)	(18,258,145)	(8,866,938)
Amortization of tangible capital assets	3,434,455	3,434,455	2,965,876
Loss (gain) on disposal of tangible capital assets	-	29,134	(648,500)
Proceeds on disposal of tangible capital assets	71,650	20,198	728,535
	<u>(16,769,848)</u>	<u>(11,908,626)</u>	<u>(1,560,005)</u>
Decrease (increase) in inventory	-	10,183	(45,630)
Decrease in prepaid expenses	-	23,723	58,678
	-	<u>33,906</u>	<u>13,048</u>
Net change in net financial assets	(16,769,848)	(11,874,720)	(1,546,957)
Net financial assets, beginning of the year	7,988,268	7,988,268	9,535,225
Net financial assets (net debt), end of the year	<u>\$ (8,781,580)</u>	<u>\$ (3,886,452)</u>	<u>\$ 7,988,268</u>

Corporation of the Township of North Dundas  
Statement of Cash Flows

For the year ended December 31	2023	2022
Operating transactions		
Annual surplus	\$ 2,865,732	\$ 4,261,022
Items not affecting cash:		
Amortization of tangible capital assets	3,434,455	2,965,876
Loss (gain) on disposal of tangible capital assets	29,134	(648,500)
	<u>6,329,321</u>	<u>6,578,398</u>
Changes in non-cash operating balances:		
Increase in taxes receivable	(329,477)	(154,801)
Increase in accounts receivable	(940,556)	(218,915)
Decrease (increase) in long-term receivables	18,281	(9,280)
Increase in accounts payable and accrued liabilities	2,308,122	2,245,351
(Decrease) increase in other current liabilities	(425,629)	859,301
Decrease in landfill closure and post-closure	(140,326)	(152,834)
Increase (decrease) in deferred revenue	234,823	(511,826)
Decrease (increase) in inventory	10,183	(45,630)
Decrease in prepaid expenses	23,723	58,678
	<u>7,088,465</u>	<u>8,648,442</u>
Capital transactions		
Acquisition of tangible capital assets	(18,258,145)	(8,866,938)
Proceeds on disposal of tangible capital assets	20,198	728,535
	<u>(18,237,947)</u>	<u>(8,138,403)</u>
Investing transactions		
Change in investments	-	(2,907)
Financing transactions		
Repayment of long-term liabilities	(299,891)	(296,104)
Net (decrease) increase in cash	(11,449,373)	211,028
Cash, beginning of the year	<u>16,954,042</u>	<u>16,743,014</u>
Cash, end of the year	<u>\$ 5,504,669</u>	<u>\$ 16,954,042</u>



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## Corporation of the Township of North Dundas Summary of Significant Accounting Policies

December 31, 2023

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Nature and Purpose of the Entity	The Corporation of the Township of North Dundas (the "Township") was created through provincial legislation and commenced operations on January 1, 1998. The Township is responsible for providing municipal services such as community services, emergency and protective services including police and fire and public works including roads, sewers and wastewater, drinking water, garbage and recycling.
Basis of Accounting	The financial statements have been prepared in accordance with Canadian public sector accounting standards.
Use of Estimates	The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the statement of financial position, and the reported amounts of revenues and expenses during the reporting year. The amounts that include estimates are those relating to tangible capital assets as well as those relating to the landfill closure and post-closure.
Revenue Recognition	<p>Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurred. For property taxes, the taxable event is the year for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.</p> <p>Government transfers are recognized as revenue in the financial statements when the transfer is authorized and all eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.</p> <p>Charges for sewer and water usage are recorded as user charges. Connection fee revenues are recognized when the connection has been established.</p> <p>Interest income earned on available funds, other than obligatory reserve funds, are reported as revenue in the year earned. Investment income earned on obligatory reserve funds is added back to the reserve fund balance and forms part of the deferred revenue balance.</p> <p>Sales of services, included in user charges, are recognized on an accrual basis, as the services are rendered.</p>

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## Corporation of the Township of North Dundas Summary of Significant Accounting Policies

December 31, 2023

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Landfill	The estimated costs to close and maintain the landfill site are based on estimated future expenses in current dollars, discounted, adjusted for estimated inflation, and are recognized and charged to expense as the landfill site's capacity is used.														
Counties and School Boards	The Township collects taxation revenue on behalf of the school boards and the United Counties of Stormont, Dundas and Glengarry. The taxation, other revenue, expenses, assets and liabilities with respect to the operations of the school boards and the United Counties of Stormont, Dundas and Glengarry are not reflected in these financial statements.														
Deferred Revenue	Revenues restricted by legislation, regulation or agreement and not available for general municipal purposes are reported as deferred revenue on the statement of financial position. The revenue is recognized on the statement of operations in the year in which it is used for the specified purpose.														
Inventory	Inventory of goods not held for resale is measured at cost. Cost is determined on a first in, first out basis.														
Tangible Capital Assets	<p>Tangible capital assets are stated at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is provided on the basis of their useful lives using the straight-line method as follows:</p> <table><tr><td>Land improvements</td><td>15 to 75 years</td></tr><tr><td>Buildings</td><td>15 to 50 years</td></tr><tr><td>Roads, sidewalks and bridges</td><td>7 to 75 years</td></tr><tr><td>Equipment, furniture and machinery</td><td>3 to 30 years</td></tr><tr><td>Water infrastructure</td><td>20 to 100 years</td></tr><tr><td>Sewer infrastructure</td><td>75 to 100 years</td></tr><tr><td>Vehicles</td><td>7 to 20 years</td></tr></table> <p>Landfill sites are amortized using the units of production method based upon capacity used during the year.</p>	Land improvements	15 to 75 years	Buildings	15 to 50 years	Roads, sidewalks and bridges	7 to 75 years	Equipment, furniture and machinery	3 to 30 years	Water infrastructure	20 to 100 years	Sewer infrastructure	75 to 100 years	Vehicles	7 to 20 years
Land improvements	15 to 75 years														
Buildings	15 to 50 years														
Roads, sidewalks and bridges	7 to 75 years														
Equipment, furniture and machinery	3 to 30 years														
Water infrastructure	20 to 100 years														
Sewer infrastructure	75 to 100 years														
Vehicles	7 to 20 years														

Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

1. Investments

	2023	2022
Guaranteed investment certificates, 3.36% to 3.87%, maturing no later than April 2025.	\$ 134,924	\$ 134,924

2. Landfill Closure and Post-Closure

The Environmental Protection Act sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, pumping of groundwater and leachates from the site, ongoing environmental monitoring, site inspection and maintenance and reporting to the Ministry. The reported liability is based on estimates and assumptions with respect to events extending over a 30 year period using the best information available to management. Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

	2023	2022
Total estimated expenses	Accrued liabilities	Accrued liabilities
Boyne landfill site	\$ 1,925,138	\$ 2,065,464

The estimated remaining capacity of the landfill site, being a percentage of the total estimated capacity and the estimated remaining life of the sites is indicated below. The estimated number of years for post-closure care is also indicated.

	% of remaining capacity	Remaining life	Post-closure period
Boyne landfill site	-	-	25

The solid waste closure and post-closure liabilities have not been recalculated following the guidance for asset retirement obligations as required by *PS 3280 Asset Retirement Obligations*. The liabilities may be understated by the amounts relating to the recalculation of asset retirement obligations.

Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

3. Deferred Revenue

	2023	2022
Obligatory Reserve Funds		
Development charges	\$ 1,266,779	\$ 1,161,927
Recreational land	349,556	373,396
Federal Gas Tax	15,125	13,868
Ontario Community Infrastructure Fund (OCIF)	26,036	17,508
Other		
Building code act	717,854	498,594
Deposits	58,154	133,388
	\$ 2,433,504	\$ 2,198,681

The net change during the year in the restricted deferred revenue balance is made up of the following:

	Development charges	Recreational land	Federal Gas Tax	OCIF
Deferred revenue, beginning of the year	\$ 1,161,927	\$ 373,396	\$ 13,868	\$ 17,508
Restricted funds received during the year	544,663	25,000	373,235	479,667
Interest earned	79,731	20,900	1,257	-
Revenue recognized during the year	(519,542)	(69,740)	(373,235)	(471,139)
	\$ 1,266,779	\$ 349,556	\$ 15,125	\$ 26,036

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Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

4. Net Long-Term Liabilities

	2023	2022
Loan, 2.24%, due April 2030, payable by monthly instalments of \$3,475, principal plus interest (Winchester arena slab).	264,091	305,789
Loan, 2.24%, due April 2030, payable by monthly instalments of \$3,326, principal plus interest (Chesterville arena upgrades).	252,771	292,683
Tile drainage loans bear interest at 6% and are repayable in annual instalments. The loans are due between 2022 and 2029 and are recoverable from benefiting landowners.	43,875	62,156
Debentures, 2.27%, maturing December 2031, payable by monthly instalments of \$16,666, principal only.	1,600,000	1,800,000
	<b>\$ 2,160,737</b>	<b>\$ 2,460,628</b>

The principal payments for the next five years amount to: 2024, \$281,610; 2025, \$281,610; 2026, \$281,610; 2027, \$281,610; 2028, \$281,610.

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Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

5. Tangible Capital Assets

	2023				
	Land	Land improvements and landfill sites	Buildings	Roads, sidewalks and bridges	Equipment, furniture and machinery
Cost, beginning of year	\$ 2,389,325	\$ 10,920,387	\$ 10,833,530	\$ 45,869,582	\$ 6,481,435
Acquisitions of tangible capital assets	-	521,621	223,546	2,685,859	875,257
Disposals of tangible capital assets	(4,000)	-	-	(469,117)	(172,959)
<b>Cost, end of year</b>	<b>2,385,325</b>	<b>11,442,008</b>	<b>11,057,076</b>	<b>48,086,324</b>	<b>7,183,733</b>
Accumulated amortization, beginning of year	-	3,644,673	4,970,683	20,684,548	3,517,383
Amortization of tangible capital assets	-	261,649	288,339	1,657,456	403,117
Disposals of tangible capital assets	-	-	-	(442,558)	(163,255)
<b>Accumulated amortization, end of year</b>	<b>-</b>	<b>3,906,322</b>	<b>5,259,022</b>	<b>21,899,446</b>	<b>3,757,245</b>
<b>Net carrying amount, end of year</b>	<b>\$ 2,385,325</b>	<b>\$ 7,535,686</b>	<b>\$ 5,798,054</b>	<b>\$ 26,186,878</b>	<b>\$ 3,426,488</b>

	Water infrastructure	Sewer infrastructure	Vehicles	Total
Cost, beginning of year	\$ 16,522,420	\$ 9,597,918	\$ 6,191,539	\$ 108,806,136
Acquisitions of tangible capital assets	3,292,638	10,398,294	260,930	18,258,145
Disposals of tangible capital assets	(5,821)	(9,976)	(187,401)	(849,274)
<b>Cost, end of year</b>	<b>19,809,237</b>	<b>19,986,236</b>	<b>6,265,068</b>	<b>126,215,007</b>
Accumulated amortization, beginning of year	5,399,992	3,420,241	2,660,177	44,297,697
Amortization of tangible capital assets	289,772	140,836	393,286	3,434,455
Disposals of tangible capital assets	(4,483)	(2,245)	(187,401)	(799,942)
<b>Accumulated amortization, end of year</b>	<b>5,685,281</b>	<b>3,558,832</b>	<b>2,866,062</b>	<b>46,932,210</b>
<b>Net carrying amount, end of year</b>	<b>\$ 14,123,956</b>	<b>\$ 16,427,404</b>	<b>\$ 3,399,006</b>	<b>\$ 79,282,797</b>

Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

5. Tangible Capital Assets (continued)

	2022				
	Land	Land improvements and landfill sites	Buildings	Roads, sidewalks and bridges	Equipment, furniture and machinery
Cost, beginning of year	\$ 2,377,734	\$ 10,618,288	\$ 10,296,509	\$ 43,414,146	\$ 5,385,494
Acquisitions of tangible capital assets	11,591	310,248	546,357	3,011,630	1,198,512
Disposals of tangible capital assets	-	(8,149)	(9,336)	(556,194)	(102,571)
Cost, end of year	2,389,325	10,920,387	10,833,530	45,869,582	6,481,435
Accumulated amortization, beginning of year	-	3,388,682	4,694,720	19,814,509	3,333,431
Amortization of tangible capital assets	-	263,704	275,963	1,386,116	286,524
Disposals of tangible capital assets	-	(7,713)	-	(516,077)	(102,572)
Accumulated amortization, end of year	-	3,644,673	4,970,683	20,684,548	3,517,383
Net carrying amount, end of year	\$ 2,389,325	\$ 7,275,714	\$ 5,862,847	\$ 25,185,034	\$ 2,964,052
		Water infrastructure	Sewer infrastructure	Vehicles	Total
Cost, beginning of year	\$ 14,628,361	\$ 8,847,478	\$ 5,277,792	\$ 100,845,802	
Acquisitions of tangible capital assets	1,929,307	750,440	1,108,853	8,866,938	
Disposals of tangible capital assets	(35,248)	-	(195,106)	(906,604)	
Cost, end of year	16,522,420	9,597,918	6,191,539	108,806,136	
Accumulated amortization, beginning of year	5,117,036	3,279,740	2,530,272	42,158,390	
Amortization of tangible capital assets	288,057	140,501	325,011	2,965,876	
Disposals of tangible capital assets	(5,101)	-	(195,106)	(826,569)	
Accumulated amortization, end of year	5,399,992	3,420,241	2,660,177	44,297,697	
Net carrying amount, end of year	\$ 11,122,428	\$ 6,177,677	\$ 3,531,362	\$ 64,508,439	

The book value of tangible capital assets not being amortized because they are under construction is \$18,379,893 (2022 - \$4,944,212).

The tangible capital assets have not been assessed for asset retirement obligations as required by PS 3280 Asset Retirement Obligations. The assets listed may be understated by the amounts of any existing asset retirement obligations.

Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

6. Other Revenues

	2023 Budget	2023 Actual	2022 Actual
Donations	\$ 230,997	\$ 139,993	\$ 237,090
Interest and penalties on taxes	290,000	321,798	294,300
Interest income	386,000	568,671	382,663
	<u>\$ 906,997</u>	<u>\$ 1,030,462</u>	<u>\$ 914,053</u>

7. Expenses by Object

Total expenses for the year reported on the statement of operations are as follows:

	2023	2022
Amortization of tangible capital assets	\$ 3,434,455	\$ 2,961,990
Contracted services	2,294,580	2,275,048
Contributions to other organizations	281,020	268,167
Loss (gain) on disposal of tangible capital assets	29,134	(648,500)
Materials	4,078,414	3,170,987
Rents and financial expenses	79,380	165,350
Salaries, wages and benefits	5,707,059	5,085,707
	<u>\$15,904,042</u>	<u>\$ 13,278,749</u>

Draft - Subject to Change



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## Corporation of the Township of North Dundas Notes to Financial Statements

December 31, 2023

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### 8. Pension Agreement

The Township is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Township has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles.

OMERS provides pension services to over 600,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of the OMERS Primary Pension Plan (the Plan) by comparing the fair market value of the invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2023. The results of this valuation disclosed total actuarial liabilities of \$136,185 million in respect of benefits accrued for service with fair market assets at that date of \$131,983 million indicating an actuarial deficit of \$4,202 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit. The amount contributed to OMERS by the Township and expensed for 2023 was \$325,493 (2022 - \$294,522).

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### 9. Operations of School Boards and the United Counties of Stormont, Dundas and Glengarry

During the year, the following taxation revenues were raised and remitted to the school boards and the United Counties of Stormont, Dundas and Glengarry:

	<u>2023</u>	<u>2022</u>
School boards	<u>\$ 3,842,983</u>	<u>\$ 3,822,473</u>
United Counties of Stormont, Dundas and Glengarry	<u>\$10,966,359</u>	<u>\$ 10,458,410</u>

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Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

10. Accumulated Surplus

	2023	2022
Reserves		
Working fund	\$ 3,380,966	\$ 2,928,804
Fire	547,110	477,387
Recreation and culture	228,921	355,957
Roads	557,171	688,834
Sewer and water	4,904,817	5,084,425
Waste management	343,309	211,557
Other	248,488	244,388
	<u>10,210,782</u>	<u>9,991,352</u>
Reserve funds		
Association and events	160,889	207,956
Infrastructure	-	2,062,536
Recreation and culture	34,993	36,152
Sewer and Water	1,493,866	1,087,339
South Mountain Union Cemetery	19,124	18,577
Waste management	581,039	551,154
	<u>2,289,911</u>	<u>3,963,714</u>
Investment in tangible capital assets		
Invested in tangible capital assets	79,282,797	64,508,439
Unfinanced tangible capital assets	(12,200,784)	(1,324,595)
Related net long-term liabilities	(2,116,862)	(2,398,472)
	<u>64,965,151</u>	<u>60,785,372</u>
Unfinanced landfill closure and post-closure	<u>(1,925,138)</u>	<u>(2,065,464)</u>
Accumulated surplus	<u>\$ 75,540,706</u>	<u>\$ 72,674,974</u>

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Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

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11. Budget

The Financial Plan (Budget) By-Law adopted by Council was not prepared on a basis consistent with that used to report actual results (Canadian public sector accounting standards). The budget was prepared on a modified accrual basis while Canadian public sector accounting standards requires a full accrual basis. In addition, the budget expenses all tangible capital assets rather than including amortization of tangible capital assets expense. As a result, the budget figures presented in the statements of operations and changes in net financial assets represents the Financial Plan adopted by Council with adjustments as follows:

	<u>2023</u>
Budget for the year	\$ -
Add:	
Acquisition of tangible capital assets	22,805,846
Repayment of long-term liabilities	118,390
Less:	
Proceeds on disposal of tangible capital assets	(71,650)
Proceeds on issuance of long-term liabilities	(9,572,524)
Amortization of tangible capital assets	<u>(3,434,455)</u>
Budgeted surplus per statement of operations	<u>\$ 9,845,607</u>

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12. Commitments

The Township has signed a non-expiring contract for fire services. The amount agreed upon for those services is \$39,053 per year.

The Township has signed a snow removal contracts, lasting from November 2022 until April 2025. The expected commitment for those services is \$546,122.

The Township has signed several regular maintenance contracts, lasting from April 2022 until March 2026. The total expected commitment for those services is \$56,820.

The Township signed a 7 year contract with the Ontario Clean Water Agency for services relating to water, from 2021 to 2027. The minimum amount agreed upon for those services is \$805,138.

The Township signed a contribution agreement for the Hallville Park, from 2021 to 2026. The total amount is \$727,742 for that period.

The Township has signed an agreement to build a lagoon in Winchester. Construction began in August 2023, with the project scheduled for completion in April 2025. The amount agreed upon for those services is \$13,639,031.

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Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31, 2023

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12. Commitments (continued)

The total minimum annual payments over the next five years are as follows:

2024	\$	9,460,441
2025	\$	3,230,879
2026	\$	1,093,371
2027	\$	944,218
2028	\$	962,499

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13. Contingency

During 2014, the Government of Ontario expanded regulations to include six additional cancers presumed to be work-related for firefighters under the Workplace Safety and Insurance Act. This change is retroactive to January 1, 1960. During the years 1997 to 2010, the Township was a Schedule 2 employer for WSIB, meaning that the Township self-insured for WSIB benefits. This change in regulations may give rise to liabilities of the Township for work-related cancers incurred by firefighters during that period. The Township is assessing the impact of this change and is unable to determine whether a liability exists at year end. Consequently, no provision has been made in these financial statements for any liability that may result.

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14. Comparative Figures

Certain figures for the previous year have been reclassified to conform to the presentation adopted in the current year.

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# Corporation of the Township of North Dundas

## Notes to Financial Statements

December 31, 2023

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### 15. Segmented Information

The Township is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, water and sewer, transportation and recreational. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

#### Environmental

Environmental services consists of providing the Township's drinking water, waste disposal as well as garbage and recycling collection to citizens, processing and cleaning sewage and ensuring the water and sewer system meet all Provincial standards.

#### Planning and Development

This department provides a number of services including city planning and review of all property development plans through its application process. It also provides maintenance of municipal drains, which ensures proper drainage for agricultural properties and tile drainage, whereas the Township acts an intermediate between the landowners and the province.

#### Protection

Protection is comprised of police services, fire protection, conservation authority, protective inspection, control and emergency measures and enforcement of building and construction codes. The police services work to ensure the safety and protection of the citizens and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The inspection and control department includes building inspection, by-law enforcement and dog control services.

#### Recreation and Cultural

Recreation and cultural consists of providing services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields and arenas.

#### Transportation

Transportation is responsible for providing the winter and summer maintenance, the repair and construction of the Township's roads system including bridges, sidewalks and culverts.

#### General Government

This item relates to the revenues and expenses from operations of the Township itself and cannot be directly attributed to a specific segment.

Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31

15. Segmented Information (continued)

For the year ended December 31	Environmental	Planning and Development	Protection	Recreation and Cultural	Transportation	General Government	2023 total
<b>Revenues</b>							
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,211,138	\$ 8,211,138
User charges	4,268,489	329,736	342,174	705,430	37,626	520,697	6,204,152
Government transfers - Federal	-	-	-	52,080	379,745	222,807	654,632
Government transfers - Provincial	-	46,111	5,603	-	562,327	1,107,250	1,721,291
Government transfers - Other municipalities	4,630	35,184	15,733	20,523	281,690	1,057	358,817
Other revenues (Note 6)	21,923	-	55,093	71,352	184,740	697,354	1,030,462
Obligatory reserve funds revenue (Note 3)	1,551	5,338	-	1,900	-	580,493	589,282
	<u>4,296,593</u>	<u>416,369</u>	<u>418,603</u>	<u>851,285</u>	<u>1,446,128</u>	<u>11,340,796</u>	<u>18,769,774</u>
<b>Expenses</b>							
Amortization of tangible capital assets	674,143	391	273,665	323,180	2,066,265	96,811	3,434,455
Contracted services	1,059,348	293,437	152,197	112,070	356,816	320,712	2,294,580
Contributions to other organizations	-	60,710	104,401	81,048	-	34,861	281,020
(Gain) loss on disposal of tangible capital assets	13,794	(6,565)	3,488	(650)	19,067	-	29,134
Materials	668,167	54,278	404,177	1,147,745	1,279,462	524,585	4,078,414
Rents and financial expenses	1,230	640	640	17,946	48,132	10,792	79,380
Salaries, wages and benefits	872,872	306,277	1,052,114	1,261,118	1,243,671	971,007	5,707,059
	<u>3,289,554</u>	<u>709,168</u>	<u>1,990,682</u>	<u>2,942,457</u>	<u>5,013,413</u>	<u>1,958,768</u>	<u>15,904,042</u>
Annual surplus (deficit)	<u>\$ 1,007,039</u>	<u>\$ (292,799)</u>	<u>\$ (1,572,079)</u>	<u>\$ (2,091,172)</u>	<u>\$ (3,567,285)</u>	<u>\$ 9,382,028</u>	<u>\$ 2,865,732</u>

Corporation of the Township of North Dundas  
Notes to Financial Statements

December 31

15. Segmented Information (continued)

For the year ended December 31	Environmental	Planning and Development	Protection	Recreation and Cultural	Transportation	General Government	2022
<b>Revenues</b>							
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,484,411	\$ 7,484,411
User charges	3,426,478	217,879	344,616	579,870	43,935	483,247	5,096,025
Government transfers - Federal	1,275	-	-	31,084	551,534	-	583,893
Government transfers - Provincial	1,044	41,669	1,342	-	663,627	1,166,110	1,873,792
Government transfers - Other municipalities	4,804	35,184	15,733	20,523	361,483	22,187	459,914
Other revenues (Note 6)	21,923	-	55,093	71,352	184,740	580,945	914,053
Obligatory reserve funds revenue (Note 3)	1,456	5,338	-	130,733	990,156	-	1,127,683
	<u>3,456,980</u>	<u>300,070</u>	<u>416,784</u>	<u>833,562</u>	<u>2,795,475</u>	<u>9,736,900</u>	<u>17,539,771</u>
<b>Expenses</b>							
Amortization of tangible capital assets	694,494	88,000	254,582	290,338	1,550,255	84,321	2,961,990
Contracted services	1,073,482	187,258	198,086	230,461	337,774	247,987	2,275,048
Contributions to other organizations	-	94,004	100,081	63,082	-	11,000	268,167
Loss on disposal of tangible capital assets	3,078	-	(1,460)	1,351	(649,868)	(1,601)	(648,500)
Materials	405,775	42,764	341,492	772,902	1,172,835	435,219	3,170,987
Rents and financial expenses	1,167	35,549	1,219	18,719	53,947	54,749	165,350
Salaries, wages and benefits	845,534	283,362	771,815	1,130,258	1,111,107	943,631	5,085,707
	<u>3,023,530</u>	<u>730,937</u>	<u>1,665,815</u>	<u>2,507,111</u>	<u>3,576,050</u>	<u>1,775,306</u>	<u>13,278,749</u>
Annual surplus (deficit)	\$ 433,450	\$ (430,867)	\$ (1,249,031)	\$ (1,673,549)	\$ (780,575)	\$ 7,961,594	\$ 4,261,022



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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Reconciliation of 2023 Surplus from PSAB to Municipal Reporting Basis**

---

**BACKGROUND:**

At the end of each fiscal year, we invite our audit firm (BDO, LLP) to present the financial statements along with their audit report thereon to council. The auditors have recently completed their audit of our books and records for the fiscal year ending December 31 2023 and are prepared to present the DRAFT financial statements at this meeting of council.

When the auditors report on the financial statements, council will notice there are some significant differences between our annual “municipal surplus” of \$425,228.56 vs that reported by our auditors in our PSAB-based (Public Sector Accounting Board), audited FS (which is in the magnitude of \$2.8M). Finance has attached to this report, (as **Appendix #1**), a reconciliation that adjusts our surplus to that reported by the auditors in our audited financial statement.

Since 2009, Section 3150 of the Public Sector Accounting Board Handbook (PSAB), has required municipalities to record the cost of tangible capital assets and related amortization expenses in their annual financial statements. However, these accounting standards do not require that budgets be prepared on the same basis. Property tax rates are determined on a cash basis and exclude costs for non-cash transactions such as amortization. This is a customary practice with most municipal budgets in Ontario and most continue to prepare budgets on this “modified cash basis.”

North Dundas continues to prepare its budget on this traditional funding basis, or modified cash basis, where funds are raised to equal our expenditures.

As such, we do not budget for these costs on an annual basis as they do not involve cash outlays.

- Depreciation/Amortization
- Landfill Closure Post Closure Costs
- ARO – Asset Retirement Obligations.

We budget instead for the following:

- Actual purchase or cost of these assets, and record them as an “expense” in our budgets (as opposed to PSAB rules which “capitalize” them and put them on the balance sheet as assets – thereby bypassing the Statement of Operations.



- Transfers to reserves (which is not an expense under PSAB rules), and
- Transfers from reserves to finance these assets (which is not revenue under PSAB rules)
- Principal Payments on Long Term debt (which are not considered expenses under PSAB rules).

There are other examples of differences between PSAB based accounting vs. the modified cash basis, but these are the main ones.

Please see attached **Appendix # 1** for a full reconciliation of the Township's "Modified cash-basis" surplus compared to the PSAB based surplus that appears on our audited financial statements.

**Reconciliation of 2023 Surplus per books to Audited Financial Statements**

**Surplus as per Budget records:** **\$ 425,228.56**

Adjustments:

<i>Capital</i>			
	Tangible Capital Assets (Expensed for budget - capitalized for financial statement)	18,258,144.73	
	Depreciation taken on Capital Assets for financial statements	(3,434,457.05)	
	Proceeds on Disposition of Capital Assets	(20,198.50)	
	Gain (Loss) on Disposal of TCA- PSAB	(29,134.36)	<b>14,774,354.82</b>
<i>Reserves and Reserve Funds</i>			
	Transfers To	3,192,719.27	
	Transfers From	(5,788,522.83)	<b>(2,595,803.56)</b>
<i>General</i>			
	PSAB Landfill adjustment to Decrease LTD		140,326.00
	To record interest income earned on Reserve Funds		128,998.89
	Principal Payments made on Long-term Debt		281,610.00
	Development fees - shown as income for Financial Statements		589,282.22
	Unfinanced Capital financed during the year, not recorded for PSAB Financial Statement purposes		176,685.00
	Miscellaneous		(2,076.65)
	Issuance of Long-term Debt as financing for internal reporting purposes		
	Unfinanced Capital to be financed in future years, not recorded for PSAB Financial Statements purposes		(11,052,873.28)

**Adjusted Surplus on a PSAB basis**

**2,865,732.00**

Surplus as per Financial Statements

2,865,732.00

Variance

**\$ -**

**APPENDIX # 1**



## **ACTION REQUEST**

Interim Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Flag Policy No. 90-2021 Amendment**

---

### **RECOMMENDATION:**

**THAT Council approve Policy No. 90-2021, as amended this 7<sup>th</sup> day of November 2024.**

### **BACKGROUND:**

This policy has been amended to reflect the flags which may be flown on Township property depending upon the number of flag poles at each facility.

Staff are also requesting that the Flag Policy be amended to include a Remembrance Day flag to be flown at the Municipal Office or other municipal property from the last Friday in October until the end of the day November 11th. These dates align with the annual Poppy Campaign of the Royal Canadian Legion. Legion Members could be consulted to select and/or obtain an appropriate flag. Some sample flags available for purchase are shown below:



**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

Purchase a Remembrance Day Flag – Approximate cost \$30 - \$50.

**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 4 - Public Communication and Outreach

**OTHERS CONSULTED:**

Members of the Royal Canadian Legion  
Director of Recreation & Culture, Meaghan Meerburg  
Director of Corporate Services/Clerk  
Chatham-Kent Service Centre

**ATTACHMENTS:**

Amended Policy No. 90-2021





<b>POLICY MANUAL</b>	<b>Policy No. 90-2021</b>
<b>Township of North Dundas</b>	<b>Effective Date: July 2021</b> <b>Amended: September 28, 2021</b> <b>Amended: November 7, 2024</b>
<b>Subject: Flag Policy</b>	<b>Effective Date: November 7, 2024</b>

## **PURPOSE**

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

## **POLICY REQUIREMENTS**

### **Displaying Flags**

1. Flags flown on flagpoles owned and maintained by the Township of North Dundas shall be flown in the following order:
  - a) One flagpole - only the National Flag of Canada shall be flown
  - b) Two flagpoles - only the National Flag of Canada and the Provincial Flag of Ontario shall be flown.
  - c) Three flagpoles - only the National Flag of Canada, the Provincial Flag of Ontario and the Township of North Dundas flag shall be flown.
2. Flags representing private organizations, events and causes shall NOT be displayed.
3. The following exceptions to Item 1c) and 2 are in effect for the Municipal office only:
  - a) The Pride Flag shall be flown during the month of June
  - b) The Truth and Reconciliation flag shall be flown on September 30th
4. Despite Items 1 and 2, a Remembrance Day flag may be flown at the Municipal Office or on municipal property from the last Friday in October until the end of the day on November 11th.
5. All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the National Flag of Canada.

5. Flags shall be flown and displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.
6. Flags may be flown at half-mast in recognition of an unforeseen national/ provincial event at the discretion of the Mayor & CAO.

### **Half-Masting**

1. Flags are flown at the half-mast position as a sign of respect and condolence, or to commemorate significant dates.
2. Flags will be flown at half-mast on Municipal properties upon the death of:
  - The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (i.e.) husband or wife, son or daughter, father, mother, brother or sister.
  - Governor General or former Governor-General
  - Prime Minister or former Prime Minister.
  - Lieutenant-Governor or the Province of Ontario or former Lieutenant-Governor of the Province of Ontario.
  - Premier of Ontario or a former Premier of Ontario.
  - Member or former Member of the House of Commons for this riding.
  - Head of Council or former Head of Council.
  - Deputy Mayor and Councillors
  - Current Township employee or volunteer firefighter
3. Flags at the Municipal office and the cenotaphs will be flown at half-mast in recognition of Remembrance Day (November 11 from 11 am to coincide with the start of the ceremony at the National War Memorial, until the end of the work day).
4. Flags shall be flown at half-mast on April 28<sup>th</sup> of each year in recognition of the National Day of Mourning for persons killed or injured in the workplace.

5. The flags at Fire Stations may also be flown at half-mast in recognition of the death of active or retired firefighters; in recognition of line-of- duty deaths of firefighters in other Municipalities; and in special circumstances outside -of Ontario at the decision of the Fire Chief. The half-masting of such flags shall be performed by the Fire Station Staff.
6. The flags at 547 St. Lawrence Street will be flown at half-mast in conjunction with OPP regulations.
7. When a flag is flown at half-mast, all other flags must also be flown at half-mast and at no time should the Canadian Flag be flown lower than any other flag.
8. Public notice for the reason of the half-masting will be posted on the Municipal website and at the Municipal office.
9. The time period for flags at half-mast shall include the day of death and up to and including the day of the funeral.
10. Township Staff will be responsible for maintenance of flags at municipal locations.

Approved by Council, November 7, 2024

Resolution # \_\_\_\_\_



## **ACTION REQUEST – BYLAW**

Transportation Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-69 - Section 78(5) Engineer's Report – Partial  
Realignment of the Bourgeois Municipal Drain**

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### **RECOMMENDATION:**

**THAT Council approve and adopt the Engineer's Report prepared by McIntosh Perry for the partial realignment of the Bourgeois Municipal Drain;**

**AND THAT Bylaw No. 2024-69 being a Bylaw to approve and adopt the Section 78(5) Engineer's Report prepared by McIntosh Perry for the partial realignment of the Bourgeois Municipal Drain, be read a first and second time in Open Council, this 7<sup>th</sup> day of November, 2024.**

### **BACKGROUND:**

On September 14, 2021, Council appointed McIntosh Perry to prepare an Engineer's Report for a minor improvement on the Bourgeois Municipal Drain under Section 78(5) of the Drainage Act by Bylaw No. 2021-66.

This Engineer's Report has been prepared under Section 78(5) of the Drainage Act, R.S.O. 1990, c. D. 17 (henceforth referred to as the Act). Section 78(5) refers to 'minor improvements' which may be completed through an expedited process compared to 'major improvements' (Section 78(1)). This report has been prepared in reference to the process outlined in Ontario Regulation 500/21, which details the process to be undertaken for a minor improvement. To undertake a 'minor improvement', the project must meet several conditions which have been discussed in further detail in Section 6.0 of this report.

The Bourgeois Municipal Drain has an existing Engineer's Report created in 1974 adopted through Bylaw No. 7-74 and is classified as a Class F Drain, meaning drainage maintenance and improvement can only be completed whenever there is no flow (no water in drain).

The Bourgeois Municipal Drain is located within Lots 11 to 13, Concessions 10, 11 & 12 and approximately 16,200 feet long. The location of the proposed 'minor improvement' work is within the property identified as Roll No. 0511-016-012-20400, Concession 12, Part Lot 12. The work to be completed is as follows:

1. Decommission 430 metres of the Bourgeois Municipal Drain through the property.
2. Excavation of a 210-metre extension to the Bourgeois Municipal Drain along the north side of Ormond Road.
3. Installation of an access culvert.



The realignment has been requested by the initiating landowner to provide better use of the land. For an overview of the proposed alignment, refer to the Drawings in Appendix A of the attached Engineer's report prepared by McIntosh Perry dated August 30, 2024.

A capacity review was conducted of the current cross-section and the re-aligned cross-section, and the new aligned cross-section is expected to have equal or greater capacity than current conditions. Overall, the proposed realignment is not expected to have any measurable impacts on erosion or maintenance and would still be expected to perform in the same general manner as the intentions of the 1974 Engineer's Reports.

Future maintenance works shall be assessed in accordance with the assessment schedule enclosed within the Engineer's Report for the Bourgeois Drain prepared by A.J. Graham Consultants Ltd, dated February 1974; or the equivalent current updated assessment schedule, if an update is performed under separate cover in the future.

**OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation to adopt the Engineer's Report prepared by McIntosh Perry - recommended.**
- 2. Do not approve the recommendation - not recommended.**

**FINANCIAL ANALYSIS:**

All costs will be paid by the landowner requesting the realignment.

**ALIGNMENT WITH STRATEGIC PLAN:**

Not Applicable

**OTHERS CONSULTED:**

McIntosh Perry Consulting Engineers Ltd.

**ATTACHMENTS:**

1. Bylaw No. 2024-69
2. Schedule A to Bylaw No. 2024-69 - Engineer's Report dated August 30, 2024 – McIntosh Perry

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

**BYLAW No. 2024-69**

***Being a Bylaw to adopt the Section 78(5) Engineer's Report prepared by McIntosh Perry for the partial realignment of the Bourgeois Municipal Drain***

**WHEREAS** the Bourgeois Drain was previously adopted in February of 1974 through Bylaw No. 7-74 by an Engineer's Report prepared by A.J. Graham Consultants Ltd. All future maintenance works proposed are to be in conformance with the 1974 Engineer's Report (Bylaw No. 7-74).

**AND WHEREAS** McIntosh Perry was appointed by Bylaw No. 2021-66 on September 14, 2021 to prepare an Engineer's Report for a minor improvement on the Bourgeois Municipal Drain under Section 78(5) of the Drainage Act.

**AND WHEREAS** McIntosh Perry, under Section 78(5) of the Drainage Act, R.S.O. 1990, c. D. 17, has prepared an Engineer's Report for a minor improvement, which improvement is a partial realignment of the Bourgeois Municipal Drain.

**NOW THEREFORE** pursuant to the *Drainage Act, RSO 1990*, the Council of The Corporation of the Township of North Dundas enacts as follows:

- 1.0** That the Section 78(5) Engineer's Report prepared by McIntosh Perry dated August 30, 2024, for the partial realignment of the Bourgeois Municipal Drain, attached hereto as "Schedule A" and forming part of this bylaw, is hereby adopted.
- 2.0** This Bylaw takes effect on the date of final passing.

**READ a First and Second Time in Open Council, this 7<sup>th</sup> day of November, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**Read a Third and Final Time in Open Council, signed and sealed, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# TOWNSHIP OF NORTH DUNDAS ENGINEER'S REPORT – BOURGEOIS MUNICIPAL DRAIN



Project No.: CCO-22-2334

Prepared for:

Township of North Dundas  
636 St Lawrence Street  
Winchester, ON, K0C 2K0

Prepared by:

McIntosh Perry Consulting Engineers Ltd.  
115 Walgreen Road  
Carp, ON, K0A 1L0

August 30, 2024

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- Drain Overview
- Drainage Plan
- Property Ownership Plan
- Drainage Profile
- Cross-Sections

### Appendix B - Authorization and Permits

- DFO Class Authorization
- SNCA Permission

### Appendix C – Supporting Calculations

- Unified Ontario Flood Method
- FlowMaster Capacity Analysis Results

## 1.0 INTRODUCTION

McIntosh Perry Consulting Engineers Limited (McIntosh Perry) was appointed by the Township of North Dundas to undertake revisions to the Bourgeois Municipal Drain (Bourgeois Drain) Engineer's Report. Revisions to the Bourgeois Drain were initiated by the municipality under Section 78 of the Drainage Act R.S.O. 1990, c. D.17. here after referred to as "Drainage Act".

Upon adoption by By-law from the Township of Winchester, the enclosed Engineer's Report shall govern over the previously adopted Engineer's Report for the section of drain outlined in this report Bourgeois Drain.

## 2.0 PURPOSE OF THE DRAINAGE REPORT

The update to the Engineer's Report under Section 78 of the Drainage Act is to reflect changes and improvements to the Bourgeois Drain. As part of the updated report, the profile, cross-sections, and crossings have all be assessed for adequate capacity and conveyance of design flow to a sufficient outlet. Modifications to any of the above mentioned can be found in the design section of this report, including a realignment of the existing channel. The remainder of the drain will continue to be governed under the existing Engineer's Report.

## 3.0 ON-SITE MEETING

As per the requirements of Section 9(1) of the Drainage Act, a letter was sent to the landowner of whom owns the land assessed in the construction of the Bourgeois Drain, inviting them to attend a Public Information Session on January 10<sup>th</sup>, 2021. The Information Session was held to advise the landowner of the updates being made to the Bourgeois Drain Engineer's Report and advise them that they would be notified upon the completion of the updated report.

## 4.0 EXISTING CONDITIONS

### 4.1 Location

The location of the Bourgeois Drain will remain the same as described in the 1974 Engineer's Report by A. J. Graham Engineering Consultants Ltd.

*"The Bourgeois Main Drain Commences in the southwestern corner of the W 3/8 of Lot 12, Concession 10, about 600 feet north of the concession line. The drain flows in a northerly direction following the lot line for about 1600 feet then jogs into lot 11 and continues north to the concession line, thence east for about 360 feet, then north through the concession road. The drain continues in a northerly direction following the West side of lot 12 for half the concession, then it swings into lot 11 and again follows the lot line, thence through the Township road into concession 12. The drain swings east following an alignment outside of the Township ROW to the centre of lot 12, thence north for about 300 feet and east to the Township road allowance and then north inside the Township road allowance to the Castor river.*

*The Brown Branch commences at the western side of the E 1/2 of lot 12, Concession 11. It flows north to the Township Road allowance, thence easterly along a relocated line outside the ROW to the edge of the lot, then angles across the Township Road into concession 12, thence easterly inside of the unopened road allowance between concessions 11 and 12 to unopened allowance between lots 12 and 13, thence north again inside the ROW to it's outlet in the Bourgeois main drain.*

*The bourgeois branch commences in the W1/2 of lot 11, Concession 11. it flows directly east across the southern part of the NE 1/4 lot 11, Concession 11 to it's over in the main drain."*

*- Bourgeois Drain Engineer's Report, Township Winchester, February 1974*

### 4.2 Drainage Area Limits

The Bourgeois Drain watershed spans from Lots 11 and 12, Concession 10; Lots 10 to 13, Concession 11; and Lots 11 to 13, Concession 12 within The Township of North Dundas upstream from the realignment the watershed is approximately 347 hectares. The area is mixed land uses including developed; cultivated; wetland and woodland areas. The watershed was first assessed by L.P. Stidwill Consulting and then reassessed by The Counties of Stormont, Dundas, and Glengarry Planning Department under license of the Ministry of Natural Resources and Forestry's (MNRF) Ontario Watershed Flow Assessment Tool (OFAT III).



## 5.0 DRAWINGS

The following drawings will form part of the Engineer's Report and pertain to the existing conditions and design conditions for the Bourgeois Drain:

- **Dwg. No. 01 – Drainage Area Plan** details the drainage boundary and limits of the drain described in this report.
- **Dwg. No. 02 – Bourgeois Drain Realignment Plan** illustrates the existing and proposed drainage infrastructure, as well as the proposed sediment and erosion control measures. Details of the existing drain and the new alignment and limits of construction.
- **Dwg. No. 03 – Existing Channel Profile and Cross Sections** have been prepared for the Main Drain to identify the existing conditions including invert of the ditch, top of bank, culvert inverts, diameter, and material. Existing conditions at given points and key transitions throughout the Bourgeois Drain.
- **Dwg. No. 04 – Proposed Channel Profile and Cross Sections** have been prepared for the Main Drain to identify the proposed works including stationing, ditch invert grades, slopes, culvert replacements with inverts and municipal roll numbers. Proposed conditions at given points and key transitions throughout the Bourgeois Drain.

All drawings have been enclosed in Appendix A.

## 6.0 DESIGN CONSIDERATION

### 6.1 Hydrology

For the hydrologic assessment and calculations, the Bourgeois Drain watershed was delineated as one catchment, as shown in Dwg. No. 01 – Drainage Area Plan. Runoff estimation calculations were completed using the Unified Ontario Flood Method (UOFM). This method relates the characteristics of a given watershed to the peak discharge rates for various design storm events through regression-based analysis. The UOFM discharge rate can be calculated using the following equation:

$$Q_{UOFM} = K_R * A^a * LI^b * P^c$$

Where,

$Q_{UOFM}$  is the annual flood with a T return period from regression analysis ( $m^3/s$ ).

$K_R$  is  $10^x$ .

A is the total drainage area of the watershed ( $km^2$ ).

P is the mean annual precipitation (mm).

LI is the lake attenuation index, calculated using the following equation.

$$LI = 1 + WA/A$$

Where,

WA is the area of lakes and wetlands within the watershed (km<sup>2</sup>).

a, b, c, and x are the regression model coefficients. They are based on the design storm return period and the ecozone of the watershed location (Mixed Wood Plains, Boreal Shield, and Hudson Plains).

The drain is located in the Mixed Wood Plains Ecozone, and thus the following regression model coefficients were used. Additionally, the remaining input parameters based on the delineated watershed are summarized below.

**Table 1: Regression Model Coefficients for Mixed Wood Plains Ecozone**

Return Period (T)	x	a	b	c
2	-5.483	0.756	-3.061	1.837
10	-4.139	0.734	-3.780	1.491
25	-3.680	0.728	-4.017	1.372
50	-3.397	0.724	-4.162	1.299
100	-3.151	0.721	-4.287	1.236

**Table 2 : UOFM Input Parameters**

Hydrologic Parameters Summary	
Drainage Area (km <sup>2</sup> )	3.8
Lakes and Wetland Area (km <sup>2</sup> )	0.01
Lake Attenuation Index	1.00
Mean Annual Precipitation	985

Values were derived from the following sources:

- A Unified Ontario Flood Method: Regional Flood Frequency Analysis of Ontario Streams Using Multiple Regression by Kirti Sehgal, University of Toronto, 2016

## 6.1 Hydrologic Calculation and Results

The table below shows the peaks flow rates calculated at the downstream end of each reach for the 2-, 10-, 25-, 50-, and 100-year storm events. Full calculations for the flow estimates can be found in Appendix D.

**Table 3: Calculated Peak Flows (m<sup>3</sup>/s)**

Design Storm	2-Year	10-Year	25-Year	50-Year	100-Year
Peak Flow	2.80	5.52	6.93	8.00	9.09

## 6.2 Drain Capacity

The capacity of the drain and the required channel cross-section was calculated using Manning's Equation and Bentley's FlowMaster software. The design flow for the realigned channel is chosen as the 2-year flow, given that the channel-forming bankfull flow falls within the range of 2-to-5-year design flows. Table 4 shows the required channel dimensions for the realignment section to convey the 2-year flow. The required channel depth can be achieved given the existing topography and existing channel bank elevation. The complete capacity analysis results can be found in Appendix D.

**Table 4: Required Channel Dimensions**

Return Period (yrs)	Bottom Width (m)	Depth (m)	Side Slope (H:1)	Longitudinal Slope	Maximum Flow (m <sup>3</sup> /s)
2-Year	1.0-1.5	1.00 - 0.90	3	0.1%	2.80

## 6.3 Capacity of Existing Culverts

There is an existing 500 diameter CSP culvert for the entrance of Lot 11, Concession 10. This culvert is to be replaced with a new and larger pipe.

## 6.4 Future Culverts

The sole proposed culvert is an upsizing of the existing culvert noted above. The culvert will be realigned within the roadside ditch and will be upsized from a 500mm to a 1500mm diameter CSP. The culvert is sized to be consistent with an upstream culvert within the existing drainage channel (station 0+330). The culvert has also been sized to convey storm water up to the 25-year event. Detailed culvert sizing can be found in Appendix D.

Installation of any future culverts shall neither obstruct flow through the drain nor impact any upstream landowners. The culvert is to be paid for in full by the proponent, who shall follow the following steps:

- Obtain approvals from all governing agencies;
- Obtain approval from the drainage superintendent; and
- Installation of the culvert shall be completed under the direct supervision of the drainage superintendent.

All future culverts must be appended to this report under by-law. Illegal crossings installed without the mentioned authorizations will be removed and/or modified at the landowner's expense.

## 6.5 Clearing and Grubbing

Clearing will only be completed in areas which affect the ability to complete operations within the specified working area. Tree clearing is only permitted within those specified sections. Clearing operations are to be completed as follows:

- All branches, brush, and debris are to be chipped and disposed of at the location determined by the landowner or hauled away at the expense of the contractor;
- Trees with a diameter at and in excess of 150mm are to be cleared into cords, cut into reasonable lengths, and piled neatly out of the way of drainage operations; and
- The wood resulting from the previously mentioned trees is the property of the owner of the lands from which they came and to be utilized however they see fit.

## 6.6 Excavation

The Bourgeois Drain realignment is to be constructed as an open channel drainage system in accordance with the specifications outlined on the plans. The Design Profile of the ditch, the channel design, bottom width, side slopes, etc. shall be as shown on Dwg. No. 03. Drain improvements include permanent erosion control measures to be installed at culverts, tile outlets, bends, steep side slopes and any other areas prone to erosion or instability. See Section 7.0 for further details and specifications.

## 6.7 Mitigation Measures

All drainage works will abide by typical mitigation measures recommended by the Department of Fisheries and Oceans (DFO) and Raisin Region Conservation Authority (RRCA). These mitigation measures used in conjunction with the site-specific plan developed in Section 11.1 provide a reasonable construction plan for these proposed drainage works. Proposed construction will abide by DFO timing window restrictions, no in-water works shall take place between March 15<sup>th</sup> and July 15<sup>th</sup>. Further timing restrictions due to sensitive species present are required, for further details see Section 12.1. Erosion and Sediment control measures will be installed at all specified locations or where deemed necessary. Removal of vegetation will only occur on one (1) bank wherever possible leaving nesting habitat intact, trees will only be removed as a last resort to access the construction zone. Rock protection will be placed at all unstable banks, bends, confluences, and structures.

## 6.8 Site Access

Access to the outlined sections of drainage works is to be accessed from adjacent and crossing roadways, with the equipment moving along the side of the drain within the specified working areas. Equipment must only cross the drain at the legal crossings shown on Dwg. No. 02. Disturbance to non-working areas should be avoided wherever possible. Utilizing existing roads and farming access roads on lands adjacent to the proposed drainage works. The contractor is to provide notice to any landowners at least 48 hours prior to use if there are plans to use farming access road(s). It is the responsibility of the Contractor to maintain the farming access



road during construction and to repair or restore it back to its original state or better upon completion of the drainage works.

### **6.9 Disposal of Excavated Materials**

All suitable excavated materials will be placed adjacent to the drain beyond the buffer on which ever side is best suited for the owner. Materials will be spread on the adjacent lands outside the buffer at a maximum depth of 150mm in agricultural areas and 300mm in non-agricultural areas. Materials are not to be spread on tilled agricultural lands. Openings in the excavated materials will be created every 50m with materials spread to accommodate surface drainage from adjacent lands. All un-suitable materials including but not limited to rocks, debris, waste, and artificial structures/materials shall be disposed of on the adjacent property in the location specified by the landowner.

Owners of lands where excavated materials are to be spread may arrange to have materials hauled to an alternate location on the property or have the contractor dispose of the materials on their behalf. The special requests must be approved by the Drainage Engineer or Drainage Superintendent and will have to be arrange directly with the contractor.

### **6.10 Utilities and Permits**

The Contractor must coordinate with all required utilities to mark any underground infrastructures within the working area, prior to construction. Owners are asked to notify the Drainage Engineer and/or Drainage Superintendent of any known utilities on their respective properties.

The Contractor will be responsible to file applications for any permits required within the working area, such as, encroachment permits within right-of-way.

## **7.0 EROSION CONTROL**

### **7.1 Fencing**

It will be the contractor's responsibility to remove and reinstate existing fencing that is impeding maintenance or construction efforts. Fences to be reinstated in equal or better condition as when it was removed.

### **7.2 Buffer Strips**

It is recommended to have a buffer strip at least 5m in width along the edge of the drain, at any area where the drain runs through crops, at areas where soil erosion is present, any lands where the soil is intended to be tilled for continuous crop production. The soil within this 5m buffer strip should not be tilled or cultivated in order to reduce erosion, increase slope stability, reduced pollution, and reduce overall sediment. Buffer strips have benefits for fish and wildlife habitat and are deemed environmentally friendly; additionally, buffer strips along these areas will reduce the frequency of required maintenance, lowering costs for all landowners.

### **7.3 Rock Protection**

Rock protection with filter cloth will be placed at typical points along the drain as shown on Dwg. No. 02. All locations of rock protection may not be included on the plan or profile drawings; rock protection will be installed at all locations indicated below:

- Tile Drain Outlets;
- Major bends;
- Confluence of drains, side ditches, and branches;
- Storm sewer outlets;
- Areas of current or on-going erosion;
- Culverts and Concrete structures; and
- Any realignment sections channel ends.

### **7.4 Sediment Traps**

Sediment traps shall be installed directly upstream of flow check dams at a length of 15m and a depth of 0.5m below the proposed grade. Accumulated sediment within sediment traps shall be removed as necessary to affect maintenance repairs and immediately prior to the removal of the flow checks. The sediment trap excavations will remain in place after the removal of the flow check dams and will serve as localized cleanout areas. Reducing requirements for full future maintenance and therefore having long term benefits of fish habitat.

### **7.5 Flow Check Dams**

Straw Bale flow check dams or Rock flow check dams shall be installed to reduce flow and prevent sediment from travelling downstream from the upstream sections. The proposed requirements that must be met for placement of flow check dams is shown on Dwg. No. 02. In accordance with OPSD 219.180 and 219.130.

## **8.0 ASSESSMENTS**

### **8.1 Initial Construction**

As per section 78(5) of the Ontario Drainage Act, all cost incurred including engineering, constructions, and permit acquisition associated with the re-alignment are the responsibility of the requesting owner.

### **8.2 Future Maintenance**

Future maintenance completed on this drain will continue to be governed by The Forrester Drain Engineer's Report prepared by A.J. Graham Consultants Ltd., dated February 1974. In accordance with Section 74 of the Drainage Act the drain shall be maintained and repaired by the local municipality at the expense of all the upstream lands and roads assessed for construction or improvement, in the proportions determined by the then current by-law.

### 8.3 Tile Outlets

Private agricultural tile drainage outlets are anticipated to be present along the Bourgeois Drain. Individual property owner(s) are responsible for all future maintenance of private tile outlets. Property owners are requested to clearly identify all tile outlets by way of painted stake and ribbon, signage or suitable equivalent, prior to construction or future maintenance operations. The contractor shall be responsible for any required adjustments to the tile outlet or rip-rap during drain maintenance operations.

## 9.0 SCOPE CHANGE

In the event that changes to the drainage works outlined in this report are requested or required after the bylaw is passed, the report will require an amendment under a new bylaw. This project was completed under the Drainage Act as such, any subsequent work must be authorized through a bylaw. Depending on the magnitude of the change in scope it may be necessary to have a revised report prepared. Alternatively, if the drainage works are determined to be of gross error, application to the Agriculture, Food and Rural Affairs Appeal Tribunal (Tribunal) can be made to approve the proposed change under Section 58(4) of the Drainage Act which states "If, at any time after the by-law is passed and before any assessments are levied, a gross error in the report is found, the council of the initiating municipality may on notice to all persons assessed apply to the Tribunal to correct the error".

## 10.0 FUTURE MAINTENANCE

Future maintenance of the Bourgeois Drain project shall be the responsibility of the Township North Dundas, although the individual landowners whose property is directly adjacent to the drain will be responsible for periodic inspections of the drain and reporting of maintenance problems to Township's Drainage Superintendent.

All future replacement of culverts shall be like for like, installed complete with rip-rap and geotextile at the inlet and outlet and countersunk 10 % of their diameter.

In accordance with the Drainage Act all future maintenance costs are to be assessed against the lands of the requesting contributing landowner in full including all construction and engineering relating to the realignment within this report.

Future maintenance assessments shall be in determined using the assessment schedule in the existing Bourgeois engineer's report.

## 11.0 ENVIRONMENTAL REVIEW

### 11.1 Species at Risk

The following sections outline the potential Species at Risk (SAR) and Species at Risk habitat. The environmental assessment is based on provincial and federal data pertaining to the project limits.

### 11.1.1 Potential Species at Risk

Background sources, such as the National Heritage Information Center (NHIC), the Ontario Reptile and Amphibian Atlas (ORAA), and the Atlas of Breeding Birds of Ontario (ABBO) indicated that the following SAR listed on the Species at Risk in Ontario (SARO) list have potential to be within the study area:

Special Concern: Snapping Turtle, Wood Thrush;

Threatened: Barn Swallow, Bank Swallow, Bobolink, Eastern Whip-poor-will;

Other sensitive or endangered species that are typically associated with municipal drainage works may still exist within the study area such as Butternut Trees and other aquatic species. Standard mitigation measures for common species are included below.

## 11.2 Mitigation

Protection measures to Mitigate impacts are as follows:

- In order to confirm that SAR are not present within areas to be disturbed, daily site inspections by individuals trained in SAR awareness and identification, are recommended to be completed within the area to be disturbed. These site inspections should take place at the beginning of each day, when work is to occur, prior to any site disturbance.
- In order to prevent negative impacts to SAR habitat, disturbance of vegetation should be limited to that which is required to accomplish the proposed maintenance activities.
- No clearing of any vegetation should occur between April 15 and August 15, of any year, unless a qualified avian biologist has determined that no nesting is occurring within vegetation to be removed. The screening survey must occur no greater than 2 days prior to the clearing of vegetation. This will prevent negative impacts to breeding and nesting migratory birds.
- In order to avoid negative impacts to nesting SAR turtles and their eggs, disturbance (i.e., compaction or digging) of riparian areas (i.e., terrestrial areas directly adjacent to the drain) must not occur between June 1 and September 15, of any year.
- In order to avoid negative impacts to over-wintering SAR turtles (they overwinter underwater in muddy substrates), digging within drain substrate must be avoided between November 1 and April 15, of any year.
- In order to prevent the spread of invasive vegetation species, the equipment utilized during construction should be inspected and cleaned in accordance with the Clean Equipment Protocol for Industry (2013).

## 12.0 CONSTRUCTION & PERMITTING

Per Section 69 of the Drainage Act, the road authority may undertake construction, improvements, maintenance, or repairs to drainage works located upon, along, adjoining, or otherwise a permanent property of a road authority or utility.



Should the road authority, or the municipality on their behalf, undertake maintenance works, the drainage superintendent should be notified to ensure that any works completed are in compliance with the adopted by-law.

When undertaking works, the road authority shall ensure that they comply with all municipal, provincial and federal legislation. The road authority may undertake permitting themselves, delegate to the contractor, or contact the Drainage Superintendent to complete the required approvals.

### **12.1 South Nation Conservation Authority**

The draft Engineer's Report of the Bourgeois Municipal Drain was circulated to the Raisin Region Conservation Authority (RRCA) for review and permit. The SNCA provides permission under the Conservation Authorities Act, O. Reg. 175/06, for the "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses".

A copy of the Permit is included in Appendix B of this report.

### **12.2 Department of Fisheries and Oceans**

The Department of Fisheries and Oceans (DFO) provides review to projects to determine if authorization under the Fisheries Act will be required. The proposed construction and maintenance related to this drainage project will abide by all Class Authorization measures under the current DFO classification "Class C", in order to not impact current fish or fish habitat. Class C is a representation of Permanent flow with no sensitive fish species present as well as a spring restriction timing window.

A copy of the class authorization is included in Appendix B of this report.

## 13.0 CLOSING

Should changes be requested to the Bourgeois Drain after this report has been adopted by by-law, the report must be amended, and a revised By-law must be passed. This shall include any changes to future replacement or rehabilitation of crossings. Changes are not to be undertaken without a change in the by-law.

We trust that this report will meet Council's approval.

This report is respectfully submitted by,  
**McIntosh Perry Consulting Engineers Ltd.**

Report Prepared By:



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Lucas Gibson, C.E.T.  
Technical Lead

Report Reviewed By:



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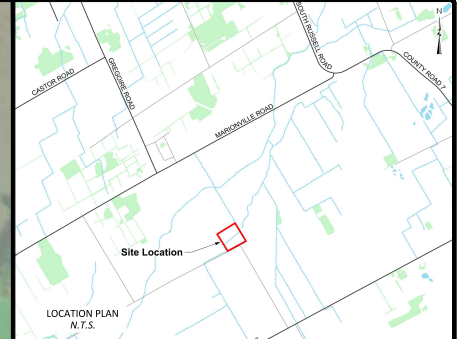
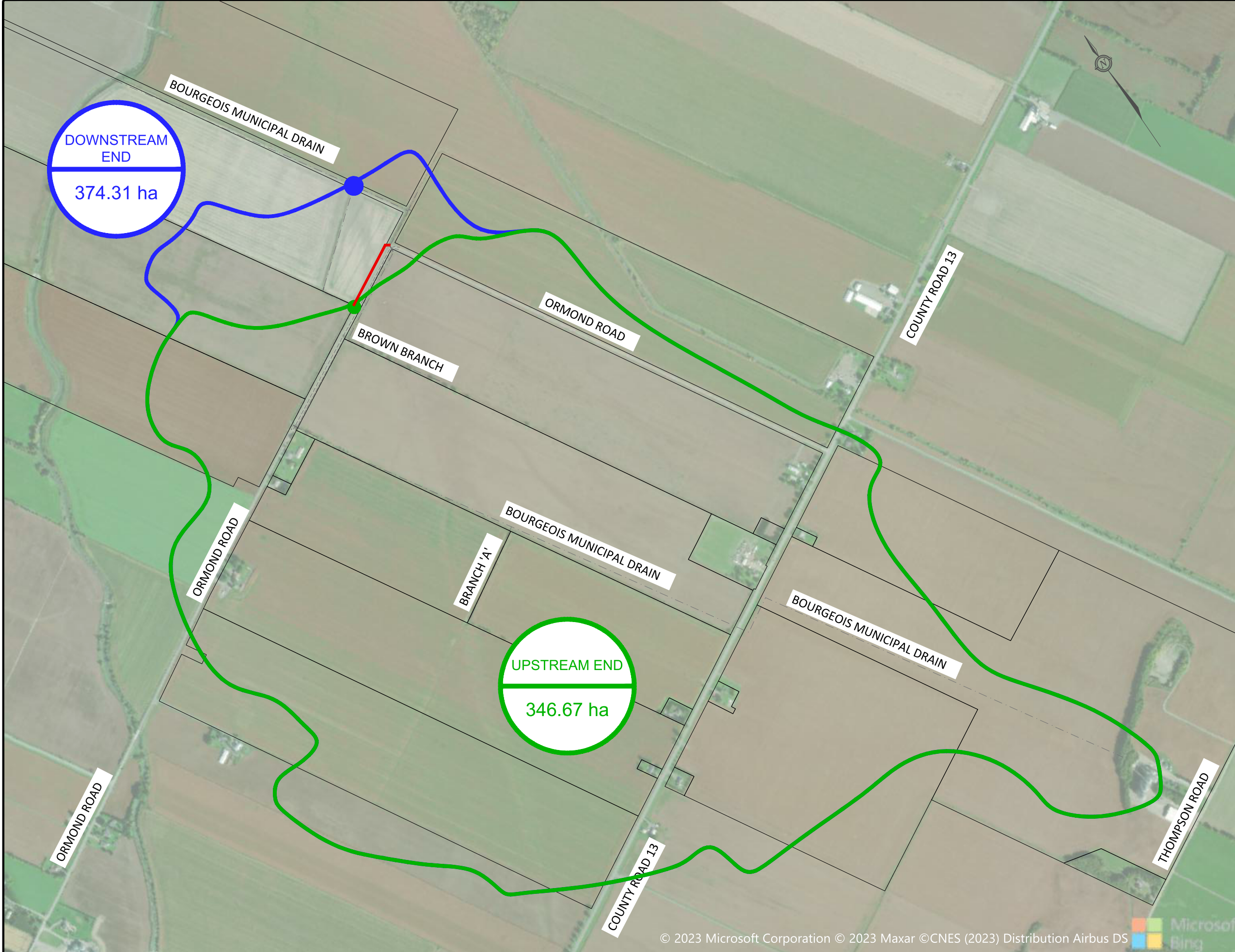
Raja Chockalingam, M.Eng, P.Eng.  
Drainage Engineer

## **APPENDIX A:**

### **Drawings**

- **Drain Overview**
- **Drainage Plan**
- **Property Ownership Plan**
- **Drainage Profile**
- **Cross-Sections**

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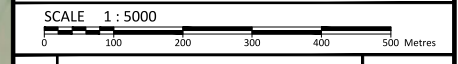


**LEGEND**

EX. GRAVEL	---
EX. DITCH	---
EXISTING PARCEL	---
UPSTREAM AREA	—
DOWNSTREAM AREA	—
UPSTREAM POINT	●
DOWNSTREAM POINT	●
PROPOSED DRAIN RE-ALIGNMENT	—

**BENCHMARKS:**

No.	DESCRIPTION	ELEVATION
TBM	STANDARD IRON BAR	68.97m
EX BM	STANDARD IRON BAR	69.66m



No.	Revision/Issue	Date
02	ISSUED FOR FINAL SUBMISSION	08/30/2024
01	REVISED PER SNC COMMENTS	02/20/2024
00	ISSUED FOR AGENCY REVIEW	08/31/2023

Check and verify all dimensions before proceeding with the work. Do not scale drawings.

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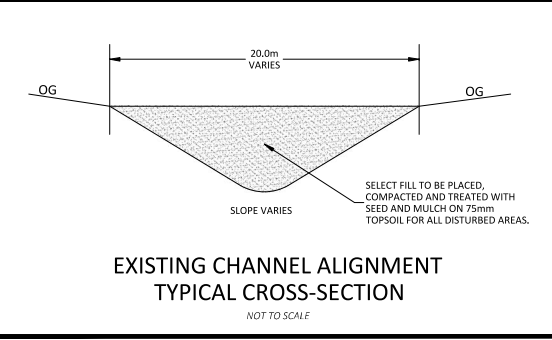
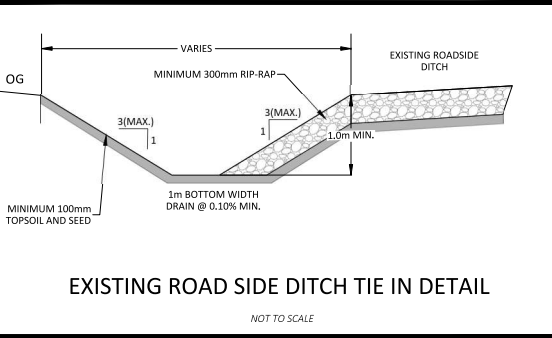
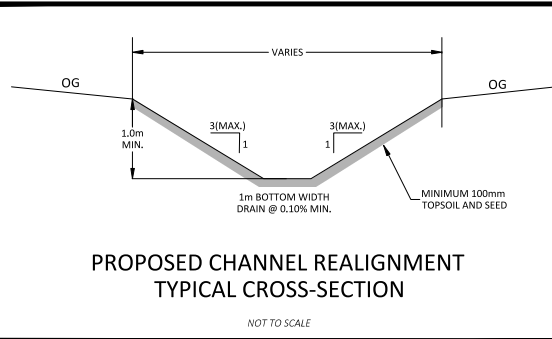
Project:  
**BOURGEOIS MUNICIPAL DRAIN REALIGNMENT**

NORTH DUNDAS ONTARIO

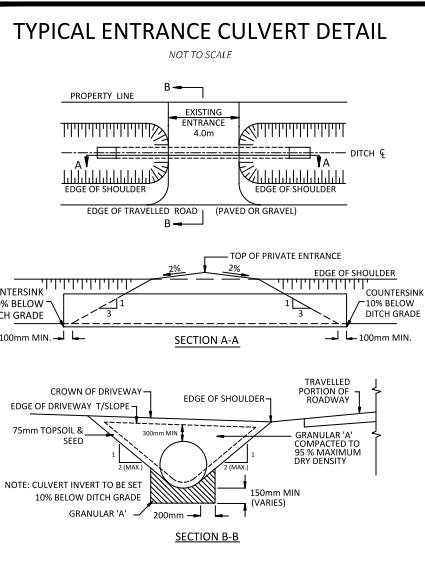
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Drawn by: M.D.	
Checked By: R.C.	Drawing Number:
Designed By: L.G.	



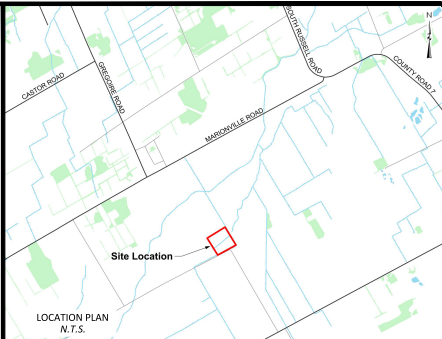
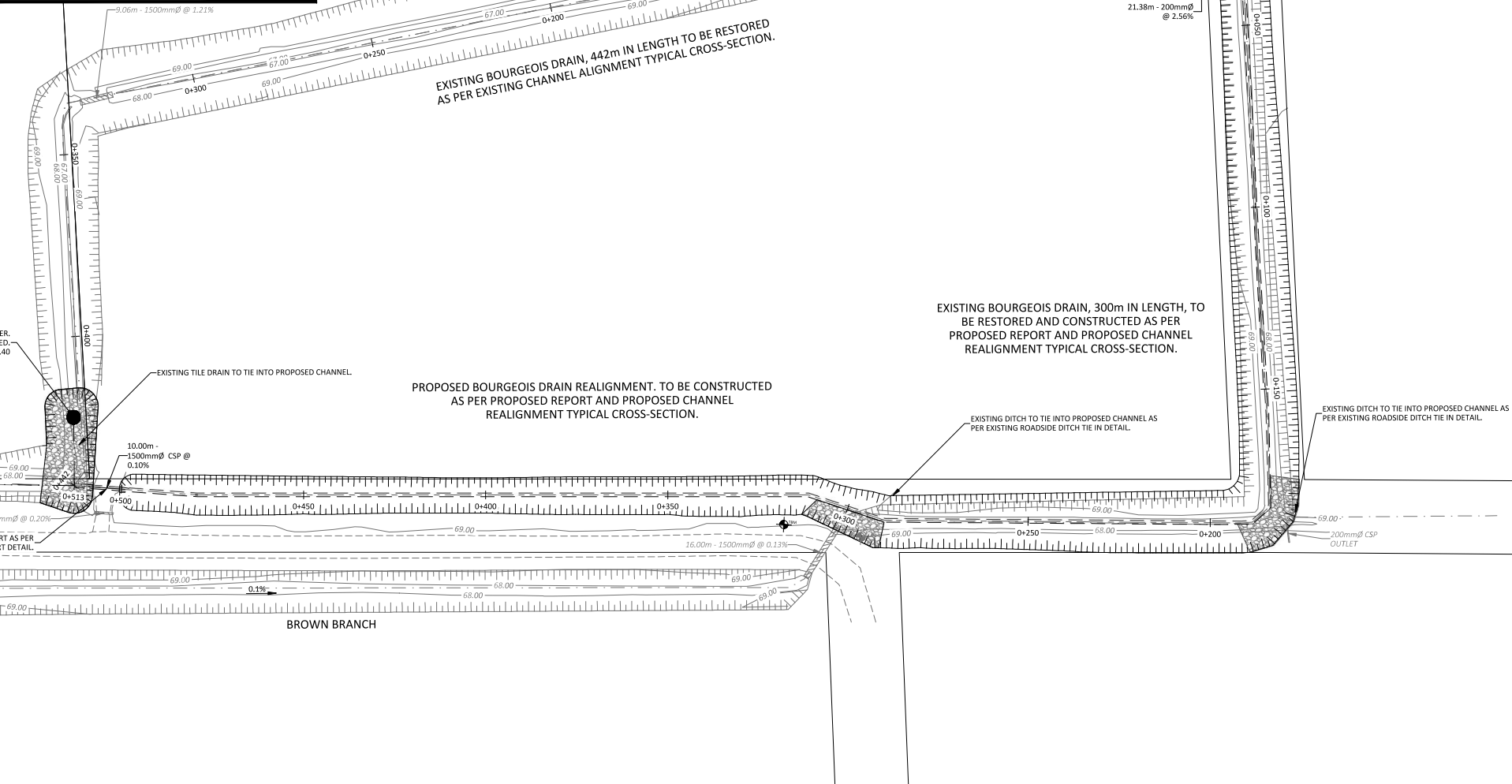


**DISCLAIMER**  
LOCATIONS OF ANY UTILITIES AND UNDERGROUND SERVICES ON THE PLAN ARE PROVIDED FOR INFORMATION PURPOSES ONLY AND MAY DIFFER FROM WHAT IS EXISTING. CONTRACTOR IS RESPONSIBLE FOR ALL ON-SITE LOCATIONS AND WILL BE RESPONSIBLE SHOULD ANY INFRASTRUCTURE BE DAMAGED IN ANY WAY. MCINTOSH PERRY AND THE OWNER SHALL NOT BE RESPONSIBLE FOR DAMAGES ON ACCOUNT OF ANY DISCREPANCIES SHOWN ON THE PLAN.



- GENERAL NOTES:**
- ALL DIMENSIONS AND INVERTS MUST BE VERIFIED PRIOR TO CONSTRUCTION, IF THERE IS ANY DISCREPANCY THE CONTRACTOR IS TO NOTIFY THE ENGINEER PROMPTLY.
  - THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND PROTECTING ALL UTILITIES DURING CONSTRUCTION. GAS, HYDRO, TELEPHONE OR ANY OTHER UTILITY THAT MAY EXIST ON SITE OR WITHIN THE ROAD ALLOWANCE MUST BE LOCATED BY ITS OWN UTILITIES AND VERIFIED.
  - TOPSOIL TO BE STRIPPED AND STOCKPILED FOR REHABILITATION. CLEAN FILL TO BE PLACED IN FILL AREAS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
  - ALL UNDERGROUND SERVICES, MATERIALS AND INSTALLATIONS TO BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND CODES OF THE TOWN AND PROVINCE.
  - ALL DISTURBED AREAS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER UNLESS OTHERWISE SPECIFIED.
  - CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT FOR CONSTRUCTION PURPOSES. THESE DRAWINGS ARE BASED ON LEGAL DRAWINGS PROVIDED BY THE TOWN OF CARLETON PLACE. LEGAL BOUNDARIES SHOWN ARE APPROXIMATE ONLY AND MUST BE CONFIRMED BY THE CONTRACTOR.
  - THE ORIGINAL TOPOGRAPHY AND GROUND ELEVATIONS, SERVING AND SURVEY DATA SHOWN ON THIS PLAN ARE SUPPLIED FOR INFORMATION PURPOSES ONLY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ACCURACY OF ALL INFORMATION OBTAINED FROM THESE PLANS.
  - CONNECT TO EXISTING SERVICES AS DETAILED. INCLUDE ALL RESTORATION WORK IF NECESSARY TO REINSTATE SURFACES TO THE CONDITION THAT EXISTED PRIOR TO CONSTRUCTION OR BETTER.

- EROSION AND SEDIMENT CONTROL NOTES:**
- THE CONTRACTOR SHALL IMPLEMENT BEST MANAGEMENT PRACTICES, TO PROVIDE FOR PROTECTION OF THE AREA DRAINAGE SYSTEM AND THE RECEIVING WATERCOURSE, DURING CONSTRUCTION ACTIVITIES. THIS INCLUDES LIMITING THE AMOUNT OF EXPOSED SOIL AND INSTALLING SILT FENCES AND OTHER SEDIMENT TRAPS.
  - AT THE DISCRETION OF THE CONTRACT ADMINISTRATOR, CONSERVATION AUTHORITY OR MUNICIPALITY, ADDITIONAL SILT CONTROL DEVICES SHALL BE INSTALLED AT DESIGNATED LOCATIONS.
  - FOR SILT FENCE BARRIER, USE OPSD 219.110. GEOTEXTILE FOR SILT FENCE SHALL BE ACCORDING TO OPSD 1860, TABLE 3.
  - EXCEPT AS PROVIDED IN PARAGRAPHS 4.(a), and (b) BELOW, STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS FEASIBLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY HAS TEMPORARILY OR PERMANENTLY CEASED.
  - WHERE THE INITIATION OF STABILIZATION MEASURES BY THE 14TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASES IS PRECLUDED BY SNOW COVER, STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS FEASIBLE.
  - WHERE CONSTRUCTION ACTIVITY WILL RESUME ON A PORTION OF THE SITE WITHIN 21 DAYS FROM WHEN ACTIVITIES CEASED, (E.G. THE TOTAL TIME PERIOD THAT CONSTRUCTION ACTIVITY IS TEMPORARILY CEASED IS LESS THAN 21 DAYS) THEN STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF SITE BY THE 14TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY CEASED.
  - SEDIMENT THAT IS ACCUMULATED BY THE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED IN A MANNER THAT AVOIDS ESCAPE OF THE SEDIMENT TO THE DOWNSTREAM SIDE OF THE CONTROL MEASURE AND AVOIDS DAMAGE TO THE CONTROL MEASURE. SEDIMENT SHALL BE REMOVED TO THE LEVEL OF THE GRADE EXISTING AT THE TIME THE CONTROL MEASURE WAS CONSTRUCTED AND BE ACCORDING TO THE FOLLOWING:
    - FOR LIGHT-DUTY SEDIMENT BARRIERS, ACCUMULATED SEDIMENT SHALL BE REMOVED ONCE IT REACHES THE LESSER OF THE FOLLOWING:
      - A DEPTH OF ONE-HALF THE EFFECTIVE HEIGHT OF THE CONTROL MEASURE.
      - A DEPTH OF 300 MM IMMEDIATELY UPSTREAM OF THE CONTROL MEASURE.
    - FOR ALL CONTROL MEASURES, ACCUMULATED SEDIMENT SHALL BE REMOVED AS NECESSARY TO PERFORM MAINTENANCE REPAIRS.
    - ACCUMULATED SEDIMENT SHALL BE REMOVED IMMEDIATELY PRIOR TO THE REMOVAL OF THE CONTROL MEASURE.
    - ACCUMULATED SEDIMENT IS TO BE REMOVED AND DISPOSED OF AS PER OPSD 180.
  - ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE MONITORED TO ENSURE THEY ARE IN EFFECTIVE WORKING ORDER. THE CONDITION OF THE CONTROL MEASURES SHALL BE MONITORED PRIOR TO ANY FORECAST STORM EVENT AND FOLLOWING A STORM EVENT.
  - DUST CONTROL MEASURES SHOULD BE CONSIDERED PRIOR TO CLEARING AND GRADING. THE USE OF WATER, CALCIUM CHLORIDE FLAKES/SOLUTION OR MAGNESIUM CHLORIDE FLAKES/SOLUTION SHALL BE USED AS DUST SUPPRESSANTS AS PER OPSD 506. THIS IS TO LIMIT WIND EROSION OF SOILS WHICH MAY TRANSPORT SEDIMENTS OFFSITE, WHERE THEY MAY BE WASHED INTO THE RECEIVING WATER BY THE NEXT RAINSTORM.
  - STOCKPILED MATERIAL IS TO BE STORED AWAY FROM POTENTIAL RECEIVERS (E.G. WATERCOURSES), AND BE SURROUNDED BY EROSION CONTROL MEASURES WHERE MATERIAL IS TO BE LEFT IN PLACE IN EXCESS OF 14 DAYS.
  - IF REQUIRED, DEWATERING/SETTLING BASINS SHALL BE CONSTRUCTED AS PER OPSD 219.240 AND LOCATED ON FLAT GRADE UPSTREAM OF OTHER EXISTING MITIGATION MEASURES. WATERCOURSES SHALL NOT BE DIVERTED, OR BLOCKED, AND TEMPORARY WATERCOURSES CROSSINGS SHALL NOT BE CONSTRUCTED OR UTILIZED, UNLESS OTHERWISE SPECIFIED IN THE CONTRACT. IF CLOSURE OF ANY PERMANENT WATER PASSAGE IS NECESSARY, THE CONTRACTOR SHALL RELEASE ANY STRANDED FISH TO THE OPEN PORTION OF THE WATERCOURSE WITHOUT HARM.
  - ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL CONFORM TO OPSD 805
  - WHERE DEWATERING IS REQUIRED, THE DISCHARGED WATER SHALL BE CONTROLLED IN ACCORDANCE WITH OPSD 518.
  - ALL SETTLING/FILTRATION BASINS SHALL BE EQUIPPED WITH TERRAFIX 270R GEOTEXTILE (OR APPROVED EQUIVALENT) AND SHALL BE CLEANED AND REPLACED AS REQUIRED.
  - FOR POTENTIAL SPILLS, THE CONTRACTOR SHALL HAVE ON SITE AT ALL TIMES AN EMERGENCY SPILL KIT THAT WILL INCLUDE AS A MINIMUM THE FOLLOWING ITEMS:
    - 10 - 18 in. X 18 in. ABSORBENT PADS, - 5 LBS ZORBAL ABSORBING MATERIAL, - 1 PAIR GOGGLES, 1 PAIR PVC GLOVES.



**LEGEND**

EX. GRAVEL	---
EX. DITCH	---
EXISTING PARCEL	---
PROPOSED CHANNEL CENTERLINE	---
PROPOSED BOTTOM ON DITCH	---
PROPOSED DRAIN RE-ALIGNMENT	---
EXISTING TOP OF SLOPE	---
PROPOSED TOP OF SLOPE	---

**BENCHMARKS:**

No.	DESCRIPTION	ELEVATION
TBM	STANDARD IRON BAR	68.97m
EX BM	STANDARD IRON BAR	69.66m

**SCALE 1 : 750**

No.	Revision/Issue	Date
02	ISSUED FOR FINAL SUBMISSION	08/30/2024
01	REVISED PER SNC COMMENTS	02/20/2024
00	ISSUED FOR AGENCY REVIEW	08/31/2023

Check and verify all dimensions before proceeding with the work. Do not scale drawings.

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Client:  
**TOWNSHIP OF NORTH DUNDAS**  
636 ST. LAWRENCE STREET, P.O. BOX 489,  
WINCHESTER, ONTARIO, K0C 2K0

Project:  
**BOURGEOIS MUNICIPAL DRAIN REALIGNMENT**

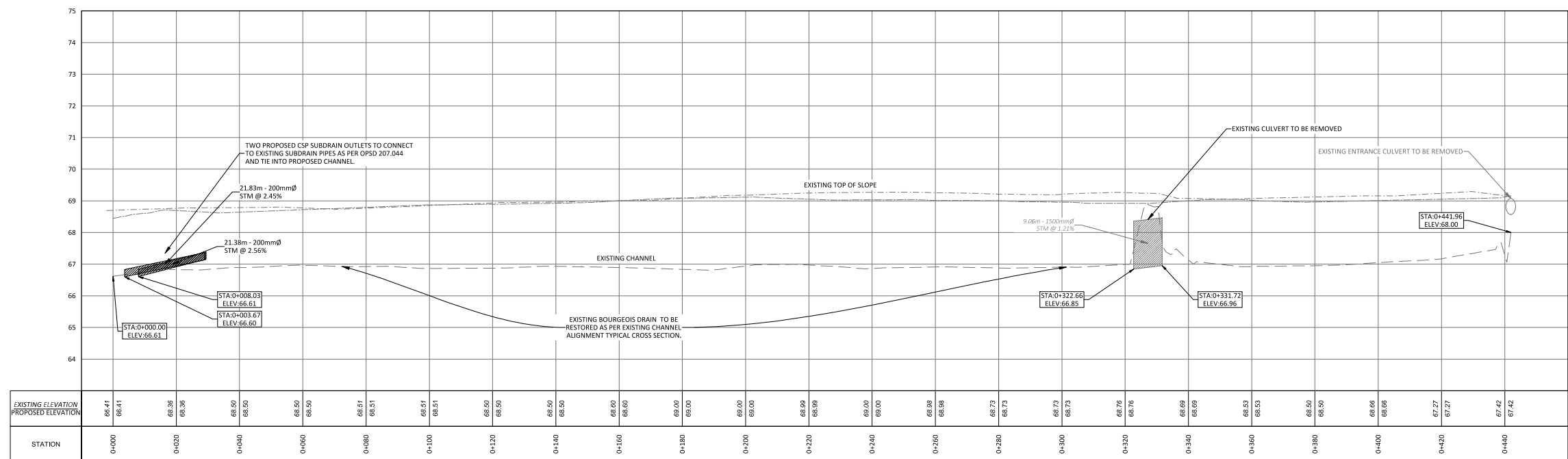
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Drawn by: M.D.	Checked by: R.C.
Designed by: L.G.	Drawing Number:

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 VERTICAL SCALE - 1:75

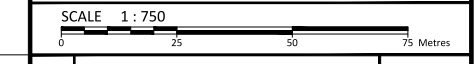


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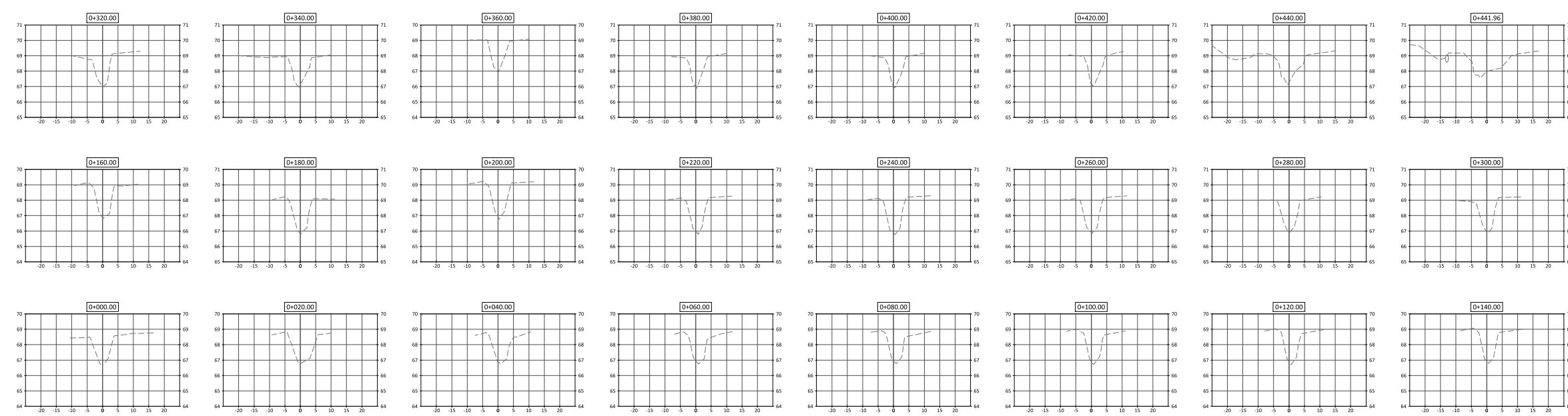
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**BENCHMARKS:**

No.	DESCRIPTION	ELEVATION
TBM	STANDARD IRON BAR	68.97m
EX BM	STANDARD IRON BAR	69.66m



EXISTING CHANNEL CROSS-SECTIONS  
 VERTICAL SCALE - 1:150



No.	Revision/Issue	Date
02	ISSUED FOR FINAL SUBMISSION	08/30/2024
01	REVISED PER SNC COMMENTS	02/20/2024
00	ISSUED FOR DFO REVIEW	08/31/2023

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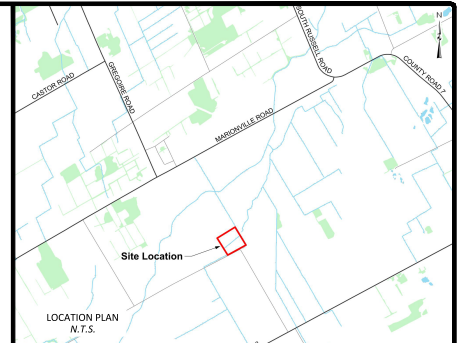
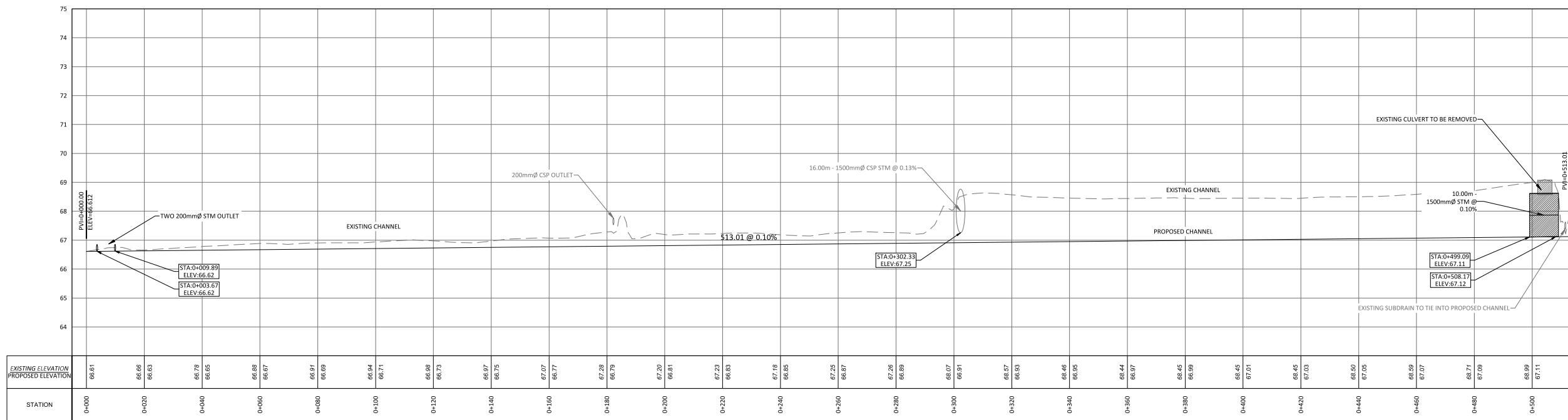
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 NORTH DUNDAS ONTARIO

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Checked By: R.C.	Design Number:
Designed By: M.D.	

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PROFILE - PROPOSED DRAIN  
 STA: 0+005.00 TO STA: 0+515.00  
 VERTICAL SCALE - 1:75

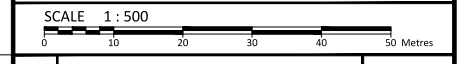


**LEGEND**

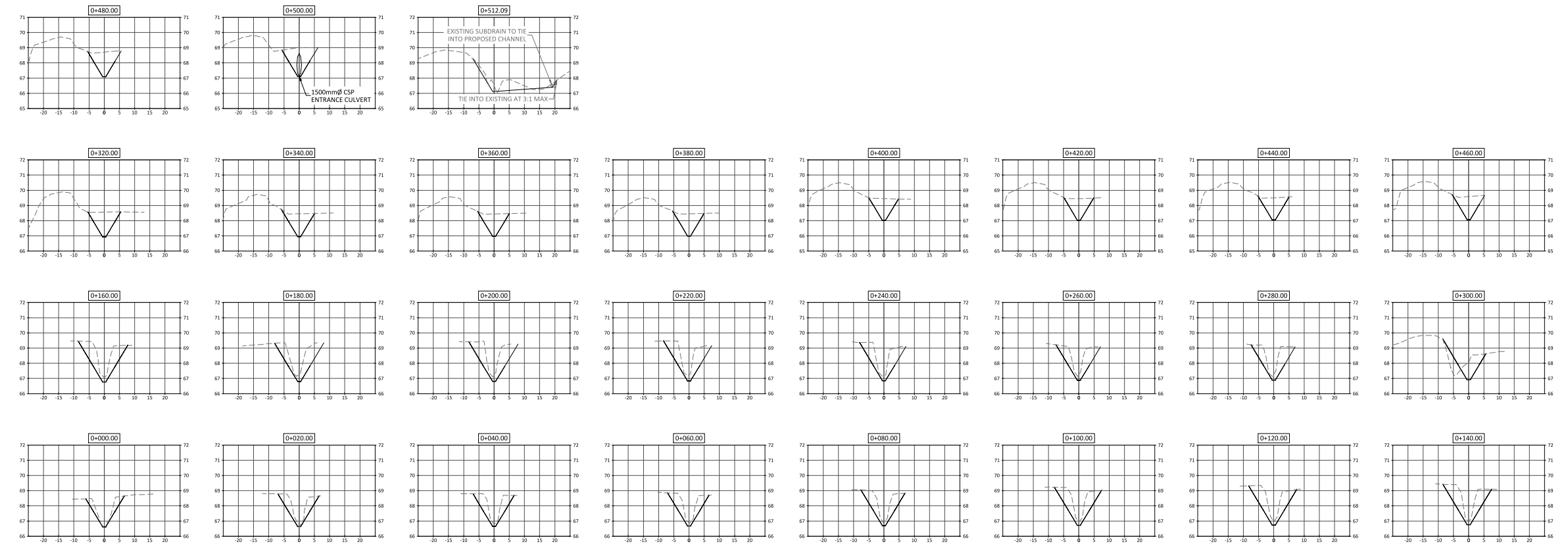
EXISTING GROUND	---
PROPOSED GROUND	—

**BENCHMARKS:**

No.	DESCRIPTION	ELEVATION
TBM	STANDARD IRON BAR	68.97m
EX BM	STANDARD IRON BAR	69.66m



PROPOSED CHANNEL CROSS-SECTIONS  
 VERTICAL SCALE - 1:150



No.	Revision/Issue	Date
02	ISSUED FOR FINAL SUBMISSION	08/30/2024
01	REVISED PER SNC COMMENTS	02/20/2024
00	ISSUED FOR DFO REVIEW	08/31/2023

Check and verify all dimensions before proceeding with the work. Do not scale drawings.

**McINTOSH PERRY**  
 115 Walgreen Road, RR3, Carp, ON K0A 1L0  
 Tel: 613-836-2184 Fax: 613-836-3742  
 www.mcintoshperry.com

Stamp:

Client:  
**TOWNSHIP OF NORTH DUNDAS**  
 636 ST. LAWRENCE STREET, P.O. BOX 489,  
 WINCHESTER, ONTARIO, K0C 2K0

Project:  
**BOURGEOIS MUNICIPAL  
 DRAIN REALIGNMENT**

NORTH DUNDAS ONTARIO

Drawing Title:  
**PROPOSED CHANNEL  
 PROFILE AND CROSS-SECTIONS**

Scale: 1:750H	Project Number: CCO-22-2334
Drawn by: M.D.	Checked by: R.C.
Designed by: L.G.	Drawn Number:

E:\NAME (1)\PROJECTS\BOURGEOIS MUNICIPAL PROJECT\2023\CCO-22-2334 - North Dundas - Bourgeois Municipal Drain - Design.dwg  
 LAST XREF: Thursday, August 29, 2024 1:53:54 PM  
 LAST PLOT: Thursday, August 29, 2024 1:53:54 PM

## **APPENDIX B:**

### **Authorization and Permits**

- **DFO Class Authorization**
- **SNCA Permission**



**Subject: [Drain Realignment, Bourgeois Municipal Drain, Class F, North Dundas] (23-HCAA-01778) – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat**

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on August 21, 2023. We understand that you propose to:

- Realign existing 440m of Class F drain and create new 200m channel; and
- Conduct works during dry or frozen conditions; and
- Stabilize banks and ensure sedimentation does not enter the watercourse downstream.

We understand that no aquatic species listed under the *Species at Risk Act* use the area in the vicinity of where your proposal is to be located.

Our review considered the following information:

- Request for Review form and associated documents.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*;
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*;

The aforementioned impacts are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below:

- Plan in-water works, undertakings and activities to respect [timing windows](#) to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed and migrate;
  - No in-water work between March 15 – July 15
  - Or conduct works during dry or frozen conditions
- Capture, relocate and monitor for fish trapped within isolated, enclosed, or dewatered areas;
  - Dewater gradually to reduce the potential for stranding fish;
- Restore stream geomorphology (i.e., restore the bed and banks, gradient and contour of the waterbody) to its initial state;
- Develop and implement an erosion and sediment control plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity;
  - Conduct all in-water works, undertakings or activities in isolation of open or flowing water to reduce the introduction of sediment into the watercourse;
    - Use the [code of practice](#) for temporary cofferdams and diversion channels;
  - Schedule work to avoid wet, windy and rainy periods (and heed weather advisories) that may result in high flow volumes and/ or increase erosion and sedimentation;

- Monitor the watercourse to observe signs of sedimentation during all phases of the work, undertaking or activity and take corrective action; and,
- Develop and implement a response plan to avoid a spill of deleterious substances.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act*, or the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, or the *Species at Risk Act*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to [FisheriesProtection@dfo-mpo.gc.ca](mailto:FisheriesProtection@dfo-mpo.gc.ca) or 1-855-852-8320.

We recommend that you notify this office at least 10 days before starting your project and that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Lucas Coletti at [Lucas.Coletti@dfo-mpo.gc.ca](mailto:Lucas.Coletti@dfo-mpo.gc.ca). Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

Lucas Coletti  
Biologist | Biologiste  
Fisheries and Oceans Canada | Pêches et Océans Canada  
Fish and Fish Habitat Protection Program | Programme de Protection du Poisson et de Son Habitat  
M: (905)-317-1541  
Email/Courriel: [Lucas.Coletti@dfo-mpo.gc.ca](mailto:Lucas.Coletti@dfo-mpo.gc.ca)



**PERMISSION TO INTERFERE WITH A WATERCOURSE**  
Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27  
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits



**Permit Holder:** Jamie Chaney, Township of North Dundas  
Care of: Lucas Gibson  
McIntosh Perry Consulting Engineers Ltd.  
3240 Drummond Concession 5A  
Perth, Ontario K7H 3C9

**Decision:** **Approved (subject to conditions)**

**Issued:** August 13, 2024

**Expires:** August 13, 2026

**Work Description:** Municipal Drain Re-alignment & Access Culvert

**Location:** Bourgeois Municipal Drain  
12870 Ormond Road  
Lot 12, Con. 11 (Winchester)  
Township of North Dundas  
Roll No. 051101601220400

The attached Schedules form part of this permit for the approved work and must be implemented in accordance with the stated conditions. A copy of this permit must be kept at the worksite.

The Permit Holder, by acceptance and in consideration of the issuance of this permit, agrees to the permit conditions.

Dated at Finch, Ontario, this 13th day of August, 2024.

James Holland  
Senior Planner  
[JHolland@nation.on.ca](mailto:JHolland@nation.on.ca)



### **SCHEDULE A: WORK DESCRIPTION**

SNC understands the following work will be completed (the “Work”):

1. Decommission 430 metres of the Bourgeois Municipal Drain through the property.
2. Excavation of a 210-metre extension to the Bourgeois Municipal Drain along the north side of Ormand Road.
3. Installation of an access culvert.

The details of the Work are outlined in the following documents forwarded to SNC:

1. South Nation Conservation Application Form: Ontario Regulation 170/06 Development, Interference with Wetlands and Alteration to Shorelines and Watercourses. Submitted January 16, 2024.
2. Draft Township of North Dundas Engineer’s Report – Bourgeois Municipal Drain. Prepared by McIntosh Perry. Dated February 20, 2024.
3. SNCA Comment-Response Letter. Prepared by egis. Dated March 12, 2024.
4. Drainage Area Plan. Dwg.01. Prepared by McIntosh Perry. Dated February 20, 2024.
5. Bourgeois Drain -Entrance Culvert Design. Prepared by egis. Submitted by Lucas Gibson, C.E.T, on July 31, 2024.





## SCHEDULE B: CONDITIONS

SNC requires completion of the following conditions for permit compliance:

1. Sediment and Erosion Control.
  - a) The Permit Holder is responsible to ensure that no sediment released by the Work enters a watercourse or waterbody.
  - b) **A signed and stamped Sediment and Erosion Control Plan must be submitted and approved before the Work takes place. The Sediment and Erosion Control Plan will:**
    - **Identify who is responsible to install inspect, maintain and remove the control measures.**
    - **Identify the inspection and maintenance schedule (how, when, how often i.e. daily/weekly).**
    - **Indicate which control measures are proposed, their location and corresponding OPSD number.**
    - **Indicate that it is to be considered a “Living Document” which may be modified in the event the control measures are insufficient.**
  - c) In the event of unexpected rainfall, any fill or exposed soil is to be properly stabilized as required through the implementing of appropriate sediment and erosion control measures.
  - d) SNC may visit the Work location anytime from application submittal through to the expiration of the permit to inspect the implementation of sediment and erosion control measures on site. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.
  - e) Disturbed areas must be stabilized and revegetated as required upon completion of work and restored to a pre-disturbed state or better.
2. **A construction methodology and dewater plan must be submitted and approved before the Work takes place.**



SOUTH NATION  
**CONSERVATION**  
DE LA NATION SUD

### **SCHEDULE C: ADDITIONAL COMMENTS**

SNC makes the following additional comments:

1. Prepared by James Holland. Technical review by Shahin Zand and Foman Forough.



## **SCHEDULE D: GENERAL CONDITIONS**

### **1. Term**

This permit is valid for 24 months from the date of issuance. No notice will be issued on expiration and it is the responsibility of the Permit Holder to ensure a valid permit is in effect at the time the Work is occurring.

SNC may consider reissuing the permit upon request and payment of an administrative fee. A permit may be reissued where site conditions and plans remain the same as the date of the initial permit.

### **2. Other Permits and Permissions**

This permit does not relieve the Permit Holder of the responsibility to obtain any other documents or permits that the Work may require from the Government of Canada, the Government of Ontario, or the municipality.

It is the responsibility of third-party agents to secure property owner permission to undertake the Work.

### **3. Transferable**

The Permit Holder may transfer the permit to another individual or corporate entity upon payment of an administrative fee to SNC so long as site conditions and plans remain unchanged from the date the permit was issued.

### **4. Right to Hearing**

Every Permit Holder whose permit is refused will be granted the opportunity to present their position in a hearing before the SNC Board of Directors. Please contact our office for further details.

### **5. Property Entry**

SNC may request entry to the worksite at the time of work through to six months past the expiry date of the permit. SNC shall give reasonable notice of the entry to the Permit Holder or occupier of the property.



## **6. Cancellation of Permit**

SNC may cancel a permit or change the permit conditions if:

- a) false information was submitted as part of the permit application; or
- b) the Work deviates from the conditions of the permit without SNC's prior written approval.

## **7. Liability**

The Permit Holder acknowledges that the sole function of this permit is to confirm that the Work is consistent with Ontario Regulation 170/06 and SNC policies. SNC makes no representations or warranties regarding any other aspect of the Work.

By accepting this permit, the Permit Holder agrees:

- a) to indemnify and save harmless, SNC and its officers, employees, and agents, from and against all damage, injury, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the Permit Holder or of any of their agents, employees, or contractors relating to any of the particular terms or conditions of this permit; and
- b) that this permit shall not release the permit holder from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law.

SNC assumes no responsibility or liability for flood, erosion, or slope failure damage that may occur to this property nor any activity undertaken by the Permit Holder affecting the property interests of adjacent landowners.



## **APPENDIX C:**

### **Supporting Calculations**

- **Unified Ontario Flood Method**
- **FlowMaster Capacity Analysis Results**

**Unified Ontario Flood Method**  
(Sehgal & Drake, 2016)

**Inputs**

Site Name	<b>Borgeious Drain</b>		
Latitude			N
Longitude			W
Ecozone	Mixed Wood Plains		
Drainage Area	A =	3.8	km <sup>2</sup>
Lakes/Wetlands Area	WA =	0.01	km <sup>2</sup>
Lake Attenuation Index (1 + WA/A)	LI =	1.00	
Mean Annual Precipitation	P =	985	mm

**Step 1 - General Form of Regression Equation**

$$Q_{UO\text{FM}} = K_R * A^a * LI^b * P^c$$

where  $Q_{UO\text{FM}}$  = Annual flood with a T return period from regression analysis (m<sup>3</sup>/s)  
 A = Drainage area (km<sup>2</sup>)  
 LI = Lake attenuation index (dimensionless)  
 P = Mean annual precipitation (mm)  
 $K_R = 10^x$   
 a, b, c & x = Regression model coefficients

**Step 2 - Regression Model Coefficients**

Period T	x	a	b	c	Adjusted R <sup>2</sup>	Std Error (log units)
Boreal Shield						
2	-10.870	0.839	-4.633	3.583	0.965	0.159
10	-8.583	0.795	-4.522	2.917	0.954	0.174
25	-7.834	0.779	-4.510	2.703	0.947	0.183
50	-7.371	0.769	-4.520	2.572	0.942	0.189
100	-6.967	0.759	-4.541	2.457	0.937	0.195
Mixed Wood Plains (South)						
2	-5.483	0.756	-3.061	1.837	0.824	0.147
10	-4.139	0.734	-3.780	1.491	0.790	0.165
25	-3.680	0.728	-4.017	1.372	0.769	0.177
50	-3.397	0.724	-4.162	1.299	0.752	0.186
100	-3.151	0.721	-4.287	1.236	0.736	0.195

Refer to Table 1, Errata sheet No. DMM1997-3, March 31, 2016, MTO

### Step 3 - Maximum Instantaneous Flows

$Q_2 =$	2.80	$m^3/s$
$Q_{10} =$	5.52	$m^3/s$
$Q_{25} =$	6.93	$m^3/s$
$Q_{50} =$	8.00	$m^3/s$
$Q_{100} =$	9.09	$m^3/s$

### Step 4 - Range of Quantile Estimates

T	Std Error (log units)	Range of Quantiles	
		Lower Limit	Upper Limit
Boreal Shield			
2	0.159	-31%	44%
10	0.174	-33%	49%
25	0.183	-34%	52%
50	0.189	-35%	55%
100	0.195	-36%	57%
Mixed Wood Plains			
2	0.147	-29%	40%
10	0.165	-32%	46%
25	0.177	-33%	50%
50	0.186	-35%	53%
100	0.195	-36%	57%

Return Period (Years)	Lower Limit		Upper Limit	
2	1.99	to	3.92	$m^3/s$
10	3.75	to	8.06	$m^3/s$
25	4.64	to	10.40	$m^3/s$
50	5.20	to	12.23	$m^3/s$
100	5.82	to	14.27	$m^3/s$

### End of Calculation

Reference

Errata sheet No. DMM1997-3, March 31, 2016, MTO

## Worksheet for Bourgeois Drain

Project Description	
Friction Method	Manning Formula
Solve For	Normal Depth
Input Data	
Roughness Coefficient	0.030
Channel Slope	0.001 m/m
Left Side Slope	3.000 H:V
Right Side Slope	3.000 H:V
Bottom Width	1.00 m
Discharge	2.80 m <sup>3</sup> /s
Results	
Normal Depth	959.2 mm
Flow Area	3.7 m <sup>2</sup>
Wetted Perimeter	7.1 m
Hydraulic Radius	526.4 mm
Top Width	6.76 m
Critical Depth	564.2 mm
Critical Slope	0.013 m/m
Velocity	0.75 m/s
Velocity Head	0.03 m
Specific Energy	0.99 m
Froude Number	0.324
Flow Type	Subcritical
GVF Input Data	
Downstream Depth	0.0 mm
Length	0.0 m
Number Of Steps	0
GVF Output Data	
Upstream Depth	0.0 mm
Profile Description	N/A
Profile Headloss	0.00 m
Downstream Velocity	0.00 m/s
Upstream Velocity	0.00 m/s
Normal Depth	959.2 mm
Critical Depth	564.2 mm
Channel Slope	0.001 m/m
Critical Slope	0.013 m/m

## Worksheet for Bourgeois Drain

Project Description	
Friction Method	Manning Formula
Solve For	Normal Depth
Input Data	
Roughness Coefficient	0.030
Channel Slope	0.001 m/m
Left Side Slope	3.000 H:V
Right Side Slope	3.000 H:V
Bottom Width	1.50 m
Discharge	2.80 m <sup>3</sup> /s
Results	
Normal Depth	893.9 mm
Flow Area	3.7 m <sup>2</sup>
Wetted Perimeter	7.2 m
Hydraulic Radius	522.5 mm
Top Width	6.86 m
Critical Depth	508.4 mm
Critical Slope	0.013 m/m
Velocity	0.75 m/s
Velocity Head	0.03 m
Specific Energy	0.92 m
Froude Number	0.324
Flow Type	Subcritical
GVF Input Data	
Downstream Depth	0.0 mm
Length	0.0 m
Number Of Steps	0
GVF Output Data	
Upstream Depth	0.0 mm
Profile Description	N/A
Profile Headloss	0.00 m
Downstream Velocity	0.00 m/s
Upstream Velocity	0.00 m/s
Normal Depth	893.9 mm
Critical Depth	508.4 mm
Channel Slope	0.001 m/m
Critical Slope	0.013 m/m



If we had to comply with the MTO drainage design standards, the culvert shall be designed at the least to convey the 5-year design storm event without overtopping.

**Design Flow for Minor System and Major System**

Functional Road Classifications	Drainage System Type	Design Flow
Freeway	Minor System	10-Year
Arterial (Urban)	Major System	100-Year
Arterial (Rural)	Minor System	10-Year
Collector (Urban and Rural)	Major System	100-Year
Local Road (Urban and Rural)	Minor System	5-Year
	Major System	-
Depressed Roadways (see SD-7)	Minor System	25-Year
	Major System	100-Year

Considering the size of the upstream culvert located 160 (approx.)m of the proposed culvert. The proposed should be at least 1500mm and will have adequate capacity to safely convey 25-year storm event without overtopping.

The hydraulic performance of the 1500mm CSP is shown below.

Headwater Elevation (m)	Discharge Names	Total Discharge (cms)	Culvert 1 Discharge (cms)	Roadway Discharge (cms)	Iterations
68.35	2-Year	1.75	1.75	0.00	1
69.00	10-Year	3.46	3.46	0.00	1
69.51	25-Year	4.34	4.34	0.00	1
69.78	50-Year	5.01	4.74	0.27	8
69.82	100-Year	5.69	4.79	0.90	6
69.75	Overtopping	4.69	4.69	0.00	Overtopping

**Recommendation:**

As recommended above the entrance culvert must be at the least 1500mm CSP to match the upstream infrastructure and to comply with the design standards. Based on the provided info, the crossing has sufficient cover to facilitate this upsizing.



## **ACTION REQUEST – BYLAW**

Transportation Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-70 – Request to Abandon a portion of the Armstrong Municipal Drain**

---

### **RECOMMENDATION:**

**THAT Bylaw No. 2024-70 being a Bylaw to abandon a portion of the Armstrong Municipal Drain be read and passed in Open Council, signed and sealed, this 7<sup>th</sup> day of November, 2024.**

### **BACKGROUND:**

On July 4, 2024, staff received notice from a landowner requesting the partial abandonment of the Armstrong Municipal Drain at Station 67+29 to Station 26+00, Roll No. 051101100744000, Lots 11 to 12, Conc. 6, Township of North Dundas. See map attached as “Schedule A” to the Bylaw.

As per the Provincial Drainage Act section 84(1), staff sent a notice to all owners of the land assessed for the drainage works stating the intention to abandon the drainage works. As per section 84(3), any owner within the drainage watershed could send notice to the Clerk within 10 days to request a report of an engineer.

No owner sent notice to the Clerk within the 10-day period and therefore, as per Section 84(5), Council may, by bylaw, abandon the drainage work and at any time thereafter, the Municipality shall have no further obligation with respect to the drainage works.

Staff recommend proceeding with the partial abandonment of the Armstrong Municipal Drain. It is common for drains or branches of drains to be abandoned when land use changes, new drains are created, or when the drain is no longer useful. In this case, the landowner is going to fill the existing drain and tile drain the area, with the outlet tying into the existing open Municipal Drain located at Station 26+00. There are no upstream impacts anticipated from this work and, should any result, the property owner will be responsible for remedying these under civil law.

### **OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

No impact.

**ALIGNMENT WITH STRATEGIC PLAN:**

**Not Applicable**

**OTHERS CONSULTED:**

Clerk

**ATTACHMENTS:**

Bylaw No. 2024-70 - Abandonment of a portion of the Armstrong Municipal Drain

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BYLAW No. 2024-70

### *Being a Bylaw of the Township of North Dundas to provide for the partial abandonment of drainage works in the Township of North Dundas – a portion of the Armstrong Municipal Drain*

**WHEREAS** the Armstrong Municipal Drain was constructed in 1977 through the provision of an Engineer's Report submitted by A.J. Graham, P. Eng. and subsequent passing of Bylaw 77-17;

**AND WHEREAS** a notice of the Council of the Township of North Dundas' intention to abandon a portion of the Armstrong Municipal Drain was sent to all owners of lands assessed under the Armstrong Municipal Drain Bylaw stating Council's intention to abandon the portion of the drainage works specified in the notice, unless the Clerk of the municipality received notice under Subsection 84(1) of the Drainage Act from any owner of assessed land requesting that the report of an engineer be made on the proposed abandonment;

**AND WHEREAS** as no notice has been received under Subsection 84(5) of the Drainage Act requesting that the report of an engineer be made on the proposed abandonment, Council of the Township of North Dundas may proceed with the enactment of a bylaw to provide for the abandonment of the portion of the drainage works described in the notice that was sent under Subsection 84(1) of the Drainage Act, being a portion of the Armstrong Municipal Drain from Station 67+29 to Station 26+00.

**AND WHEREAS** there are no costs associated with the partial abandonment of the drainage works under the Armstrong Municipal Drain Bylaw;

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

**1.0 Short title**

1.1 "Armstrong Municipal Drain Partial Abandonment Bylaw, 2024".

**2.0** The following parts of the Armstrong Municipal Drain are hereby abandoned:

**2.1** Station 67+29 to Station 26+00, Roll No. 0511001100744000, Lot 11 to 12, Concession 6, Township of North Dundas.

**2.2** This section has been identified in Schedule "A" attached hereto and forming part of this Bylaw.

**3.0** The Township of North Dundas, pursuant to subsection 84(5) of the Drainage Act, has no further obligation with respect to those parts of the drainage works under the Armstrong Municipal Drain Bylaw, as described in Section 2.1 of this Bylaw.

**4.0** This Bylaw comes into force on the passing thereof.

**READ and passed, in Open Council, signed and sealed this 7th day of November, 2024**

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MAYOR

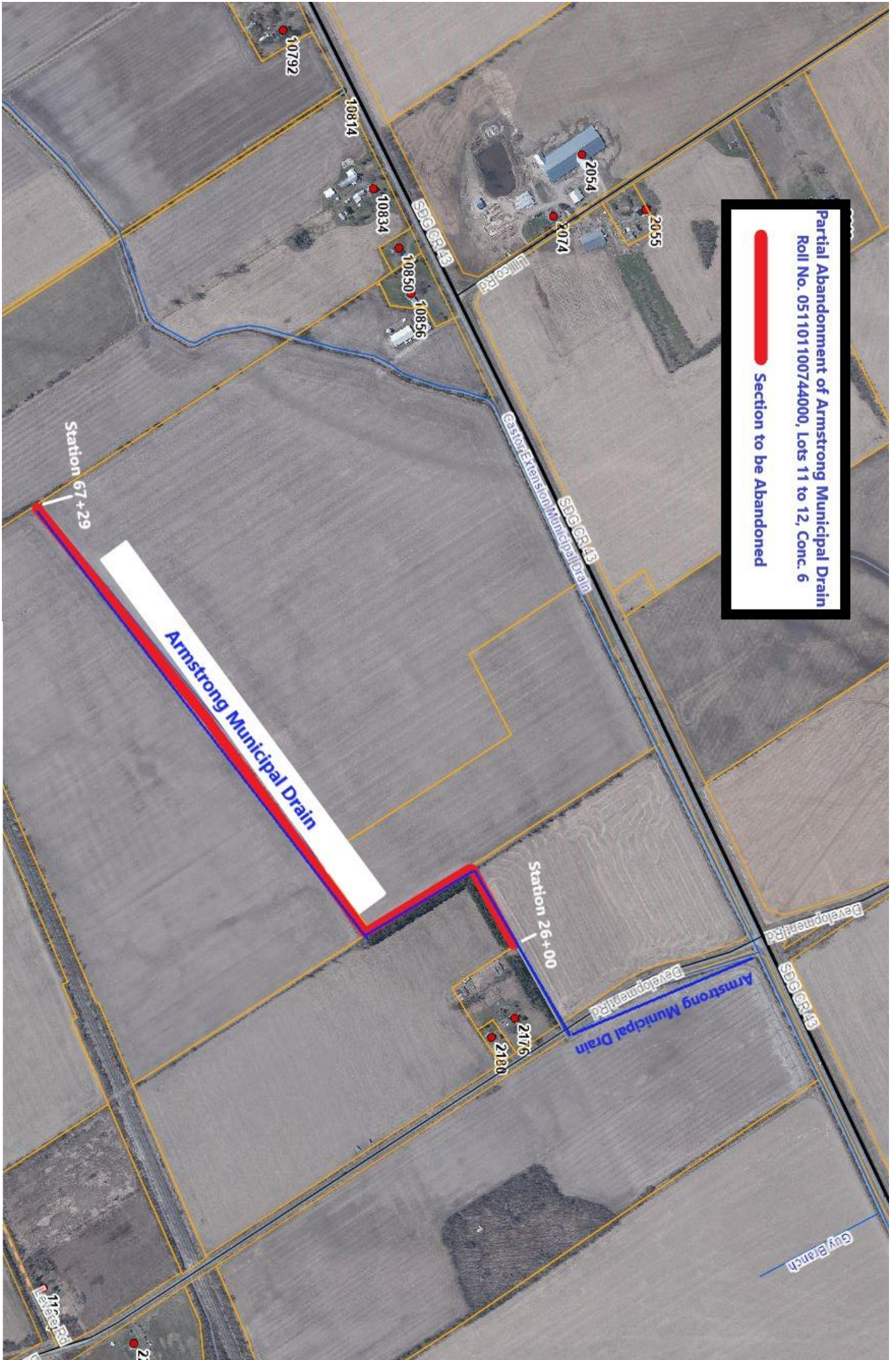
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CLERK



Schedule "A" to Bylaw No. 2024-70

Section of the Armstrong Municipal Drain to be Abandoned







## **ACTION REQUEST – BYLAW**

Transportation Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-73 to appoint members to the Drainage Board and set remuneration**

---

### **RECOMMENDATION:**

**THAT Bylaw No. 2024-73 being a Bylaw to appoint members to the Township of North Dundas Drainage Board be read and passed in Open Council signed and sealed this 7<sup>th</sup> day of November, 2024.**

### **BACKGROUND:**

The official appeal body for the Drainage Act is called a Court of Revision and is administered by the local municipality. The Court of Revision allows landowners to challenge their drainage assessments quickly and informally. Three or five members are required to attend the Court of Revision. The Officers and Committees bylaw currently lists two members. It will be amended to refer to this bylaw with regard to individual members and to establish remuneration for attending any required meetings.

### **OPTIONS AND DISCUSSION:**

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

### **FINANCIAL ANALYSIS:**

Court of Revision costs are minimal and are the same amount as paid to the Committee of Adjustments.

### **ALIGNMENT WITH STRATEGIC PLAN:**

Not Applicable

### **OTHERS CONSULTED:**

Director of Corporate Services/Clerk

### **ATTACHMENTS:**

Court of Revision Procedures under the Drainage Act  
Draft Bylaw No. 2024-73

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BYLAW No. 2024-73

### *Being a Bylaw to Appoint Members to the Township of North Dundas Drainage Board*

**WHEREAS** Section 97 (1) of the *Drainage Act, R.S.O. 1990, c. D.17*, Subject to subsections (3), (4) and (5), requires that a court of revision shall consist of three or five members appointed by the council of the initiating municipality and such members other than members of the council may be paid such remuneration and expenses as the council may by by-law provide;

**AND WHEREAS** members appointed to the Township of North Dundas Drainage Board may be requested to attend a Court of Revision and therefore must be a person eligible to be elected a member of Council or shall be a member of Council as per Section 97(2) of the *Drainage Act, R.S.O. 1990, c. D.17*.

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

**1.0** The following shall be appointed to the Township of North Dundas Drainage Board and shall hold office until his/her successor is appointed:

- JoAnne McCaslin
- John Havekes
- Shannon Zwarts

**2.0** Each member shall receive compensation in the amount of \$85.00 as a flat fee for every meeting attended as well as mileage payable at the Canada Revenue Agency rate in effect on the meeting date.

**READ and passed in Open Council, signed and sealed this 7th day of November, 2024.**

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MAYOR

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CLERK



# Understanding Court of Revision Procedures Under the Drainage Act

Sharon McCartan, OMAFRA

FEBRUARY 2010

## INTRODUCTION

The Court of Revision is an appeal body established under the Drainage Act and administered by the local municipality. The Court of Revision allows landowners to challenge their drainage assessments quickly and informally. Unlike the Drainage Tribunal or the Drainage Referee, the Court of Revision has one power – to re-allocate funds in a drainage assessment schedule.

To learn more about assessments under the Drainage Act, refer to fact sheet Agdex 557 Order # 92-035, “Understanding Drainage Assessments.”

## STEPS LEADING UP TO THE COURT OF REVISION

The Drainage Act sets out a democratic process for constructing new drains or improving existing drains. The following is a very basic outline of how a typical report would get to the Court of Revision. Refer to the Drainage Act for specific process requirements.

- One or more property owners submit a petition for drainage to their municipality. A project to improve an existing drain can also be initiated with a landowner request to council.
- The Council reviews the petition or request and decides whether to accept it.
- If accepted, Council sends a notice to the petitioner(s) and the local Conservation Authority, or, where a Conservation Authority does not exist, to the Minister of Natural Resources.
- After a 30 day period Council appoints an engineer to prepare a report.
- After completion of all meetings, surveys, design calculations or possible preliminary reports, the Engineer submits a final report which includes an assessment schedule that levies a share of the project cost on individual properties.
- The report is considered by council at a “meeting to consider the report”. The property owners affected by

- the drain are invited to this meeting and have an opportunity to influence council’s decision.
- If council decides to proceed with the project, they give two readings of a bylaw adopting the report; at this stage, the bylaw is known as a ‘provisional bylaw’.
- A copy of the provisional by-law and a notice of the date and time of the Court of Revision hearing is sent to all involved property owners.
- The Court of Revision must be held before the third and final reading of the bylaw.

As you can see, quite a few steps must occur before a municipality can hold the Court of Revision’s first sitting.

## APPEALS PROCEDURE AND TIMELINES

### 1 – Notice of the Sitting of Court

The municipal clerk must send notice of the first sitting of the Court to all landowners in the watershed of the proposed drain. The notice must be sent not more than 30 and not less than 20 days before the Court date. The notice must also be sent within 30 days of the second reading of the provisional bylaw. This notice must include:

- Date and time of the Court of Revision
- A copy of the provisional bylaw
- Procedure for Filing an Appeal

### 2 – Appeal Notice

Owners must send their appeal notices to the municipal clerk at least 10 days in advance of the date for the Court.

However, at their first sitting, the Court may, by resolution, agree to hear appeals that were not filed 10 days prior to the hearing date.

### 3 – Hearing

The municipality holds the hearing. For more detail on how to run a Court of Revision hearing, refer to “Suggested Procedure,” below.

### 4 – Appeals from the Court of Revision

All decisions made can be appealed to the Agriculture, Food and Rural Affairs Appeal Tribunal within 21 days of the pronouncement of the Court of Revision’s decision.

### 5 – Authorizing Bylaw

After all assessment appeals to the Court of Revision, Tribunal or Referee are exhausted, Council gives third reading to the authorizing bylaw. Due to the appeals process, 40 days is the minimum amount of time that must pass between mailing the notice of the Court’s first sitting, to giving the by-law its third reading. If landowners file appeals, the process will likely take longer.

#### THE ROLE OF THE CLERK

- The municipal clerk receives all notices of appeal to the Court of Revision.
- In advance of the Court of Revision hearing, the clerk should make a list of all appeals specifically listing the name of the appellant, the property of the appellant, the amount of the assessment and a summary of the grounds for the appeal
- If the Court of Revision is considering the reduction of a property assessment and is considering adding this reduction to a property whose owner is not in attendance, the court must adjourn. The clerk schedules a second sitting of the Court and notifies all property owners affected by the reduction.
- The clerk also alters any assessments changed by the Court and amends the provisional bylaw.

#### THE ROLE OF THE MEMBERS OF THE COURT OF REVISION

- Members of the Court may hear appeals on three grounds:
  - 1) Land or road has been assessed too high or low.
  - 2) Land or road should have been assessed but has not.
  - 3) Due consideration has not been given to the land’s use.
- The members of Court must hear these appeals and decide whether they are valid. The members must comply with the *Statutory Powers Procedure Act*, and they must conduct themselves fairly and without bias.
- The Court only has authority to change the schedule of assessments; they cannot make changes to the technical aspects of the report and they cannot refer the report back to the engineer for modifications.

- Total costs of the project must remain the same, which means that if the Court reduces an assessment, the Court re-allocates the shortfall among other assessed property owners.
- If the Court is considering adding to the assessment of one or more properties whose owners are not in attendance, the Court must adjourn and send notice to assessed property owners who were not at the Court of Revision at the time of the re-allocation. This allows the re-assessed landowners to appeal their new assessments.

#### THE ROLE OF THE APPELLANT

- If a landowner feels an assessment against their lands is too low, that land should have been assessed but has not, or that consideration has not been given to land use, they can file an appeal with the Court of Revision.
- Appeals must be filed with the clerk at least 10 days before the date of the Court of Revision.
- If a landowner wishes to appeal, but misses the date for filing the appeal, they can appear at the first sitting of the Court of Revision and request to have their appeal heard.
- At the sitting of the Court, the list of appellants will be read out and the Engineer will give evidence. When his or her time to present their case comes, the appellant must explain their reasons for appealing the assessment schedule.
- After the Court of Revision pronounces their decision, affected property owners have 21 days to appeal this decision to the Agriculture, Food and Rural Affairs Appeal Tribunal and the Tribunal’s decision on this appeal is final.

#### COMPOSITION OF THE COURT OF REVISION

- If a drainage works only affects the initiating municipality, the initiating municipality’s council appoints 3 to 5 members to make up the Court of Revision.
- If a drainage works affects two or more municipalities, the council of the initiating municipality appoints two members of the Court; and every other involved municipality appoints one person to be a member. One of the members appointed by the initiating

- municipality is the chair of the Court of Revision.
- To be eligible to sit as a Court of Revision member, the individual must be eligible to seek election as a member of council.
- Members of council may be appointed as members of the Court. However, the two roles must be kept separate – if a council member wishes to hear information or pass resolutions outside of the scope of the Court of Revision, they must close the Court, then open a new council meeting.

## **SUGGESTED PROCEDURE**

- Opening of the Court of Revision
- Oaths
  - Members may take an oath, but it is not legally required.
  - Members are still legally required to act fairly and impartially, whether they declare this publicly as an oath or not.
- Order of Appeals
  - The appeals and the order in which they will be held are read out.
- Engineer Gives Evidence
  - The engineer gives his or her evidence regarding each appeal before the Court, per s. 55 of the Act.
- Appellants Present their Case
  - The landowners orally make a case for why their land was improperly assessed before the members of court.
  - The engineer may rebut the landowner’s case.
- Late Appeals
  - If the Court of Revision members choose, they agree to entertain late appeals, per s. 52(2) of the Act.
- Deliberations
  - The Court of Revision members should retreat to deliberate these appeals and make decisions in private.
  - If court is considering reducing an assessment and adding it to a property whose owner is not present, then they must adjourn the Court of Revision, send notice to the absent parties to allow them to appeal the change, then reconvene, per s. 53 of the Act.
- Closing the Court of Revision and Rendering a Decision
  - The Court of Revision may give oral decisions on each appeal but this oral decision should be followed up with a decision in writing.
- Choosing which schedule to adopt

- The Court of Revision should document whether they decided to adopt an altered version of the assessment schedule, or whether they chose to adopt the schedule as presented by the engineer.
- A sample decision is included below.

## **FURTHER INFORMATION**

### **Related Factsheets**

Understanding Drainage Assessments, Agdex 557  
 Drainage Act Appeals, Agdex 557

### **Author Information**

These Court of Revision guidelines were authored by Sharon McCartan, OMAFRA, Environmental Management Branch, Guelph, Ontario.  
 Reviewed by Sid Vander Veen, Drainage Coordinator, and by Andy Kester, Drainage Inspector.



**Sample Decision of the Court of Revision:**

DECISION of the COURT OF REVISION

RE: \_\_\_\_\_ Municipal Drain

Decisions Pronounced on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Appeal #1 – Appellant: \_\_\_\_\_ Property: \_\_\_\_\_

Appeal Summary: Assessment should be lowered because a portion of the property drains into another municipal drain.

Decision: That the assessment of costs on Lot 19, Con 84, Roll #0330 be reduced by two thirds from \$300.00 to \$100.00 and that the difference of \$200.00 be assessed to municipal road.

Appeal #2 – Appellant: \_\_\_\_\_ Property: \_\_\_\_\_

Appeal Summary: The crop damage allowance is insufficient and should be increased.

Decision: The appeal is dismissed as it is outside the jurisdiction of the Court of Revision. Property owners have the right to appeal their allowances to the Agriculture, Food and Rural Affairs Appeal Tribunal.

Appeal #3 – Appellant: \_\_\_\_\_ Property: \_\_\_\_\_

Appeal Summary: Assessment should be lowered because the engineer has calculated the assessment based on 100% agricultural land use; actual use is 50% agriculture and 50% bush.

Decision: The assessment on this property is reduced by \$300 and the reduction is added to the assessment on property \_\_\_\_\_. The owner of this property was present at the hearing of the court of revision.

Appeal #4 – Appellant: \_\_\_\_\_ Property: \_\_\_\_\_

Appeal Summary: Assessment should be lowered because the owner has no intention of using the land for agricultural purposes.

Decision: That the appeal be dismissed. Property still has the potential to be used for agriculture and has been assessed at similar rates to nearby agricultural properties.

Appeal #5 – Appellant: \_\_\_\_\_ Property: \_\_\_\_\_

Appeal Summary: Assessment on all private properties should be reduced and an environmental agency should be charged \$5000 for the cost of studies that were required for the agency’s approval of the project.

Decision: The appeal is dismissed. The Drainage Act only allows properties to be assessed and the environmental agency is not a property owner.

**FURTHER APPEAL RIGHTS**

If dissatisfied with the Decisions of the Court of Revision which were pronounced on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_\_\_, anyone may appeal this decision to the Agriculture, Food and Rural Affairs Appeal Tribunal by filing a notice of appeal with Clerk of the municipality within 21 days of the date of this decision.

Signed:

\_\_\_\_\_  
\_\_\_\_\_(name), Chair  
Court of Revision for the \_\_\_\_\_ Municipal Drain

Dated this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Clerk  
Municipality of \_\_\_\_\_

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**Sample Court of Revision Decision.** A written decision should be mailed to every appellant after the hearing concludes.

**For more information:**  
**Telephone: 1-888-466-2372**  
**E-mail: about.omafra@ontario.ca**

**www.ontario.ca/omafra**



**ACTION REQUEST**  
Corporate Services/Clerk

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: 2025 Council Meeting Schedule**

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**RECOMMENDATION:**

**THAT Council adopt the regular meeting schedule for 2025 as presented.**

**BACKGROUND:**

Procedural Bylaw 2023-02 states that a proposed meeting schedule will be presented by the Clerk to Council for approval in October of each year, except in an election 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 regular meeting and/or to add additional regular meetings with 48 hours notice. Any changes shall be posted on the Township's website.

The following schedule is proposed for 2025 with all meetings scheduled to start at 4:30 pm on Wednesdays:

- January 15
- February 12
- March 12
- April 9
- May 7
- June 4
- July 2
- July 30
- August 27
- September 24
- October 22
- November 19
- December 17

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

**Not Applicable**

**OTHERS CONSULTED:**

Council

**ATTACHMENTS:**

N/A



**ACTION REQUEST**  
Corporate Services/Clerk

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Special Event Policy and Insurance**

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**RECOMMENDATION:**

**Motion one:**

**THAT Council reimburse the Morewood Recreation Association \$374.59 (including taxes) for the purchase of special event insurance for the Pumpkin Carving Contest held on October 30, 2024; AND THAT the funds be taken from the Township's Advertising budget for community events.**

**Motion Two:**

**THAT Council authorize an amendment to Section 3.1 of Policy Number 104-2024 to exclude events held in Veterans' View Park and Sweet Corner Park from the requirement to have special event insurance and the requirement for Committees of Council to purchase insurance from the Recreation and Culture Department for recurring weekly activities held in Municipal Buildings.**

**Motion Three:**

**THAT Council authorize up to \$825.00 (including taxes) for the purchase of special event insurance for the tree lighting ceremony being held on November 29, 2024 and the Garden Tractor Christmas parade on December 14, 2024; AND THAT the funds be taken from the Township's Advertising budget for community events.**

**BACKGROUND:**

The Morewood Recreation Association has three additional events planned for the balance of 2024 that were not included last year in the purchase of our annual special event insurance policy: pumpkin carving contest, tree lighting ceremony and a garden tractor Christmas parade.

**Motion One:**

The pumpkin carving contest was held on October 30<sup>th</sup> at Veterans' View Park. The public was invited to attend and since it was held on municipal property our existing public event policy requires the Morewood RA to have special event insurance. The Township purchased this insurance policy on behalf of the Morewood RA with the understanding that a request for reimbursement would be taken to Council, with no guarantee it would be approved. Should Council decline, the Morewood RA has agreed to pay for the insurance.

Motion Two:

Staff are requesting that gatherings being held in Sweet Corner Park and Veterans' View Park do not require special event insurance, provided they are not requesting any road closures, but rather continue to be covered under the Township's insurance. These are small parks that typically host low risk events such as the Poppy sale kick off, pumpkin carving contest judging, tree lighting, etc. Should the events held in the above-mentioned parks include activities held outside of the park (i.e. wagon rides, other vendors etc.) the vendors would be required to provide the Township with the required \$5 million in insurance and Schedule B (Release of Claims and Waiver of Liability Form).

Additionally, we are requesting that Committees of Council that use our recreation facilities for weekly events such as roller skating and dart/euchre tournaments be exempt from purchasing the mandatory hall rental insurance.

Motion Three:

The second event by the Morewood RA is a tree lighting event to be held in Veterans View Park. The public has been invited to attend, enjoy hot chocolate and partake in wagon rides. The quote for special event insurance is \$374.59. Should Council approve motion two, this insurance will not be required. The vendor providing wagon rides would be required to provide their own \$5 million in coverage naming the Corporation of the Township of North Dundas as additionally insured as well as an indemnification.

The third event is a garden tractor Christmas parade through Morewood. The cost for this insurance is unknown at this time as the rates for December events will not be available until mid-November. However, we are estimating it will not exceed \$450.00 (including taxes) Thus, we are requesting a total expenditure of up to \$825.00 (including taxes) for insurance for both of these events. If the insurance for the Christmas parade exceeds \$450.00 an additional report will be brought forth at the December 5<sup>th</sup> meeting of Council for reconsideration.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

Potential total cost of up to \$1,199.59 for three additional events. It is recommended that the funds be taken from the Township's Advertising budget for community events.

**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 4 - Public Communication and Outreach



**OTHERS CONSULTED:**

Interim CAO  
Councillor Lennox  
Morewood Recreation Association

**ATTACHMENTS:**

Amended Policy 104-2024

<b>POLICY MANUAL</b>	<b>Policy No. 104-2024</b> (New Number)
<b>Township of North Dundas</b>	<b>Approved: March 21, 2023</b> Effective Date: April 12, 2023 Amended: Aug 8/23 & Dec 11/23, May 9, 2024 and November 7, 2024
<b>Subject: Public Event Policy</b>	<b>Effective November 7, 2024</b>

## 1.0 PURPOSE:

This Policy is intended to provide a uniform and consistent approach to public events organized within the Township of North Dundas.

The Township of North Dundas is supportive of events organized by a variety of groups, provided they occur in a safe environment and have regard for Provincial Regulations and other applicable legislation, including but not limited to, the Accessibility for Ontarians with Disabilities Act, the rules with respect to the Fire and Building Codes, Nuisance Bylaws, Lottery Licences, Street Closures, etc.

## 2.0 DEFINITIONS:

- 2.1 “Applicant” means any person and/or organization who is completing “Schedule A” of this policy.
- 2.2 “Council” means the Council of the Corporation of the Township of North Dundas.
- 2.3 “Lottery Scheme” exists if money is paid or some other consideration is given for a chance to win a prize.
- 2.4 “Municipally Significant Events” are a designation provided by Council. This designation is required to obtain a Special Occasion Permit.
- 2.5 “Public Events”, are community organized events such as festivals and fairs, vendor markets, community street parties, various fund-raising activities and memorial and commemorative services that have pre-determined opening and closing dates and times and:
- a) Are advertised to the general public; and
  - b) Enhance or promote a community asset within North Dundas; or
  - c) Provide a venue for North Dundas businesses, organizations and/or residents to take part in the activities.
- 2.6 “Special Occasion Permits (SOP)” are permits issued by the Alcohol and Gaming Commission of Ontario (AGCO) for the sale and/or service of alcoholic beverages at special occasions/events.

- 2.7 “Township” means the Township of North Dundas.
- 2.8 “Traffic Diversion Plan” means a special route arranged for traffic to follow when the normal route cannot be used.
- 2.9 “Volunteer” means an individual or member of a group who freely and willingly contributes time, energy and support by performing a defined task without compensation or expectation of compensation.

### **3.0 PROCEDURE:**

- 3.1 This policy applies to any Applicant who is requesting any of the following from the Township to host a public event:
- a) A declaration the event is “Municipally Significant” for AGCO applications.
  - b) A request for any road within the Township to be closed to accommodate the event.
  - c) A request to host the event on any municipal property (excluding sports fields and facility hall rentals which may be subject to other terms and conditions).
  - d) A request for any in-kind services from the Township.
- 3.2 All Applicants are required to complete “Schedule A” attached. It is the Applicant’s responsibility to adhere to the appropriate deadlines for submissions.
- 3.3 Committees of Council who are hosting recurring weekly events (i.e. roller skating, dart/euchre tournaments) are exempt from purchasing hall rental insurance from the Recreation and Culture Department.
- 3.4 Township events, Committee of Council events and Remembrance Day Events held in Veterans’ View Park and Sweet Corner Park are exempt from this policy.

### **4.0 MUNICIPALLY SIGNIFICANT EVENT DECLARATION FOR AGCO:**

- 4.1 A letter from the Clerk or Council resolution declaring an event to be “Municipally Significant” is required to obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. Recurring events previously declared as Municipally Significant by Council may be approved by the Clerk or referred to Council for approval.
- 4.2 Should the decision be referred to Council, it is the Applicant’s responsibility to ensure that their request for this designation is submitted to the Clerk a minimum of 21 days in advance of the date of the Council meeting, where the application may be considered. Council’s decision is final.
- 4.3 If approved, the Clerk’s Division will provide the Applicant with a letter or copy of the Council resolution. It is the Applicant’s responsibility to forward any necessary documentation to the AGCO and to adhere to the required notification requirements

for their event.

## **5.0 Road Closures:**

**5.1** Road closures are subject to approval by the Director of Transportation or his/her designate, subject to the following conditions:

5.1.1 Prior to the event, the Event Organizer will obtain standard Public Event Road Closure Procedures Training, to be provided by the Township's Transportation Department.

a. Upon receipt of the *Event Application Form*, the Transportation Department will contact the Event Organizer to arrange the training.

b. Upon completion of the training, it will then be the responsibility of the Event Organizer to provide appropriate training on these procedures to Volunteers assisting with road closures.

5.1.2 Barricades, pylons and detour signs will be supplied and delivered to the appropriate site(s) by the Township, but must be erected and removed by the Applicant in compliance with the Traffic Diversion Plan approved by the Township, and the Public Event Road Closure Procedures Training. The Township may be able to provide this service for a fee.

5.1.3 Details of the event are to be provided by the Applicant to residences, businesses, churches and any other institution or organization that may be impacted by the event's associated road closures. Such details shall be provided a minimum of 10 days in advance of the event and the Applicant shall work with business representatives, etc., to minimize any inconvenience the event may cause.

**5.2** The Applicant is forewarned that an approved road closure may be arbitrarily altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

## **6.0 Request for Municipal Services:**

**6.1** The Township may be able to provide Applicants with various municipally-owned items (i.e. tables, chairs, garbage containers) and/or staff support to assist with the event. Please contact the Township's Recreation and Culture Department for rates.

## **7.0 Lottery Information:**

**7.1** The Applicant is responsible for determining whether they are eligible to conduct a Lottery Scheme and for obtaining all required licences. For more information, please contact the Township's Clerk or visit the Alcohol and Gaming Commission of Ontario website (<https://www.agco.ca/lottery-and-gaming>).

## 8.0 Insurance:

- 8.1 Applicants are required to obtain Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000. annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury and advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall add the Corporation of the Township of North Dundas as Additional Insured with respect to the operations of the Applicant. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Corporation of the Township of North Dundas. The Applicant must provide a certificate of insurance evidencing coverage to the Township at least 5 business days prior to the event.
- 8.2 Vendors who participate in events held on Township property or who participate in events at a location that is subject to a traffic diversion plan are required to obtain Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000. per occurrence / \$5,000,000. annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury and advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products & completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall add the Corporation of the Township of North Dundas as Additional Insured with respect to the operations of the Applicant. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Corporation of the Township of North Dundas. The vendor must provide a certificate of insurance evidencing coverage to the Township at least 5 business days prior to the event. Musicians and entertainers are not subject to this clause.
- 8.3 Applicants are responsible for submitting the certificates of insurance for Vendors as required under Sections 8.2 to the Township at least 5 business days prior to the event.
- 8.4 Remembrance Day Ceremonies, Music in the Park and events organized by Committees of Council and/or organized by the Township, are exempt from Section 8.0 Insurance and Section 9 Indemnification **provided** the Township has purchased a Blanket Special Event Policy covering the Township and any Vendors for these specified events.

It is the organizer's responsibility to contact the Clerk by October of the current year, and provide information about any events for the forthcoming year for



inclusion in the Blanket Special Event Policy. Events not included in this policy will not be covered unless additional insurance is purchased and approved by Council. Significant changes to approved events are not permitted without prior confirmation of coverage from the Special Event Policy insurer. If additional insurance is required, the request must be approved by Council prior to the changes being implemented.

**9.0 Indemnification:**

- 9.1** The Applicant and all Vendors shall defend, indemnify and save harmless the Corporation of the Township of North Dundas, their officers, employees, elected officials, volunteers 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 to 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 Applicant and/or Vendors, their officers, employees, agents, or others who the Applicant and/or Vendor is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Applicant and/or any Vendors in accordance with this agreement and shall survive this agreement.
- 9.2** Applicants are responsible to submit a signed indemnification form, attached hereto as “Schedule B” within 5 days of the event.
- 9.3** Applicants are responsible to obtain and submit a signed indemnification form, attached hereto as “Schedule B” from all vendors participating in the event to the Township within 5 days of the event.

**10.0 Acknowledgement:**

**10.1** The Applicant agrees to:

- Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the Accessibility for Ontarians with Disabilities Act, the rules with respect to the Fire and Building Codes, Nuisance Bylaws, Street Closures, Lottery Schemes, etc.; and
- Provide any additional details as may be requested by the Municipality.

By signing, you agree that you have read and agree with the terms and conditions of the Public Event Policy No.104-2024. Failure to abide by these terms and conditions may result in the cancellation and/or withdrawal of Municipal support for any future events including those already approved by the Municipality.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Event Application Form**

(Please attach additional sheets if more space is required)

**1.0 Event Details:**

**1.1** Organization/Committee Name (the Applicant):

\_\_\_\_\_

**1.2** Is your organization a not-for-profit or charitable organization located within North Dundas?

Yes

No

**1.3** Please provide a list of committee members and titles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.4** Please provide the event name and the date(s), time(s) and location(s) of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.5** Main Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**1.6** Please provide details of how, when and where the event will be advertised to the public.

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**1.7** Does your event enhance or promote a North Dundas community asset? Please explain.

Yes

No

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**1.8** Does your event provide a venue for North Dundas businesses, organizations and/or residents to form part of the activities?

Yes

No

If yes, please explain.

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**1.9** Are you requesting your event to be declared as Municipally Significant? Note, this is only required if you are requesting an SOP from AGCO. See Section 4.0

Yes

No

**1.10** How many people do you expect to attend your event? \_\_\_\_\_

**1.11** Will your event be conducting a lottery scheme?

Yes

No

**2.0 Traffic Diversion Plan Requests:**

**2.1** Are you requesting any road closures for your event?

Yes           No

**2.2** What is the impact to vehicle traffic?

*(Do roads need to be closed, lanes reduced, detours, unavailability of on-street parking, etc., and when?).*

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**Note: A map indicating the proposed road closures and detour routes *MUST* be provided along with this Application.**

**2.3** What is the impact to pedestrians, cyclists, wheelchairs, etc. on sidewalks, trails and pathways?

*(Indicate what sidewalks and paths need to be closed, detours, etc., when and why)*

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**3.0 Request for Municipal Services:**

**3.1** Please specify any municipal items being requested:

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Number of garbage containers: \_\_\_\_\_

Number of recycling containers: \_\_\_\_\_

Number of pylons: \_\_\_\_\_

**3.2** Other - please explain: (i.e. access to power, waiving of rental fees, etc.).  
Please include dates, times and locations.

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**3.3** If requesting Township staff support, please include dates, times and responsibilities/requirements:

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#### 4.0 Acknowledgement:

##### 4.1 The Applicant agrees to:

- Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the Accessibility for Ontarians with Disabilities Act, the rules with respect to the Fire and Building Codes, Nuisance Bylaws, Street Closures, Lottery Schemes, etc.; and
- Provide any additional details as may be requested by the Municipality.

By signing, you agree that you have read and agree with the terms and conditions of the Public Event Policy No. 104-2024. Failure to abide by these terms and conditions may result in the cancellation and/or withdrawal of Municipal support for any future events including those already approved by the Municipality.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Please submit completed applications to the Township office.

Email: [info@northdundas.com](mailto:info@northdundas.com)  
By Hand: Township of North Dundas  
636 St. Lawrence St.  
Winchester, ON K0C 2K0  
By Fax: 613-774-5699

**RELEASE OF CLAIMS AND WAIVER OF LIABILITY FORM**

*BETWEEN THE TOWNSHIP OF NORTH DUNDAS*

AND \_\_\_\_\_  
*(Name of Organizer or Vendor)*

IN RESPECT TO: \_\_\_\_\_  
*(Event)*

TO BE HELD AT/ON: \_\_\_\_\_  
*(Location)*

ON: \_\_\_\_\_ FROM: \_\_\_\_\_  
*(Date) (Time)*

***Please read carefully before signing***

As a condition of participating in, or holding, the special event at the premises identified above, *I/Organization* fully understand, acknowledge and agree to the following:

- I/Organization* are aware there may be inherent risks to holding or participating in the described special event
- I/Organization* are voluntarily assuming the risks involved in participating/holding the described event and in doing so, *I/Organization* fully understand that we will be solely responsible for any injury, loss or damage that *I/Organization* cause or sustain
- I/Organization* agree to attend the special event and to be responsible for decision making during and after the event
- I/Organization* agree to ensure the physical setting is kept safe for participants and the general public attending the event
- I/Organization* agree that, if *I/Organization* become aware of a situation that could lead to injury or property damage that, *I/Organization* will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others
- I/Organization* agree, in the event of an incident, to follow the "Incident Reporting Procedures" below. An incident includes; bodily injury to a participant, myself, the public or damage to municipally owned property or third party property.
  - **Call 911, Police, Ambulance, Fire** etc., when assistance is required
  - Within the next working day advises the following Township of North Dundas representative: Nancy Johnston 613-774-2105 x226
  - Cooperate with the Township of North Dundas staff, police, investigating authorities and the insurance companies involved
  - Provide the Township with a copy of any reports completed or submitted to your insurance company

- I/*Organization* agree to use Township of North Dundas facilities and equipment provided to me in a manner consistent with its intended use and application
- I/*Organization* agree to abide by the bylaws, rules and regulations, policies and procedures of the Township of North Dundas
- I/*Organization* understand that the issuance of a Special Event Permit in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct *myself/Organization* in a manner that would not violate any Federal, Provincial or Municipal law.
- I/*Organization* hereby consent to the distribution of the Special Event Permit (includes organization/individual's address and telephone number) to any individual, service or organization that may be affected by the event.

I/*Organization* agree to indemnify and hold harmless the Township of North Dundas liable from all claims, demands, causes of action, loss, costs or damages that the Township of North Dundas may suffer, incur or be liable for in relation to any injury I/*Organization* may suffer or cause to others in connection with my/*Organization's* negligence while holding the event identified above. I/*Organization* hereby release, waive, and discharge the Township of North Dundas from all liability to my/*Organization's* heirs, executors, administrators, and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or property.

I am the full age of 18 years. I/*Organization* am aware of the nature and effect of the **RELEASE OF ALL CLAIMS AND WAIVER OF LIABILITY FORM** that I/*Organization* am signing. I/*Organization* are executing this release and waiver of liability agreement freely and without any compulsion on the part of the Township of North Dundas. I/*Organization* acknowledge to having read this entire agreement prior to having signed it. Intending to be legally bound, I/*Organization* have signed this **RELEASE AND WAIVER OF LIABILITY** this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

**WARNING: BY SIGNING THIS FORM, I/ORGANIZATION ACKNOWLEDGE HAVING READ, UNDERSTOOD AND AGREE TO THE ABOVE CONDITIONS, RELEASE AND WAIVER.**

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_  
Witness, print your name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date Witness Signed

To: Mayor and Members of Council

Date of Meeting: November 7, 2024

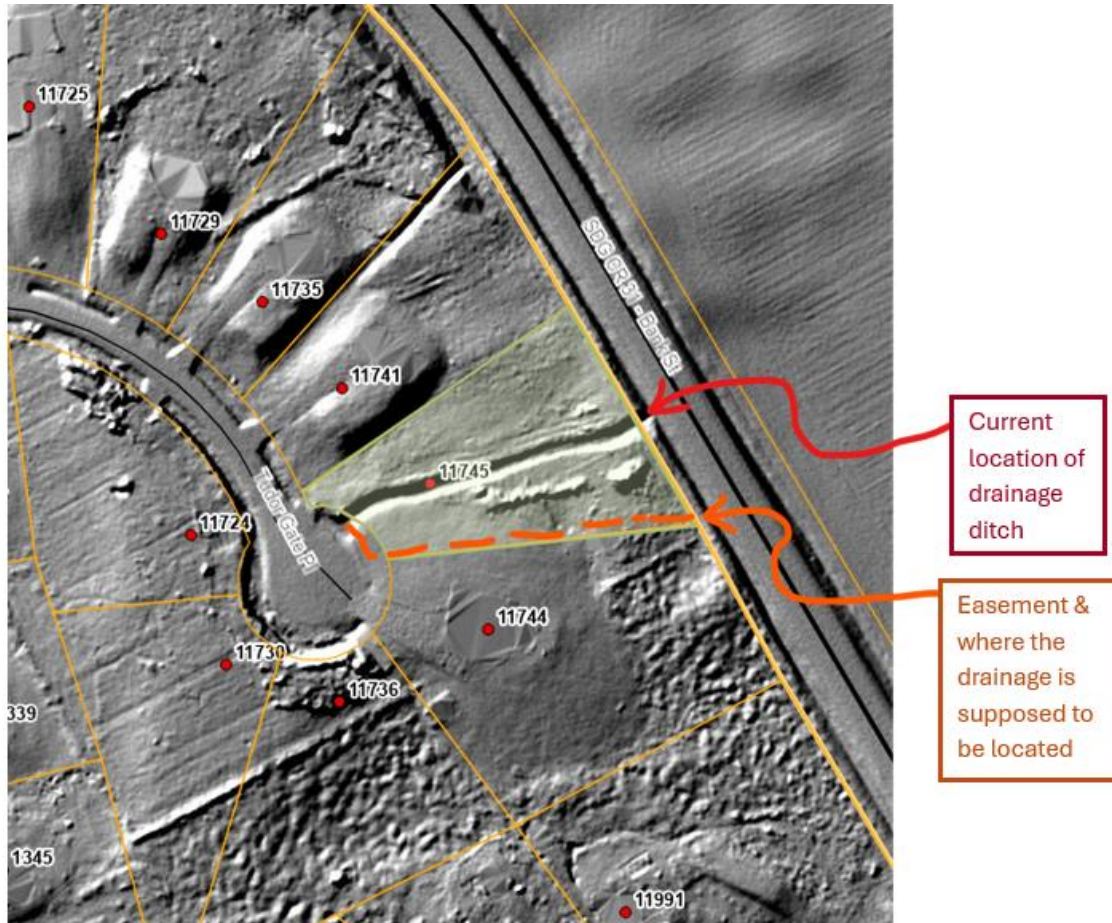
Subject: Bylaw No. 2024-68 Drainage Agreement to relocate a Stormwater Swale on 11745 Tudor Gate Place

**RECOMMENDATION:**

THAT Bylaw No. 2024-68 being a Bylaw to enter into a Drainage Agreement between the developer, the lot owner and the Township to relocate a subdivision stormwater swale on Part 5 of Plan 8R-3234 to Part 1 on Plan 8R-1648, be read and passed in Open Council, signed and sealed this 7<sup>th</sup> day of November 2024.

**BACKGROUND:**

The subdivision owner would like to complete the Forestwood Heights Subdivision in Harmony. Unfortunately, a drainage swale on Part 5 of Plan 8R-3234 (11745 Tudor Gate Place) was not constructed in the correct location (See LiDAR image below).

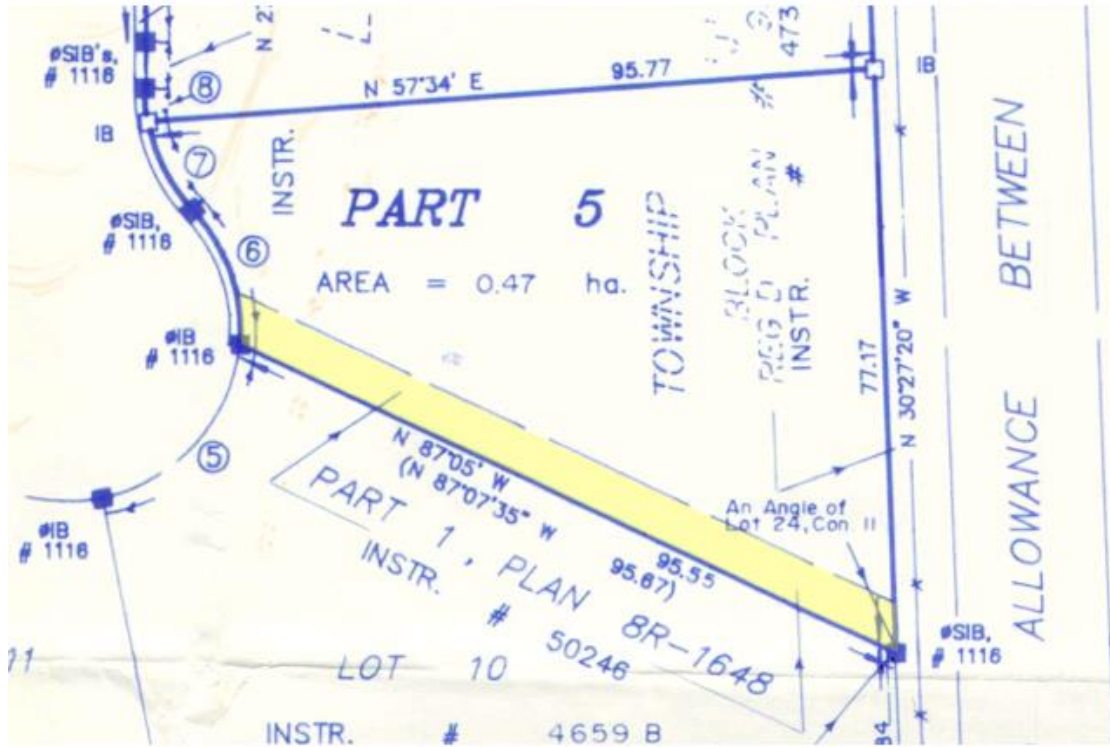


11745 Tudor Gate Place (PIN# 661010336)

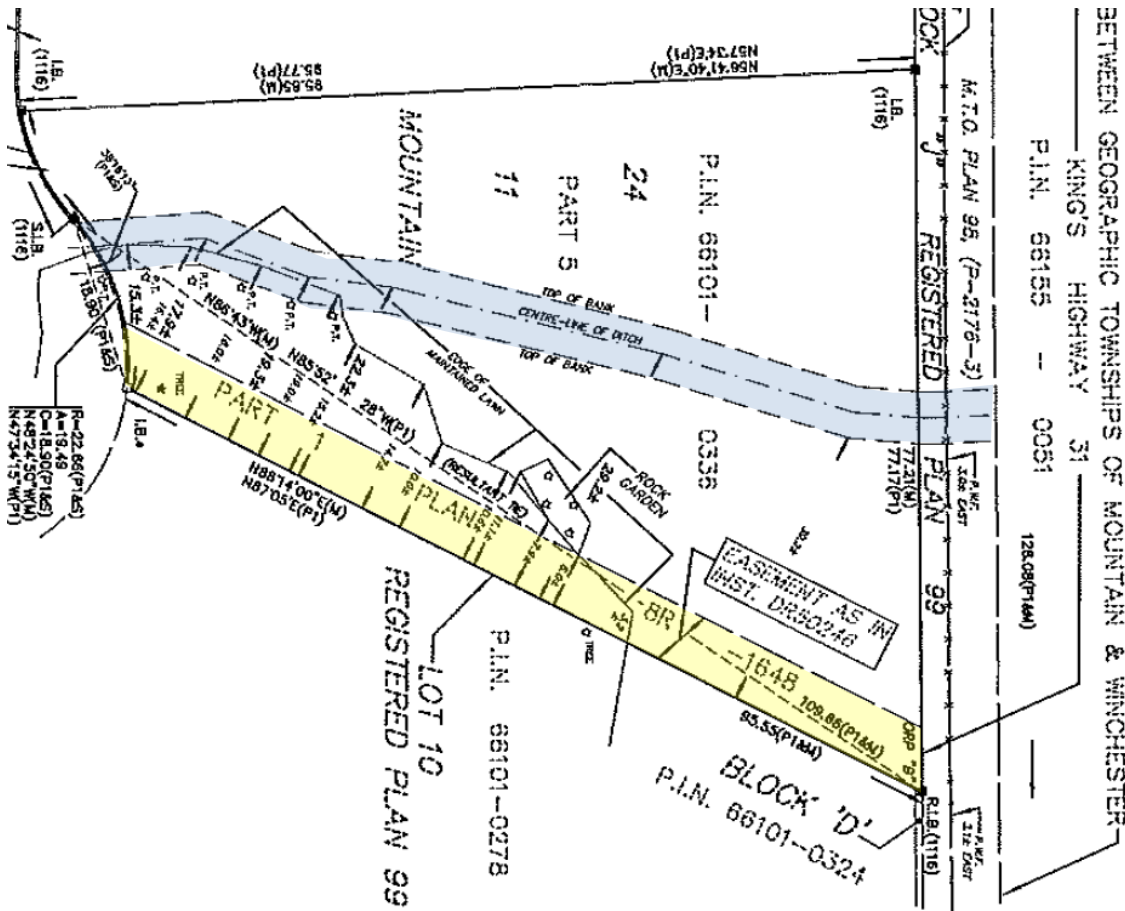


As evident in the LiDAR image, the subdivision developer's contractor located the drainage swale in the wrong location (centre of the lot instead of along the southern property boundary). There is an easement (Part 1 on Plan 8R-1648) where the drainage swale belongs (shown in yellow).

A



Surveyor's Real Property Report was prepared showing the drainage issue (below).



To help close the subdivision file, the Township obtained a quote of \$12,800.00 plus tax (Total = \$14,464.00) to relocate the drainage swale to within the easement (yellow highlighted area on the previous page). However, the situation is complicated by the fact that the subject lot is under private ownership. While efforts were made to realign the drainage swale, the owners of 11744 Tudor Gate Place purchased the subject lot (11745 Tudor Gate Place) with the drainage issue already present.

The current owner Mrs. Angus has since cleared part of the subject lot and extended her lawn to the edge of the misaligned swale (shown in green in the image below). Since she and her husband use both properties, they oppose relocating the swale to its intended location. Additionally, they have no interest in merging the lots. They are in favour of entering into an agreement to move the swale prior to selling 11745 Tudor Gate Place. The Township Solicitor drafted an agreement whereby the Township holds a deposit of \$15,000.00 from the developer, to be transferred to the Angus' once the drainage swale is relocated to the easement (Part 1 on Plan 8R1648). Under the agreement, Mrs. Angus would be responsible for all costs related to relocating the drainage swale.



The agreement contains the following:

1. Subdivision Owner agrees to pay \$15,000.00 to the Township to be held in trust.
2. The Owner of 11745 Tudor Gate Place (PIN #661010336) agrees to move the drain to the correct location within the easement (Part 1 on Plan 8R-1648) at the correct elevations, either before the sale of the property or before a specified date in writing by the Township, all work to the satisfaction of the Township Drainage Superintendent or Township Engineer.
3. Once the agreement is fully executed, the Developer will then be clear of his obligation to move the drainage swale.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

The Township will hold a \$15,000.00 financial security in trust to move the drainage swale. Once the lot owner moves the swale to the correct location and elevation, the funds can be released to the landowner.

**ALIGNMENT WITH STRATEGIC PLAN:**

**Not Applicable**

**OTHERS CONSULTED:**

Township Solicitor  
Subdivision Developer  
Lot Owner  
Drainage Superintendent

**ATTACHMENTS:**

Draft By-law No. 2024-68

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

**BY-LAW No. 2024-68**

**Being a By-law to authorize the Mayor and Clerk to enter into a Drainage Agreement between the Township of North Dundas, Jordan Levy in Trust and Linda-Anne Angus.**

**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 Developer is obligated pursuant to a subdivision agreement executed 22<sup>nd</sup> day of December, 1983 as Instrument No. 47268 between the Developer and the Township;

**AND WHEREAS** the subdivision agreement obligates the Developer to install a stormwater swale on Part 1 of Plan 8R1648, being part of Part 5 on Plan 8R3234 also known as 11745 Tudor Gate;

**WHEREAS** the Council of The Corporation of the Township of North Dundas deems it necessary and in the public interest to enter into a Drainage Agreement to relocate a misaligned subdivision stormwater swale onto Part 1 of Plan 8R1648 (PIN: 66101-0336) in Phase 3 of the Forestwood Heights Subdivision.

**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 Drainage Agreement with Jordan Levy in Trust and Linda-Anne Angus for Part 5 on Plan 8R3234 (PIN# 661010336), 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 7<sup>th</sup> day of November, 2024.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

**BY-LAW No. 2024-68**

**SCHEDULE "A"**

**Drainage Agreement**

**Forestwood Height Subdivision**

Part 5 on Plan 8R3234



PLAN OF SURVEY OF  
**PART LOT 24  
 CONCESSION 11**  
 TOWNSHIP OF MOUNTAIN  
 COUNTY OF DUNDAS

SCALE 1 : 500  
 METERS = 1 INCHES = 0.125



NOTES: DIMENSIONS SHOWN ON THIS PLAN ARE BY METERS AND MAY BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**PLAN BR-3234**  
 REVISED AND DEPOSITED

MARCH 18 1992

*Melvin Mead*

LAND SURVEYOR FOR THE  
 SURVEY DIVISION OF  
 ONTARIO

I REQUIRE THIS PLAN TO BE  
 DEPOSITED UNDER  
 "THE SURVEY ACT"

FEBRUARY 24 1992

*[Signature]*

(S. J. JAGGERS)  
 ONTARIO LAND SURVEYOR  
 WINCHESTER, ONTARIO

SCHEDULE OF PARTS				
PART	LOT	CON.	AREA	AREA %
1	24	11	1.74 HA	62.22
2	24	11	1.76 HA	63.17
3	24	11	1.77 HA	63.63
4	24	11	1.74 HA	62.22
5	24	11	1.71 HA	61.11

PART 5 IS SURVEY TO AND BARRIERS AS SHOWN ON 1976 & 1991



**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT AND THE SURVEY ACT AND THE REGULATIONS MADE THEREUNDER.

2. THE SURVEY WAS COMPLETED ON THE 12<sup>TH</sup> DAY OF FEB. 1992

FEBRUARY 24 1992 *[Signature]*

(S. J. JAGGERS)  
 ONTARIO LAND SURVEYOR  
 WINCHESTER, ONTARIO

**NOTES:**

- 1. FOUND STANDARD BENCH MARK (Station # 1) OF SURVEY 450
- 2. FOUND BENCH MARK (Station # 2) OF SURVEY 450
- 3. FOUND BENCH MARK (Station # 3) OF SURVEY 450
- 4. FOUND BENCH MARK (Station # 4) OF SURVEY 450
- 5. FOUND BENCH MARK (Station # 5) OF SURVEY 450
- 6. FOUND BENCH MARK (Station # 6) OF SURVEY 450
- 7. FOUND BENCH MARK (Station # 7) OF SURVEY 450
- 8. FOUND BENCH MARK (Station # 8) OF SURVEY 450
- 9. FOUND BENCH MARK (Station # 9) OF SURVEY 450
- 10. FOUND BENCH MARK (Station # 10) OF SURVEY 450
- 11. FOUND BENCH MARK (Station # 11) OF SURVEY 450
- 12. FOUND BENCH MARK (Station # 12) OF SURVEY 450
- 13. FOUND BENCH MARK (Station # 13) OF SURVEY 450
- 14. FOUND BENCH MARK (Station # 14) OF SURVEY 450
- 15. FOUND BENCH MARK (Station # 15) OF SURVEY 450
- 16. FOUND BENCH MARK (Station # 16) OF SURVEY 450
- 17. FOUND BENCH MARK (Station # 17) OF SURVEY 450
- 18. FOUND BENCH MARK (Station # 18) OF SURVEY 450
- 19. FOUND BENCH MARK (Station # 19) OF SURVEY 450
- 20. FOUND BENCH MARK (Station # 20) OF SURVEY 450

**BEARING REFERENCE:**

BEARINGS ARE APPROXIMATE AND ARE REFERRED TO THE SOUTHEASTERN CORNER OF LOT 24 - CONCESSION 11 - OFFICIAL SURVEY PLANS. THE BEARING BEING N 89° 14' 15" E

**CAUTION:**

THIS PLAN IS NOT A PLAN OF SURVEYING UNDER THE MEANS OF THE PLANNING ACT

FROM THE OFFICES OF  
**HAZEN MELDRUM LIMITED**  
 ONTARIO LAND SURVEYORS  
 CORNWALL - WINCHESTER

CURVE DATA					
CURVE	PART	PLAN	RADIUS	BEARING	CHORD
1	1	1	330.0	S 80°12' W	66.23
2	2	1	330.0	S 46°50' W	67.04
3	3	1	330.0	S 67°14' 30" W	61.03
4	4	1	330.0	S 51°20' W	73.0
5	5	1	330.0	S 27°42' 45" W	79.43
6	6	1	330.0	S 47°34' 30" W	68.86
7	7	1	330.0	S 60°36' 45" W	57.76
8	8	1	330.0	S 67°44' W	47.84
9	9	1	330.0	S 74°51' W	38.47
10	10	1	330.0	S 84°40' 30" W	30.01
11	11	1	330.0	S 89°14' 15" W	24.17
12	12	1	330.0	S 89°14' 15" W	24.17
13	13	1	330.0	S 89°14' 15" W	24.17
14	14	1	330.0	S 89°14' 15" W	24.17
15	15	1	330.0	S 89°14' 15" W	24.17
16	16	1	330.0	S 89°14' 15" W	24.17
17	17	1	330.0	S 89°14' 15" W	24.17
18	18	1	330.0	S 89°14' 15" W	24.17
19	19	1	330.0	S 89°14' 15" W	24.17
20	20	1	330.0	S 89°14' 15" W	24.17



## **ACTION REQUEST**

Development Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Forestwood Heights Subdivision - Acceptance of Phase 3 (Tudor Gate PI)**

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### **RECOMMENDATION:**

**WHEREAS Jordan Levy in Trust of the Forestwood Heights Subdivision in Harmony requested final approval and release of financial securities for the third (final) phase;**

**AND WHEREAS the Township Director of Transportation/Drainage Superintendent has indicated that the required asphalt is complete and acceptable, and repairs to the asphalt and roadside ditches have been satisfactorily completed;**

**AND WHEREAS Council has authorized the signing of a drainage agreement to realign the drainage swale on 11745 Tudor Gate Place;**

**AND WHEREAS Section 27 of the subdivision agreement authorizes the release of all financial securities held be the Township;**

**AND WHEREAS on July 7, 2009 Council decided that the park (Block A, Plan 99) remain as a passive park with only a paved pathway;**

**NOW THEREFORE BE IT RESOLVED THAT Council hereby grants Final Acceptance and authorizes the release of all financial securities (\$214,461.47) for the Forestwood Heights Subdivision in Harmony.**

### **BACKGROUND:**

The Forestwood Heights Subdivision in Harmony was first conceptualized in early 1975. After extensive discussions between various Ministries, the Township and the developer, the Plan of Subdivision (Plan 99) was officially registered at the Registry Office on October 17, 1983. Now, just over 41 years later, the final approvals are in place to close the third and final phase (Tudor Gate Place). Before the subdivision can be accepted by the Township, three conditions needed to be met: 1) site repairs; 2) parkland decision; 3) realignment of a drainage swale.

Outstanding Items - Phase 3:

- 1) **Site Repairs:** Repairs to the roadside ditches and the two road cuts were completed on Tudor Gate Place in July 2023. These repairs were inspected by Jamie Cheney, the Director of Transportation. He found the repairs to be acceptable and the warranty

period is now over. No further action required.

- 2) **Parkland Decision:** Back in 2009, Council conducted a survey and open house with local residents regarding the park (Block A, Plan 99) in the Forestwood Heights Subdivision. On July 9, 2009, Council deemed that the said park would be a passive park. Note: There is a paved pathway through the passive park to an active park on fronting on County Lane.
- 3) **Drainage Swale Realignment:** A drainage swale agreement has been prepared to realign a drainage swale on 11745 Tudor Gate Place. The Township will hold a \$15,000.00 financial security in trust to facilitate the drainage realignment. This agreement enables the Township to accept the subdivision as complete and return all remaining financial securities held by the Township.

With all three outstanding conditions complete or satisfactorily addressed, the Forestwood Heights Subdivision Phase 3 can be deemed complete and the financial securities released.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

Financial securities for subdivisions are held in separate accounts. There is no financial impact on the Township.

**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 5 - Range of Housing

**OTHERS CONSULTED:**

CAO  
Director of Transportation and Drainage Superintendent  
Director of Finance  
Mr. Jordan Levy

**ATTACHMENTS:**

n/a



## **ACTION REQUEST – BYLAW**

Development Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-67 Development Charges Late Payment Agreement for 541 St. Lawrence Street, Winchester**

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### **RECOMMENDATION:**

**THAT Bylaw No. 2024-67 being a Bylaw to enter into a development charges late payment agreement with Saleem Dar, owner of 541 St. Lawrence Street, Winchester, in the Township of North Dundas, be read and passed in Open Council, signed and sealed the 7<sup>th</sup> day of November, 2024.**

### **BACKGROUND:**

Mr. Dar has requested that the development charges applicable for the redevelopment of 541 St. Lawrence Street be paid over a set period of time through an agreement with the Township.

Mr. Dar had previously gone through a rezoning for the lands to allow residential development on the ground floor of a commercial space and is working with the Counties to provide accommodations for hospital nursing staff. As a result of the push to have the work completed quickly, and the increased cost of construction, Mr. Dar is requesting that the development charges applicable (\$20,047.71) be paid with interest over 2-year period.



The Development Charge Bylaw No. 2022-35 authorizes Council to pass a bylaw to enter into an agreement subject to the provisions of Section 27 of the *Development Charges Act*, to provide for all or any part of the development charge to be paid before or after it would otherwise be payable.

The Township has prepared an agreement, where interest is charged and if the owner fails to make a payment, it is automatically added to the tax roll.

The attached draft Bylaw authorized the Mayor and Clerk to enter into a late payment agreement with Saleem Dar for development charges.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

Mr. Dar will be required to pay for all costs associated with the late payment agreement including the administration fee of \$350.00 for drafting the agreement, a report to Council and administration of the agreement over the next two years.

**ALIGNMENT WITH STRATEGIC PLAN:**

**Priority 5 - Range of Housing**

**OTHERS CONSULTED:**

Director of Development Services  
Chief Building Official  
Saleem Dar

**ATTACHMENTS:**

Bylaw No. 2024-67 Development Charges Late Payment - Saleem Dar  
The Agreement is available for viewing from the Director of Development Services



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

**BYLAW No. 2024-67**

***Being a Development Charges Late Payment Agreement Bylaw***

**BEING** a bylaw to authorize the Mayor and Clerk to enter into a Development Charge Late Payment Agreement between the Township of North Dundas and Saleem Dar.

**WHEREAS** the Council of the Township of North Dundas passed Bylaw No. 2022-35, being a bylaw to establish Development Charges pursuant to Section 2 of the Development Charges Act;

**AND WHEREAS** Section 27 of the Development Charges Act authorizes Council to enter into an agreement with a person who is required to pay a development charge;

**AND WHEREAS** the Council of the Township of North Dundas deems it advisable and in the public interest to enter into a Development Charge Late Payment Agreement with Saleem Dar being the owner of lands described as Lot 117 on Part of Lot 34 within Part of Block G on Plan 34, Former Township of Winchester, now the Township of North Dundas, in the County of Dundas.

**NOW THEREFORE**, be it resolved that 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 Development Charge Late Payment Agreement for three (3) residential dwelling units within a mixed-use redevelopment at 541 St. Lawrence Street, Winchester Ontario (PIN #: 661500181).
- 2.0 THAT** the Bylaw shall come into force and effect immediately upon the final passing thereof.

**READ and passed in Open Council, signed and sealed this 7<sup>th</sup> day of November, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## **ACTION REQUEST**

Development Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Request for a reduction - Zoning Amendment Fee – House of Lazarus**

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### **RECOMMENDATION:**

**THAT Council accept the October 15, 2024 request from House of Lazarus to reduce the total Township Zoning Amendment Fees paid from a total of \$2,300.00 to \$300.00, and that the House of Lazarus be reimbursed accordingly.**

### **BACKGROUND:**

On October 15, 2024, the House of Lazarus requested a reduction in the Zoning Amendment application fees under Section 69(2) of the *Planning Act*, which states:

*“The council of a municipality in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council is satisfied that it would be unreasonable to require payment in accordance with the tariff”.*

### **ANALYSIS:**

The Township of North Dundas incurs expenses and dedicates staff time to prepare a Zoning Amendment, which are reflected in the application fee of \$2,300.00. These costs include processing the application, drafting a bylaw, preparing a sign, travel to the site to erect the sign and take photos, notices, communicating with agencies and public bodies, creating a planning report and presentation, presenting the application at Council, issuing a notice of passing, removing the sign after the public meeting, sending the bylaw to MPAC, and preparing a declaration.

The House of Lazarus is a non-profit organization that works with the community to ensure that people have the basics of life. Their food bank and many outreach programs offer food, clothing, household goods, furniture and housing supports to those in need. The House of Lazarus strives to fill in the gaps of services and resources. Their mission statement is as follows:

*House of Lazarus strives to be a first-stop community hub that coordinates support and provides resources to those in need*

Given House of Lazarus’s role as a valuable local non-profit organization which is currently looking to expand its services, it is recommended that Council consider reducing or waiving the application fee. The Township does incur some fixed costs outside of staff and Council time, primarily disbursements, including public notice signage, travel costs associated with

erecting and collecting the sign, mailing notices to neighbours within 120 metres, and paper/printer costs. Staff and Council time is estimated at \$2,000.00, with disbursement costs around \$300.00.

**OPTIONS AND DISCUSSION:**

1. **Approve the recommendation** – recommended.
2. **Accept the request and modify the amount.**
3. **Do not approve the recommendation** – not recommended. The applicant will not obtain a reduction in the fee paid.
4. **Do nothing** – not recommended. Same as above.

**FINANCIAL ANALYSIS:**

If approved, the Township would be granting relief of \$2,000.00 from the application fee, which would be deducted from the earned revenue of GL Account 1-5-8010-7800 – Zoning Amendment Fees (Planning).

**ALIGNMENT WITH STRATEGIC PLAN:**

Not Applicable

**OTHERS CONSULTED:**

n/a

**ATTACHMENTS:**

Letter from House of Lazarus dated October 15, 2024



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

**House of Lazarus**  
Building Community...Sharing Hope

October 15, 2024

To Mayor Fraser and Council Members,

House of Lazarus is asking for a zoning amendment for our property on Ronson Rd. After a year of navigating through the loss of our food bank to a fire, we are ready to take the next step in building a new food bank building which will include a furniture bank and office space.

We are asking at this time, that the Council of North Dundas, waive or reduce the fees associated with the build as allowed for in Section 69(2) of the Planning Act.

House of Lazarus will continue to assist the residents of North Dundas as well as the surrounding communities with access to their basic needs of food, clothing, and housing.

Thank you for your consideration,

*Cathy Ashby*

Cathy Ashby  
Executive Director  
613- 989-3830

[hol@houseoflazarus.com](mailto:hol@houseoflazarus.com)

(613) 989-3830

[www.houseoflazarus.com](http://www.houseoflazarus.com)

Registered Charity # 13456 0309 RR0001

HoL 04/19



## **ACTION REQUEST**

Development Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Letter of Credit Reduction for Phase 1 of Wellings of Winchester**

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### **RECOMMENDATION:**

**WHEREAS Wellings of Winchester Inc. have substantially completed Phase 1 of the Wellings of Winchester project on PIN# 66102-0447;**

**AND WHEREAS on October 7<sup>th</sup>, 2024 the Township Engineer recommended a reduction in securities to \$305,549.53;**

**AND WHEREAS Section 6.6 of Schedule "A" of Bylaw No. 2024-36 requires 25% of the cost of Site Works to be held as security;**

**THAT Council hereby authorizes the required financial securities for Phase 1 of the Wellings of Winchester project be reduced from \$517,295.57 to \$76,387.38.**

### **BACKGROUND:**

On February 2, 2021, Wellings of Winchester Inc. provided the Township with an irrevocable standby Letter of Credit (No. SBT128058) in the amount of \$517,295.57 as a site plan control security deposit for Phase 1, in accordance with the Site Plan Agreement Bylaw No.2020-24.

On October 7<sup>th</sup> 2024, the Township Engineer recommended a reduction in securities for Phase 1 of the Wellings of Winchester project. All site works in Phase 1 have been completed and the Engineer is recommending a 10% holdback (performance guarantee) in the amount of \$305,549.53.

Schedule "A" of the Tariff of Fees Bylaw No. 2024-36 authorizes a reduction in the security held to 25% of the site work to be completed. Based on this reduction to 25%, the bylaw requires a holdback of \$76,387.38 ( $\$305,549.53 \times 25\% = \$76,387.38$ ). Therefore, the letter of credit can be reduced from \$517,295.57 to \$76,387.38.

### **OPTIONS AND DISCUSSION:**

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



**FINANCIAL ANALYSIS:**

As the security is a letter of credit, there is no impact on the Township's finances.

**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 5 - Range of Housing

**OTHERS CONSULTED:**

Township Engineer

Wellings of Winchester Inc.

**ATTACHMENTS:**

Reduction letter from Township Engineer (CIMA+)

CALCULATION OF REQUIRED LETTER OF CREDIT  
WELLINGS OF WINCHESTER  
SERVICING AND ROADS  
Phase 1

September 18, 2024  
Reduction # 3

Part No.	Item	Original Estimate	Works Completed to Date	Works Outstanding	Comments
<b>Works on Private Property</b>					
1.0	GENERAL	\$ 153,681.25	\$ 153,681.25	\$ -	
2.0	STORM SEWERS	\$ 528,147.00	\$ 528,147.00	\$ -	
3.0	WATERMAIN	\$ 422,342.50	\$ 422,342.50	\$ -	
4.0	SANITARY SEWERS	\$ 252,420.00	\$ 252,420.00	\$ -	
5.0	SERVICE LATERALS	\$ 54,000.00	\$ 54,000.00	\$ -	
6.0	ROADWORK (INTERNAL ROADS)	\$ 771,910.00	\$ 771,910.00	\$ -	
7.0	ROADWORK (CLUBHOUSE)	\$ 141,667.50	\$ 141,667.50	\$ -	
<b>Works on Public Property</b>					
8.0	GENERAL	\$ 72,950.00	\$ 72,950.00	\$ -	
9.0	STORM SEWERS	\$ 340,125.25	\$ 340,125.25	\$ -	
10.0	WATERMAIN	\$ 58,541.50	\$ 58,541.50	\$ -	
11.0	SANITARY SEWER	\$ 15,477.50	\$ 15,477.50	\$ -	
12.0	ROADWORK	\$ 244,232.75	\$ 244,232.75	\$ -	
<b>Total</b>		<b>\$ 3,055,495.25</b>	<b>\$ 3,055,495.25</b>	<b>\$0.00</b>	

**Performance Guarantee Required**

100% of Works Outstanding	\$0.00
10% of Works Complete	\$ 305,549.53
<b>Total Performance Guarantee Required</b>	<b>\$ 305,549.53</b>

Current Securities required

CIMA+

RECOMMENDED FOR PAYMENT

RECOMMENDED WITH CHANGES

REJECTED

DATE 2024-10-07 (yyyy-mm-dd)

BY Gerald Doucette

**Gerald Doucette**

Digitally signed by Gerald  
Doucette  
Date: 2024.10.07 12:38:27 -04'00'



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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Municipal Tree Planting Partnership – Funding Opportunity**

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**RECOMMENDATION:**

**WHEREAS, the Township of North Dundas has an interest in increasing tree canopy within the municipality;**

**AND WHEREAS, the South Nation River Conservation Authority is applying for a funding opportunity from the Federation of Canadian Municipalities’ Growing Canada’s Community Canopies initiative for “Improving Tree Canopies in Eastern Ontario - A Municipal Tree Planting Partnership”;**

**BE IT RESOLVED THAT the Council of the Township of North Dundas approves partnering with the South Nation River Conservation Authority on the funding submission to Growing Canada’s Canopies and, if approved, will contribute up to \$15,000 each year, for the years 2025-2027, towards this initiative.**

**AND THAT the Council of the Township of North Dundas also recognizes that the lifetime contribution from the Growing Canada’s Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.**

**BACKGROUND:**

The landscape design for the Hallville Community Park includes a planting plan with an estimated value of \$30,000. The funding that the Township of North Dundas was approved for through the *ICIP: Community, Culture and Recreation Stream – Rehabilitation and Renovate Intake* included funding for plantings.

Staff are aware that there are often funding opportunities available for tree planting projects through partnerships with the South Nation River Conservation Authority (SNC), grants (i.e. TD Green Streets), local businesses, community groups, and private donations. Due to the likelihood of securing funds for the Hallville Community Park planting plan through these alternate sources, staff elected to exclude the planting plan from the tender for the general construction of the park and request the assistance of SNC to help secure funds and coordinate a planting project that is separate from the \$2,728,691.25 park development budget. This will allow the municipality to stretch the project budget further.

SNC recently contacted staff, to advise of a funding partnership opportunity through the Federation of Canadian Municipalities' (FCM) Growing Canada's Community Canopies initiative for "Improving Tree Canopies in Eastern Ontario - A Municipal Tree Planting Partnership". The grant provides funding for up to 50% of eligible costs for tree planting, to a maximum of \$10 million per municipality. SNC is leading an application for projects within their jurisdiction, in partnership with the City of Clarence-Rockland.

The Recreation & Culture Department is seeking Council's permission to commit up to \$15,000/year for the years 2025-2027, towards increasing tree canopy within the municipality, pending the cost can be recovered through alternative funding sources during the same year in which it is spent. The first \$15,000 is targeted to be spent within the Hallville Community Park, with matching funds of \$15,000 anticipated to come from the FCM grant, for a total of \$30,000. This amount matches the estimated value of the planting plan designed by Novatch.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

The incurred and planned project expenses for the Hallville Community Park, are anticipated to absorb the \$2.7 million dollar park development budget. A mass planting project is not currently allotted any of this budget.

Staff are requesting that Council authorize up to \$15,000 per year for the years 2025-2027 for planting projects within the municipality, for a total of \$45,000, pending this amount can be recovered during the same year that it is spent. Therefore, the net investment to the Township, would be nil.

Council could also consider adding a small surcharge onto Burn Permits fees to support tree planting. The \$15 Burn Permit Fee could be increased to \$20 or \$25, with \$5 or \$10 going directly toward tree planting. Based on burn permits issued in 2024, this could raise from \$2,700 to almost \$5,500 toward tree planting in North Dundas. This proposal could be posted on the Let's Connect North Dundas website to gather public comments and feedback.

**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 3 - Collaboration with Neighbours  
Priority 2 - Infrastructure Updates

**OTHERS CONSULTED:**

Director of Recreation & Culture  
South Nation River Conservation Authority

**ATTACHMENT:**

Hallville Community Park Planting Plan



## **ACTION REQUEST**

Recreation & Culture

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Hallville Community Park – Request for Renaming**

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### **RECOMMENDATION:**

**THAT Council accept the letters of community support and authorize that the Hallville Community Park be officially renamed the “Brian Telford Community Park” in dedication of the late Mr. Telford and his contributions to the Hallville community.**

### **BACKGROUND:**

A letter of request, accompanied by 16 letters of support were received, asking Council for consideration of renaming the Hallville Community Park to the “Brian Telford Community Park”. The letters were written and submitted by a variety of Hallville residents, North Dundas community members, service club representatives, and current & previous Hallville business owners, as well as the Station Chief from North Dundas Fire Station 2, and a member of Parliament. The quantity of the submissions and the heartfelt messages that they contain demonstrates profound community support for the park dedication. The letters are attached for Council’s review.

Should Council approve the request to dedicate the park, staff will strive to have the sign unveiling by the end of November in coordination with the availability of Council, the Telford family, and other interested parties.

### **OPTIONS AND DISCUSSION:**

- 1. Accept the letters of community support and authorize that the Hallville Community Park be officially renamed the “Brian Telford Community Park” in dedication to the late Mr. Telford and his contributions to the Hallville community- recommended.**
- 2. Accept the letters of community support, but do not authorize that the Hallville Community Park be officially renamed the “Brian Telford Community Park”- not recommended.**

### **FINANCIAL ANALYSIS:**

The cost to replace the park sign and use the existing frame is approximately \$400. There are sufficient funds in the park budget for this expense.

### **ALIGNMENT WITH STRATEGIC PLAN:**

Priority 4 - Public Communication and Outreach



**OTHERS CONSULTED:**

Ms. Mary E Cook, Hallville resident and organizer of the request

**ATTACHMENTS:**

Letters of support

**Submission for the re-naming of the  
'Hallville Community Park'**

**To:**

**THE BRIAN TELFORD COMMUNITY PARK**

- A Letter to Mayor Tony Fraser & Council -  
Township of North Dundas

Dear Mayor Fraser & Council,

On Friday October 28<sup>th</sup>, 2022, the Hallville community lost a treasure. We lost a best friend and a true community leader. Upwards of well over 500 came to pay their respects and thanks to a man who had consistently been there for them in so many capacities for well over 40 years. Brian Telford was more than a pillar in our community – he was the main support beam. If there ever was a man who should be recognized and honoured for his service as a long-time community leader, it is Brian.

It is an honour and a privilege for me to present to council our request to have the new community park in Hallville renamed. I am submitting letters of support from a cross section of our community. Letters composed from our new residents as well as old, local service groups and local business owners who all wish to keep his memory alive. We all believe this would be a deserving tribute to the legacy of this man, a man we will be forever grateful. This is a request to rename our park; **'The Brian Telford Community Park'**.

When you read the attached letters, it will be obvious how many he touched and made lasting impressions on over the last 4 decades. You will read about his unwavering dedication to his community right up until his last days.

Indeed, the renaming of the park will be a reminder for new residents and the generations to come of what a true community leader is and that we were lucky enough to have the best, a man who helped build Hallville up to be what it is today.

On a final note, this proposed tribute will also be an active legacy for his wife Lynn living directly across the street from this park. Looking out from her front window she will be able to watch the children play and the 'community' come together with great pride, a legacy to a man so deserving.

Respectfully,



Mary E. Cook

Hallville, ON



*House of Commons*

Thursday, December 1st, 2022

Mayor Tony Fraser & Council  
Township of North Dundas  
636 St. Lawrence Street  
Winchester, Ontario K0C 2K0

**Re: Proposal for Renaming New Hallville Parkspace in Memory of Brian Telford**

Dear Mayor Fraser & Council,

I understand that members of the community in Hallville and area are working together with the municipality to gather letters of support for the renaming of the soon-to-be developed new parkland in Hallville in memory of a wonderful local volunteer and community leader, Brian Telford.

This is a wonderful idea and an initiative that both myself, and my family, support wholeheartedly. Our family was blessed that my father Ed, my mother Bea, and my sister Jill spent years volunteering alongside Brian in his many volunteer capacities over several decades. Whether it was his 40+ years of service as a founding member of the Mountain & District Lions Club, a valued volunteer firefighter with the North Dundas Fire Services, or his years of dedication to Hallville Recreation, we have many fond memories of our friendship and work with Brian and his wife Lynn.

I know that the community of Hallville is excited to see the new parkland in their hamlet finally start to come to fruition soon. Brian Telford was an instrumental volunteer over 20 years ago in convincing the Township of North Dundas to purchase the land with a vision to amalgamate and develop a beautiful new, vibrant park space. If Council were to consider and approve the request, I know the renaming of that parkland to the "Brian Telford Park" would be a fitting tribute to a long-time community leader whose name would remind future generations of residents of the key figures that built Hallville up to be what it is today.

As the federal Member of Parliament for Stormont-Dundas-South Glengarry, as a former Mayor and member of North Dundas Council, and as someone who knew Brian personally and saw firsthand the positive impact he made for our area, please add my name in strong support of renaming the new upcoming park development in Brian's cherished memory.

Best regards,

Eric Duncan  
Member of Parliament  
Stormont-Dundas-South Glengarry



## NORTH DUNDAS FIRE SERVICES

Township of North Dundas,

On behalf of the north Dundas Fire Service Station 2 Mountain. We have been approached to support the naming of the new Hallville Park. It has been put forward that it be named after Brian Telford. We at station 2 support this as Brian was a member of Mountain fire for one month short of 15yrs. He has always supported the Fire department. I don't think he has missed one of our breakfasts or one of our Fundraisers.

I have personally known Brian for over 40 yrs. and have seen his commitment to his community. He spearheaded the Hallville Substation to have trucks on both sides of the tracks. So, if we ever had a call when the trains were going through, we could still respond quickly and not wait. Brian also would train the Firemen on how to drive the trucks as was a professional driver with Shell.

His 40 yrs. with the Lions Club shows his dedication and that alone should get his name on the Hallville park.

I said I knew Brian for 40 yrs. As he was also a family friend. I visited with Brian a few times in his last months with us. There was conversation of the park and how he wanted to see it happen as it was long overdue. He said "this is something I would like to see completed before I go" and as ill as he was, he worked hard with a few others to get it progressing.

Again, I think it an honour to have Brian's name on the park. He was a true community builder and should be recognized.

Chief Raymond Sherrer

Station 2 Mountain

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

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



P.O. Box 114  
South Mountain, ON  
K0E 1W0

December 8, 2022

Dear North Dundas Council,

The Mountain Township and District Lions moved and approved at the December 1, 2022 meeting to support the naming of the Hallville park, Brian Telford Park.

Brian Telford loved his hamlet of Hallville. He was a dedicated member of our club, who always worked for the betterment of the community. Not only did he volunteer as a Lion but had been a member of the Hallville Recreation Committee for many years. He spent many hours organizing the Hallville barbeque, maintaining the rink and even establishing the former park on St. John Street. He was also a member of the fire department at Station 2B.

We, the members of the Mountain Township and District Lions, believe that dedicating the park after Brian would be a fitting tribute to a man who cared deeply and worked hard for the hamlet of Hallville. We urge you to support the naming of the park, Brian Telford Park.

Sincerely,

Lion Allison Martin  
President Mountain Township and District Lions

Twp. Of North Dundas  
636 St. Lawrence Street  
Winchester Ontario.  
K0C 2K0

08 December 2022

Mr. Mayor and Council:

It is my pleasure to write a letter of support for naming the Hallville Park the Brian Telford Community Park.

Brian was a member of the Mountain Lions for 40 years, a volunteer fire fighter, an active member of the Hallville recreation committee, and a dedicated supporter of the Hallville Park until his death.

Brian had a special gift of sharing his time and his many acts of kindness with the people of Hallville. It was never about him being noticed, but simply a reflection of the kind of person he was.

Naming the Hallville park the BRIAN TELFORD COMMUNITY PARK would be a fitting tribute to his legacy.

He was a great friend to so many and I feel honoured to be considered one of them.

Respectfully,

Don Johnston

30 November 2022

To whom this may concern,

I am writing to you regarding the name of the Hallville Community Park. I am hoping (along with others) to rename the Park in honour of the late Brian Telford. This past spring, I met Brian for the first time when my husband and I walked along County Rd #1. We were discussing our "Community Park" and how we felt saddened that our kids had nowhere safe to play. Brian, who lives across the street from the proposed parkland, happened to hear us and struck up a conversation with us. I had mentioned to Brian that I was interested in pursuing the Park's development but did not know how or whom to contact. Brian immediately offered to help but told us he was unwell and wasn't sure how helpful he could be in the little time he had left. During the summer, Brian showed unwavering support of our Park's conception by guiding us in matters of petitioning and by attending meetings at the Township. I'm sure throughout the summer, he felt terrible and didn't want to get out of bed, but he showed up. Brian's selflessness showed us how much he cared about Hallville and the people growing up in the community. For those reasons, we are forever grateful and hope we can honour him by naming the Park in his memory.

Thank you for your time and consideration in this matter,

Brad & Jenna Argo  
Coleman Crescent  
Hallville, ON

December 1, 2022

Mayor Fraser & Council,  
Township of North Dundas,

My name is Paul Laurin, a resident of Hallville since 1997. We used to have a small park on St-John Street, a place where my boys used to play with other kids on the block. Unfortunately, it is now but a memory. The play structures were taken away, leaving residents and their children with nothing but hope that a new one would be coming eventually. Alas, years rolled on with hope fading away.

Now, a dear friend got things going again. I want to thank Mary Cook for all her work in making a dream become a reality. Last summer, with my grandchildren, I watched crews methodically take on the task of some important infrastructure work. Excitement filled the air. I must also thank the mayor and councillors for giving a listen and giving the breath of life to this project.

Hallville is a burgeoning community. New housing projects are popping up. New families and more children are making their presence felt. The sound of laughter fills the air. What a great addition the park will be!

Again, I have to state my appreciation to all those involved. Awesome!

But. Yes, there is a but. Not a bad one though. Just a suggestion. Would you be willing to consider naming the park in honour of a fellow who has recently passed away. Brian Telford and I met when I joined the Mountain Lions organization. Brian was already a member when I came into the picture. He gave a lot of his time to our community and area. I can not remember a time when a smile did not adorn his face. A pleasant chap he was. And he lived across the field where the park will be. What a nice final touch to this venture it would be. The Brian Telford Park.

Thank you for taking the time to read this letter. Take care. Stay healthy.

All the best,

Paul Laurin  
1684 Christina Crescent  
Hallville On  
K0E1S0

December 8, 2022

Township of North Dundas  
636 St Lawrence Street, PO Box 489  
Winchester, Ontario K0C 2K0

Re: Hallville Community Park dedication

Dear Honourable Council Members,

On Friday October 28th, 2022, the Hallville community lost a great friend in Brian Telford.

We have had the absolute pleasure of being a friend and neighbour of Brian's for over 45 years. Brian was always about in the community simply being a friend: catching up with current events, seeing who may need a hand, or sharing news. He loved being social but more than that, he loved to help people. He was constantly asking if we knew anyone who was having a hard time or needed anything. He was often the eyes and ears in the community keeping an eye on the park or the rink, he knew all of the neighbourhood kids and was not afraid to call them out for bad behaviour: he was the original neighbourhood watch. He was also a great prankster, a tease like no other, and he enjoyed a good joke or two. Of course he ended up on the receiving end of some of those pranks too.

He proudly dawned a chef's hat for the annual Pancake Sunday breakfast and flipped many flap jacks, he was instrumental in setting up the games and tables for the annual chicken BBQ, ran many events and races at the Winter Carnival, and more recently, he was very proud to attend the Meet me on Main Street to again connect with the great community he called home. He was a dedicated member of the Mountain & District Lions Club for over 40 years, honourably served as a first responder with the fire department, and was often first on scene when something happened in our small community. He was there, through the good times and the bad, always with that smile and always on time, and had the knack of knowing when he was needed.



We lived across the street from Brian during the Ice Storm of '98. Many things happened in the community but helping each other was paramount. We found out that Hallville actually had a few different hydro lines that fed in so when his power came back on (a week before ours), he ran an extension cord across the main highway so we could have some power. He was constantly stopping in to see Jack and there was the annual race to see who got their first cut of grass every spring.

New members to the community were greeted warmly by Brian and he was often there when people were moving on too. He had the gift of gab and was loved by all who knew him.

Brian was more than a pillar in the community, he was a main support beam. He was part of the team who rallied for the first park to be built in Hallville and he was instrumental in bolstering support to see the new park project be made a priority...naming the Hallville Community Park after him and having it be known forever as the Brian Telford Community Park would be just a small nod to a great man who gave so much.

Sincerely yours,

Two handwritten signatures in black ink. The first signature is more complex and cursive, while the second is simpler and more stylized.

Colleen Weedmark & Cheryl Sutherland

Dec. 2 2022  
Township of North Dundas

To Whom it may concern,

We are Brian Telford's next door neighbours,  
Bob + Gina Chester.

We would like to recommend that the new  
Community Park in Hallville be named after  
him.

We enjoyed having Brian as our neighbour  
because he was always welcoming, friendly +  
helpful.

We saw him go above + beyond to help his  
neighbours, including the Weedmarks.

He was always trying to improve Hallville  
any way he could. He was a pillar + an  
exceptional representative of our community.

He was a tireless advocate of the new  
park and was always concerned that children  
had a safe place to play. Thank you.

Bob Chester  
Gina Chester

December 4, 2022

Twp of North Dundas  
636 St. Lawrence Street  
Winchester, Ontario K0C 2K0

To Whom It May Concern:

Re: Hallville Community Park

Please be aware that I offer my full support to having the new Hallville Park renamed in honour Of Brian Telford. "The Brian Telford Community Park"

Brian was one of a kind. He inspired us all to become better people with his caring and contributions within our community.

I have seen first- hand the rewards of having had someone in my life who makes a difference. So please consider renaming the park for such an honourable man.

Margaret Loughlin

Township of North Dundas,  
636 St. Lawrence St.,  
Winchester, Ontario  
K0C2K0  
December 9, 2022

To whom it may concern,

I am writing this letter in support of the proposal that the new Hallville Recreational Park be renamed and dedicated to Brian Telford.

When Bob and I moved to Hallville in 1987, we quickly met and became friends with Brian Telford and his family. Over the 34 years that we lived in Hallville, we evidenced every week how involved Brian was in his community. Whether it was as a volunteer fireman, a loyal South Mountain Lions Club member or helping with the many other community endeavours, like the carnival, etc., Brian was always there to help out as a community member and or a friend. He continued to be involved in community endeavours over those years, including most recently in helping to promote the development of the new Hallville Park.

Just as the park in South Mountain was named after a dedicated community member Rick Cauvier, I feel the new Hallville park should be dedicated and renamed in Brian Telford's name, as a sign of recognition and respect for his service and donation of his time to the Hallville community for several decades.

Sincerely,



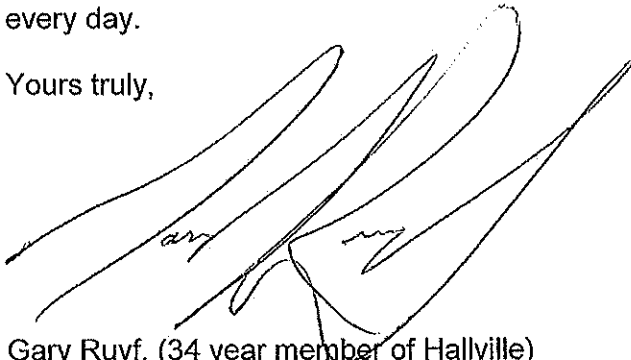
Diane Crummy

To the Council Members of the Township of North Dundas:

Please accept this letter as a recommendation to name the future Hallville Park after Brian Telford.

Brian has been a long standing member of the community and has always been active in helping out whenever needed. He was also a fellow Lions member of the Mountain Township District Lions Club. In fact, he was a charter member. He played an active role in the community. In fact, one of his last contributions and acts of volunteerism was to help revive the Hallville Park - a park that has been in the works for over 20 years. He recently attended a Town Hall meeting where Mary Cook presented the desperate need for a park in our community and explained the importance of developing the existing land that was purchased approximately 22 years ago. Brian was very interested, as well, in developing this vacant land in the hopes that one day it could be used by the children of Hallville. I would like to stand with all those others in our community and highly recommend and propose we name the park after Brian Telford. Not only would it be a fitting thank you to Brian's memory but also be an active legacy for his wife, Lyn, who lives directly across from the proposed park as she could watch the children playing every day.

Yours truly,

A handwritten signature in black ink, appearing to read 'Gary Ruyf', written over a faint, illegible printed name.

Gary Ruyf, (34 year member of Hallville)



December 10<sup>th</sup>, 2022

To the Mayor and North Dundas Council,

I am writing regarding the naming of the future Hallville Community Park. I am hoping that you would take into consideration my late neighbor Brian Telford. I first met Brian back in 2014 when I moved into Hallville. He was an outstanding neighbour, the type of guy that would do anything to give a lending hand. Over the years, we had many discussions over the undeveloped parkland across from his residence. This conversation grew more frequent when the park located on St. John Street was taken down. This past spring, Brian told me his health was deteriorating and he asked me if I would lend a hand in getting the community involved and onboard with speeding up the process of getting the park going. Over the course of the summer, Brian and the community showed up to the many council meetings regarding the park. At this time, Brian knew that his days were limited, but he continued to make fighting for this park a priority. This selfless act demonstrated how much he cared about his community. We are very grateful for Brian and his contributions to the community, and we hope his name can live on through our park.

Thank you for your time and consideration,

Jason Tennant and Tristyn Schofield

St. John Street, Hallville

Ted & Karin Ceelen  
10805 Kerr's Ridge Road  
Mountain, ON K0E 1S0

Township of North Dundas  
636 St. Lawrence street  
Winchester, Ontario K0C 2K0

December 11, 2022

Re: Renaming and Dedication of the New Hallville Park to  
The Brian Telford Community Park

With this letter we are supporting the petition to rename the new Hallville park to be named the Brian Telford Community Park.

Brian had been a member of the Hallville community for over forty years. During this time he was an excellent role model of what community service is all about and the park in Hallville was his last endeavour. He didn't give up on it and now after many years we are finally seeing it come to fruition.

Brian was a proud member of the (past) Hallville Recreation Committee. He always gave his time freely and supported the community endeavours whether they were the Chicken BBQ's, keeping up the rink/rink house or whatever was needed.

Brian was also a proud member of the Mountain Township & District Lions Club. He was a Charter member (1982) having been a member since the club was founded. During this period he was involved in all aspects of the Club. Whether it was BBQ'ing chicken or steak for one of our many events or being a Committee Chair or President, he did so with great pride. Brian was a recipient of the Melvin Jones Fellowship (one of the most recognized Lions Awards) for his service in the name of Lionism.

At Brian's Celebration of Life there were well over four hundred people in attendance. The attendance alone speaks to the man himself - the respect and appreciation of his community over so many years.

There is no one more fitting and deserving to have our new park named after.

Sincerely,

Ted Ceelen

Karin Ceelen

To the Twp of North Dundas Mayor and Council,

I have known Brian Telford for more than 30 years. Over that period of time we became very close and I considered Brian to be one of my very best friends.

One of the reasons we became close was Brian's generosity and care for the community in which he lived. He was a tremendous supporter of the Lion's Club and anything that needed to be done to help the less fortunate and needy in our area.

I first met Brian when I was the Chair of the Hallville Community Association. The Lion's Club assisted in the annual Hallville Barbeque which raised money for the community. Brian and his team at the Lion's Club ran the bar for our event which served 800-1000 people every July.

Brian also was instrumental in the build of the Fire Hall on the former Jim Hetherington property on County Road 1 in Hallville. Council of the day asked Brian to oversee the entire project which he did while still working full time at Shell.

Brian also helped those in the community outside of the Lion's Club. I recall one incident where a lady had lost her husband to a car accident and he approached me about the lady's need for a vehicle. Brian and I figured out a solution for the lady and he delivered the vehicle to that person. It allowed her to finish her education which she needed a car to do. She is now a nurse and practicing in her career.

There are many things that Brian did over the years to help the community he lived in that no one will ever know.

In closing, I don't think there is a more worthy recipient than Brian to have the park in Hallville dedicated to. He was a great husband, father, friend and community servant and spirit. He will be missed by many and the reminder and dedication at the entrance of the park in the community is very very appropriate.

Respectfully,

Dermid O'Farrell

RECEIVED  
JAN 03 2023

December 26, 2022

To whom it may concern,

Hallville will have a new park for our children, our community to enjoy for many years to come.

Wilfred and I are aware of Brian Telford, a very involved community member, contribution to get this park going. Even with his struggle with his health, he was at every meetings and gatherings to encourage all of us to push the issue. //

So lets dedicate this park in his name, The Brian Telford Community Park, it s sound good,

Wilfred St John  
Theresa St John



## **ACTION REQUEST – BYLAW**

Recreation & Culture

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-61 – County Library Lease Agreement**

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### **RECOMMENDATION:**

**THAT Council approve the agreement with the SDG County Library Board for the provision and maintenance of library services in the Villages of Chesterville, Winchester and South Mountain and authorize the Mayor and Clerk to execute the agreement.**

**AND THAT Bylaw No. 2024-61, being a bylaw for the purpose of authorizing the Township of North Dundas to enter into an agreement with the United Counties of Stormont, Dundas and Glengarry, for the provision and maintenance of library services in the Villages of Chesterville, Winchester and South Mountain be read and passed in Open Council, signed and sealed, this 10<sup>th</sup> day of October, 2024.**

### **BACKGROUND:**

The SDG Library Board has reviewed its leases with lower tier municipalities for the provision of library facilities. The Board has approved a five-year lease, commencing retroactively to January 1<sup>st</sup>, 2024. The lease is attached for Council review.

### **OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** - recommended. The increased rent will help offset costs incurred to provide library facilities.
- 2. Do not approve the recommendation** - not recommended.

### **FINANCIAL ANALYSIS:**

In 2023, the rental revenue generated from the library lease totaled \$47,239.05, which reflected a per square foot rate of \$9.75. In 2022, the lease revenue was \$45,597.54, which broke down to be \$9.41 per square foot.

The new annual rental fee is calculated at a rate of \$10.04 per square foot of usable interior area for the first year, for a total revenue of \$48,633.76. The annual rent paid for each subsequent year of the term of the Agreement shall be subject to an Annual CPI Adjustment. Library rental revenue for the years 2025-2028 will be incorporated into the municipal budgets accordingly.



**ALIGNMENT WITH STRATEGIC PLAN:**

Priority 4 - Public Communication and Outreach

**OTHERS CONSULTED:**

Director of Library Services, SDG Library

**ATTACHMENTS:**

Bylaw No. 2024-61

Lease Agreement

# LEASE AGREEMENT

THIS LEASE AGREEMENT (this “**Agreement**”) made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (the “**Effective Date**”).

BETWEEN:

*The Corporation of the Township of North Dundas*, hereinafter referred to as “the **Lessor**”

-and-

**The Stormont, Dundas and Glengarry County Library Board** hereinafter referred to as the “**Library**”

**WHEREAS** the Lessor is a duly incorporated local Municipality in the province of Ontario, incorporated pursuant to the *Municipal Act, 2001 R.S.O. 2001 c. M. 25* (the “*Municipal Act, 2001*”), and subject to all legislation and regulations, as amended from time to time, applicable to such corporations;

**WHEREAS** the Library is a County Library Board, which is a corporation established pursuant to the *Public Libraries Act, R.S.O. 1990, c.P.44*, and subject to all legislation and regulations, as amended from time to time, applicable to such corporations;

**WHEREAS** the Lessor and the Library wish to provide and maintain public library services in the Township of North Dundas for the benefit of library users within the United Counties of Stormont, Dundas and Glengarry.

**NOW THEREFORE**, in consideration of the rents, covenants, and agreements contained herein, the Lessor and the Library agree as follows:

## **1. PREMISES**

In consideration of the rents, covenants and agreements of the Library to be paid, observed and performed, the Lessor hereby leases the Library the Lease Premises as more particularly defined in Schedule “A” attached hereto (the “*Leased Premises*”), which shall include the legal description of the Property, the site location, and the approximate square footage of the Leased Premises for the purposes of Rent (as defined below).

## **2. TERM**

This Agreement will be in force for a term of five (5) years, commencing January 1, 2024 (the

“Commencement Date”). Either party may give notice to terminate this Agreement by providing ninety (90) days written notice to the other.

### **3. OVERHOLDING**

If the Library continues to occupy the Leased Premises after the termination of this Agreement, with the consent of the Lessor, and without any further written Agreement, the Library shall be a yearly tenant.

### **4. RENT**

The Library will pay to the Lessor an annual rental fee calculated at a rate of \$10.04 per square foot of usable interior area, exclusive of applicable taxes. The annual rent paid for each subsequent year of the term of the Agreement shall be subject to an Annual CPI Adjustment.

“Annual CPI Adjustment” means an annual adjustment, to the amount of the annual rent compared to the previous year, in an amount equivalent to the increase, if any, to the rate of inflation as determined by the Statistics Canada – Consumer Price Index, monthly, not seasonally adjusted, Ontario – all items (Table 18-10-0004-01).

The Annual CPI adjustment shall be calculated based on the change in the average CPI over the two preceding years, from January to December of each year. The Annual CPI Adjustment shall be applied retroactively to January 1<sup>st</sup> of each year of this Agreement beginning in 2025.

As owner/operator of the South Mountain Library Resource Room, the Township monitors and makes bookings for use of said space. The Township will allow the Library to make use of the Resource Room free of charge with the understanding that the Library cleans up after any Library run event, and that the booking of the Library event does not conflict with any Township programming. The Library shall strive to provide the Township with two months’ notice when booking the Resource Room.

### **5. INSURANCE**

Each party, at their own expense shall maintain insurance requirements for the duration of the agreement as noted below:

Municipal Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. 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; products & completed operations; owners & contractors protective; occurrence property damage; employees and volunteers as Additional Insured(s); contingent employers liability; tenants legal liability cross liability and severability of interest clause.

The Lessor shall add the United Counties of Stormont, Dundas & Glengarry (the “Counties”) and the Library as Additional Insured, subject to a waiver of subrogation. This insurance

shall be non-contributing with and apply as secondary and not as excess of any insurance available to the Counties and the Library.

The United Counties of Stormont, Dundas & Glengarry and the Library shall add the *Lessor* 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 *Lessor*.

Each party shall be responsible for the physical damage to their property used in providing services as outlined in the agreement.

Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured and the additional Insured shall bear no cost towards such deductible.

Each party shall provide the other parties with a certificate of insurance evidence of the above noted coverage including a 30-day notice of cancellation.

In addition to General Insurance, each party shall provide evidence of WSIB or its equivalent.

## **6. GENERAL PROVISIONS**

The Library covenants with the Lessor:

- a) To use the facilities only for the purpose of the SDG Library and other uses consistent with the objectives of the Library and for no other purpose;
- b) To be solely responsible for the legal governance (supervision, financial costs, standards of practice and liability) of its staff;
- c) To comply with all federal, provincial and municipal laws, rules, regulations and by-laws, and to hold the Lessor harmless from the consequences of its failure to do so;
- d) Amendment to this Agreement shall be permitted only in writing, approved and executed by duly authorized officers of each of the Parties hereto;
- e) If any clause or parts thereof in this Agreement are determined to be unenforceable, they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in full force and effect.

## **7. COVENANTS OF THE LIBRARY**

The Library shall:

- a) Maintain and provide public library services at the premises supplied by the *Lessor* for the benefit of library users;
- b) Provide custodial services required for the general maintenance of the premises exclusively used by the Library;
- c) Report, in writing, any broken or damaged or non-functioning infrastructure equipment immediately to the Lessor;
- d) Maintain all Library owned equipment in safe and good repair at its own expense;
- e) Replace, at its own expense, any costs associated with painting and flooring;

- f) Gather all refuse, litter, garbage or loose material in a central location for removal, as per Schedule C;
- g) Not alter, demolish, add to, reconstruct, or in any way vary the facility without first having obtained the consent, in writing of the Lessor, which consent may be withheld without cause or reason. It is understood that the Library houses within the facility moveable equipment such as furniture, computers, shelves, and other movable equipment for the purpose of business operations and may replace, add to, or remove such items at their discretion;
- h) Acknowledges that all requests for facility repairs, replacements or improvements are subject to the final approval of the Municipal Council.

## **8. COVENANTS OF LESSOR**

The *Lessor* shall:

- a) Provide ongoing maintenance and repair of the Leased Premises and the Property, ensuring that they are maintained to the same quality as the original work, including but not limited to the tasks outlined in Schedule "B";
- b) Provide garbage, recycling and winter snow removal services in accordance with Schedule "C";
- c) Manage the ongoing maintenance of the grounds (exclusive of the gardens), parking and building access areas (on which the premises is located);
- d) Maintain the elevator in the Leased Premises (if applicable);
- e) Provide custodial services required for the building, other than the space used for library purposes;
- f) Upon satisfactory review by the Lessor, permit the placement of appropriate signage on the exterior and interior of the building in a manner that is consistent with all other Lessor signage and in accordance with the Lessor's sign by-law;
- g) Provide an outdoor salt storage bin (with scoop), in a location easily accessible and adjacent to the Leased Premises' door and walkway. The bin shall be stocked with a deicer compound (not rock salt) for the use of deicing sidewalks and walkways;
- h) Have the right to enter and conduct periodic inspections of the premises, viewing the state of maintenance and repair;
- i) Have the right to coordinate and carry out any maintenance deemed necessary from the site inspections.

## **9. INDEMNIFICATION**

The *Lessor* covenants and agrees to defend, indemnify and save harmless the United Counties of Stormont, Dundas & Glengarry and the Library their elected officials, officers, employees and volunteers 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 to 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 *Lessor*, their officers, employees, agents, or others who the *Lessor* is legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the County and the Library in accordance with this Agreement and shall survive this Agreement.

The United Counties of Stormont, Dundas & Glengarry and the Library, covenants and agrees to defend, indemnify and save harmless the *Lessor*, their elected officials, officers, employees and 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 to 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 County and the Library, their officers, employees, agents, or others who the County and the Library are legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the *Lessor* in accordance with this Agreement and shall survive this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under signature of their duly authorized officers on the date set forth:

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

PER: \_\_\_\_\_

Name: Tony Fraser

Title: Mayor

PER: \_\_\_\_\_

Name: Nancy Johnston

Title: Director of Corporate Services / Clerk

*We have authority to bind the Lessor*

THE STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD (the "Library")

PER: M-MacDonald.

Name: Margaret MacDonald

Title: SDG Library Board Chair

PER: Rebecca Luck

Name: Rebecca Luck

Title: Director of Library Services

*We have authority to bind the Library*

## SCHEDULE "A"

### 1. Legal Description

SDG Library – Chesterville Branch  
LT 86 BLK F S/S NATION RIVER PL 35 W OF HWY167; NORTH DUNDAS  
PIN: 66146-0550

SDG Library – South Mountain Branch  
PT LT 7 CON 2 MOUNTAIN AS IN DRB33159; NORTH DUNDAS  
PIN: 66107-0104

SDG Library – Winchester Branch  
LT 124, 122 BLK H PL 34; PT LT 125-126 BLK H PL 34; PT BLK H PL 34 PT 1, 8R1010  
EXCEPT PT 1, 8R4004; NORTH DUNDAS  
PIN: 66150-0198

### 2. Site Locations

SDG Library – Chesterville Branch  
1 Mill Street  
Chesterville, ON  
K0C 1H0

SDG Library – South Mountain Branch  
10543 Main Street  
South Mountain, ON  
K0E 1W0

SDG Library – Winchester Branch  
547 St. Lawrence Street  
Winchester, ON  
K0C 2K0

### 3. Approximate Square Footage of Leased Premises

SDG Library – Chesterville Branch: 1123 sq. ft.  
SDG Library – South Mountain Branch: 1417 sq. ft.  
SDG Library – Winchester Branch: 2304 sq. ft.

## SCHEDULE "B"

### 1. Repair and Maintenance

As per Section 7a), the Lessor's specific responsibilities, at its own cost and expense shall include:

Service	Frequency
Performing all necessary building repairs and capital improvements within the building envelope	As required
Repairing and replacing the roof	As required
Repairing and maintaining the exterior façade of the Building	As required
Replacing plumbing, heating, lighting, water and ventilation systems and conducting major repairs	As required
Replacing broken windows	As required
Cleaning the exterior façade and windows	Annually, or at the discretion of Library staff
Replacing light fixtures (including the ballasts)	As required
Conducting pest control measures	Monthly
Inspections of fire extinguishers and emergency lighting	Annually
Maintaining smoke alarms and other fire safety systems in proper working condition	As required
Supplying electric power, water and sewer charges, heat and air conditioning	Daily
Performing regular elevator maintenance (if applicable)	As required

### 2. Accessibility

The Lessor and the Library acknowledge the importance of accessibility in the Leased Premises. The Lessor shall ensure that the Leased Premises comply with all applicable laws, regulations, and standards related to accessibility for individuals with disabilities, including but not limited to the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. The Lessor shall take all reasonable steps to make the Leased Premises accessible for individuals with disabilities, including but not limited to providing accessible parking, washrooms, entrances, and other facilities. The Lessor shall bear all costs associated with making the Leased Premises accessible. The Library shall cooperate with the Lessor in making the Leased Premises more accessible, including but not limited to granting access to common areas and providing reasonable accommodation for construction and renovation. The Lessor shall keep the Library informed of its progress in making the Leased Premises more accessible and shall promptly notify the Lessor of any issues or concerns related to accessibility.

## SCHEDULE "C"

### 1. Site Specific Services

As per Section 7a), the Lessor's specific responsibilities, at its own cost and expense shall include:

<b>SDG Library – Chesterville Branch</b>	
Garbage Removal	Garbage shall be collected by Library staff and placed at curbside on the designated weekly community garbage collection day.
Recycling Removal	Recycling shall be collected by Library staff and placed at curbside on the designated weekly community recycling collection day.
Snow Removal	Snow removal shall be carried out by the Municipal plow operators. During snow fall events, the Municipal plow operators shall clear the parking lots as often as possible (with priority given to Municipal roads). Sidewalks will be cleared of snow in accordance with the Ontario Minimum Maintenance Standards (Ontario MMS).
Deicer	To be spread by Municipality and by Library staff.
<b>SDG Library – South Mountain Branch</b>	
Garbage Removal	Garbage shall be collected by Library staff and placed at curbside on the designated weekly community garbage collection day.
Recycling Removal	Recycling shall be collected by Library staff and placed at curbside on the designated weekly community recycling collection day.
Snow Removal	The Township's contractor shall carry out the following maintenance standards: <ul style="list-style-type: none"> <li>• Snow clearing must occur once 3 cm of snow has accumulated.</li> <li>• Snow must be cleared from the entire parking lot perimeter (right up to the parking lot curbs/limits). No snow is to be left in the parking lot.</li> </ul> Snow clearing must include all doorways, exits/bay doors, and other points of building egress, as well as walkways.
Deicer	The Township's contractor is to apply salt to parking lots, walkways, points of egress, etc. as required and as deemed necessary by the contractor, unless otherwise advised by a Township representative.
<b>SDG Library – Winchester Branch</b>	
Garbage Removal	Garbage shall be collected by Library staff and placed at curbside on the designated weekly community garbage collection day.
Recycling Removal	Recycling shall be collected by Library staff and placed at curbside on the designated weekly community recycling collection day.
Snow Removal	The Township's contractor shall carry out the following maintenance standards: <ul style="list-style-type: none"> <li>• Snow clearing must occur once 3 cm of snow has accumulated.</li> </ul>



	<ul style="list-style-type: none"> <li>• Snow must be cleared from the entire parking lot perimeter (right up to the parking lot curbs/limits). No snow is to be left in the parking lot.</li> </ul> <p>Snow clearing must include all doorways, exits/bay doors, and other points of building egress, as well as walkways.</p>
Deicer	<p>The Township's contractor is to apply salt to parking lots, walkways, points of egress, etc. as required and as deemed necessary by the contractor, unless otherwise advised by a Township representative.</p>

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

**BYLAW No. 2024-61**

***Being a Bylaw Permitting the Township of North Dundas to enter into an agreement with the United Counties of Stormont, Dundas and Glengarry, for the provision and maintenance of library services in the Villages of Chesterville, Winchester and South Mountain.***

**WHEREAS** the *Municipal Act*, 2001, S.O. 2001, Chapter 25, Section 5 (3), as amended, provides that the powers of the Municipality shall be exercised by bylaw.

**AND WHEREAS** the Council of the Township of North Dundas desires to enter into an agreement with the United Counties of Stormont, Dundas and Glengarry, for the provision and maintenance of library services in the Villages of Chesterville, Winchester and South Mountain for the years 2024-2028.

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

- 1.0** That the Mayor and the Director of Corporate Services/Clerk are hereby authorized to sign the Agreement, attached hereto as Schedule "A" and forming part of this Bylaw.
- 2.0** This Bylaw shall come into force and take effect on the date of signing.

**READ and passed in Open Council, signed and sealed this 7th day of November, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## LEASE AGREEMENT

THIS LEASE AGREEMENT (this "**Agreement**") made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date").

BETWEEN:

*The Corporation of the Township of North Dundas*, hereinafter referred to as "the Lessor"

-and-

**The Stormont, Dundas and Glengarry County Library Board** hereinafter referred to as the "**Library**"

**WHEREAS** the Lessor is a duly incorporated local Municipality in the province of Ontario, incorporated pursuant to the *Municipal Act, 2001 R.S.O. 2001 c. M. 25* (the "Municipal Act, 2001"), and subject to all legislation and regulations, as amended from time to time, applicable to such corporations;

**WHEREAS** the Library is a County Library Board, which is a corporation established pursuant to the *Public Libraries Act, R.S.O. 1990, c.P.44*, and subject to all legislation and regulations, as amended from time to time, applicable to such corporations;

**WHEREAS** the Lessor and the Library wish to provide and maintain public library services in the Township of North Dundas for the benefit of library users within the United Counties of Stormont, Dundas and Glengarry.

**NOW THEREFORE**, in consideration of the rents, covenants, and agreements contained herein, the Lessor and the Library agree as follows:

### 1. PREMISES

In consideration of the rents, covenants and agreements of the Library to be paid, observed and performed, the Lessor hereby leases the Library the Lease Premises as more particularly defined in Schedule "A" attached hereto (the "Leased Premises"), which shall include the legal description of the Property, the site location, and the approximate square footage of the Leased Premises for the purposes of Rent (as defined below).

### 2. TERM

This Agreement will be in force for a term of five (5) years, commencing January 1, 2024 (the

“Commencement Date”). Either party may give notice to terminate this Agreement by providing ninety (90) days written notice to the other.

### **3. OVERHOLDING**

If the Library continues to occupy the Leased Premises after the termination of this Agreement, with the consent of the Lessor, and without any further written Agreement, the Library shall be a yearly tenant.

### **4. RENT**

The Library will pay to the Lessor an annual rental fee calculated at a rate of \$10.04 per square foot of usable interior area, exclusive of applicable taxes. The annual rent paid for each subsequent year of the term of the Agreement shall be subject to an Annual CPI Adjustment.

“Annual CPI Adjustment” means an annual adjustment, to the amount of the annual rent compared to the previous year, in an amount equivalent to the increase, if any, to the rate of inflation as determined by the Statistics Canada – Consumer Price Index, monthly, not seasonally adjusted, Ontario – all items (Table 18-10-0004-01).

The Annual CPI adjustment shall be calculated based on the change in the average CPI over the two preceding years, from January to December of each year. The Annual CPI Adjustment shall be applied retroactively to January 1<sup>st</sup> of each year of this Agreement beginning in 2025.

As owner/operator of the South Mountain Library Resource Room, the Township monitors and makes bookings for use of said space. The Township will allow the Library to make use of the Resource Room free of charge with the understanding that the Library cleans up after any Library run event, and that the booking of the Library event does not conflict with any Township programming. The Library shall strive to provide the Township with two months’ notice when booking the Resource Room.

### **5. INSURANCE**

Each party, at their own expense shall maintain insurance requirements for the duration of the agreement as noted below:

Municipal Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. 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; products & completed operations; owners & contractors protective; occurrence property damage; employees and volunteers as Additional Insured(s); contingent employers liability; tenants legal liability cross liability and severability of interest clause.

The Lessor shall add the United Counties of Stormont, Dundas & Glengarry (the “Counties”) and the Library as Additional Insured, subject to a waiver of subrogation. This insurance

shall be non-contributing with and apply as secondary and not as excess of any insurance available to the Counties and the Library.

The United Counties of Stormont, Dundas & Glengarry and the Library shall add the *Lessor* 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 *Lessor*.

Each party shall be responsible for the physical damage to their property used in providing services as outlined in the agreement.

Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured and the additional Insured shall bear no cost towards such deductible.

Each party shall provide the other parties with a certificate of insurance evidence of the above noted coverage including a 30-day notice of cancellation.

In addition to General Insurance, each party shall provide evidence of WSIB or its equivalent.

## **6. GENERAL PROVISIONS**

The Library covenants with the Lessor:

- a) To use the facilities only for the purpose of the SDG Library and other uses consistent with the objectives of the Library and for no other purpose;
- b) To be solely responsible for the legal governance (supervision, financial costs, standards of practice and liability) of its staff;
- c) To comply with all federal, provincial and municipal laws, rules, regulations and by-laws, and to hold the Lessor harmless from the consequences of its failure to do so;
- d) Amendment to this Agreement shall be permitted only in writing, approved and executed by duly authorized officers of each of the Parties hereto;
- e) If any clause or parts thereof in this Agreement are determined to be unenforceable, they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in full force and effect.

## **7. COVENANTS OF THE LIBRARY**

The Library shall:

- a) Maintain and provide public library services at the premises supplied by the *Lessor* for the benefit of library users;
- b) Provide custodial services required for the general maintenance of the premises exclusively used by the Library;
- c) Report, in writing, any broken or damaged or non-functioning infrastructure equipment immediately to the Lessor;
- d) Maintain all Library owned equipment in safe and good repair at its own expense;
- e) Replace, at its own expense, any costs associated with painting and flooring;



- f) Gather all refuse, litter, garbage or loose material in a central location for removal, as per Schedule C;
- g) Not alter, demolish, add to, reconstruct, or in any way vary the facility without first having obtained the consent, in writing of the Lessor, which consent may be withheld without cause or reason. It is understood that the Library houses within the facility moveable equipment such as furniture, computers, shelves, and other movable equipment for the purpose of business operations and may replace, add to, or remove such items at their discretion;
- h) Acknowledges that all requests for facility repairs, replacements or improvements are subject to the final approval of the Municipal Council.

## **8. COVENANTS OF LESSOR**

The *Lessor* shall:

- a) Provide ongoing maintenance and repair of the Leased Premises and the Property, ensuring that they are maintained to the same quality as the original work, including but not limited to the tasks outlined in Schedule "B";
- b) Provide garbage, recycling and winter snow removal services in accordance with Schedule "C";
- c) Manage the ongoing maintenance of the grounds (exclusive of the gardens), parking and building access areas (on which the premises is located);
- d) Maintain the elevator in the Leased Premises (if applicable);
- e) Provide custodial services required for the building, other than the space used for library purposes;
- f) Upon satisfactory review by the Lessor, permit the placement of appropriate signage on the exterior and interior of the building in a manner that is consistent with all other Lessor signage and in accordance with the Lessor's sign by-law;
- g) Provide an outdoor salt storage bin (with scoop), in a location easily accessible and adjacent to the Leased Premises' door and walkway. The bin shall be stocked with a deicer compound (not rock salt) for the use of deicing sidewalks and walkways;
- h) Have the right to enter and conduct periodic inspections of the premises, viewing the state of maintenance and repair;
- i) Have the right to coordinate and carry out any maintenance deemed necessary from the site inspections.

## **9. INDEMNIFICATION**

The *Lessor* covenants and agrees to defend, indemnify and save harmless the United Counties of Stormont, Dundas & Glengarry and the Library their elected officials, officers, employees and volunteers 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 to 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 *Lessor*, their officers, employees, agents, or others who the *Lessor* is legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the County and the Library in accordance with this Agreement and shall survive this Agreement.

The United Counties of Stormont, Dundas & Glengarry and the Library, covenants and agrees to defend, indemnify and save harmless the *Lessor*, their elected officials, officers, employees and 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 to 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 County and the Library, their officers, employees, agents, or others who the County and the Library are legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the *Lessor* in accordance with this Agreement and shall survive this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement under signature of their duly authorized officers on the date set forth:

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

PER: \_\_\_\_\_

Name: Tony Fraser

Title: Mayor

PER: \_\_\_\_\_

Name: Nancy Johnston

Title: Director of Corporate Services / Clerk

*We have authority to bind the Lessor*

THE STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD (the "Library")

PER: M-MacDonald.

Name: Margaret MacDonald

Title: SDG Library Board Chair

PER: Rebecca Luck

Name: Rebecca Luck

Title: Director of Library Services

*We have authority to bind the Library*

## **SCHEDULE "A"**

### **1. Legal Description**

SDG Library – Chesterville Branch  
PT BLK C, Q PL 39 AS IN IR3458; S/T IR3458E; SOUTH DUNDAS  
PIN: 66121-0255

SDG Library – South Mountain Branch  
PT LT 7 CON 2 MOUNTAIN AS IN DRB33159; NORTH DUNDAS  
PIN: 66107-0104

SDG Library – Winchester Branch  
LT 124, 122 BLK H PL 34; PT LT 125-126 BLK H PL 34; PT BLK H PL 34 PT 1, 8R1010  
EXCEPT PT 1, 8R4004; NORTH DUNDAS  
PIN: 66150-0198

### **2. Site Locations**

SDG Library – Chesterville Branch  
1 Mill Street  
Chesterville, ON  
K0C 1H0

SDG Library – South Mountain Branch  
10543 Main Street  
South Mountain, ON  
K0E 1W0

SDG Library – Winchester Branch  
547 St. Lawrence Street  
Winchester, ON  
K0C 2K0

### **3. Approximate Square Footage of Leased Premises**

SDG Library – Chesterville Branch: 1123 sq. ft.  
SDG Library – South Mountain Branch: 1417 sq. ft.  
SDG Library – Winchester Branch: 2304 sq. ft.

## SCHEDULE "B"

### 1. Repair and Maintenance

As per Section 7a), the Lessor's specific responsibilities, at its own cost and expense shall include:

<b>Service</b>	<b>Frequency</b>
Performing all necessary building repairs and capital improvements within the building envelope	As required
Repairing and replacing the roof	As required
Repairing and maintaining the exterior façade of the Building	As required
Replacing plumbing, heating, lighting, water and ventilation systems and conducting major repairs	As required
Replacing broken windows	As required
Cleaning the exterior façade and windows	Annually, or at the discretion of Library staff
Replacing light fixtures (including the ballasts)	As required
Conducting pest control measures	Monthly
Inspections of fire extinguishers and emergency lighting	Annually
Maintaining smoke alarms and other fire safety systems in proper working condition	As required
Supplying electric power, water and sewer charges, heat and air conditioning	Daily
Performing regular elevator maintenance (if applicable)	As required

### 2. Accessibility

The Lessor and the Library acknowledge the importance of accessibility in the Leased Premises. The Lessor shall ensure that the Leased Premises comply with all applicable laws, regulations, and standards related to accessibility for individuals with disabilities, including but not limited to the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The Lessor shall take all reasonable steps to make the Leased Premises accessible for individuals with disabilities, including but not limited to providing accessible parking, washrooms, entrances, and other facilities. The Lessor shall bear all costs associated with making the Leased Premises accessible. The Library shall cooperate with the Lessor in making the Leased Premises more accessible, including but not limited to granting access to common areas and providing reasonable accommodation for construction and renovation. The Lessor shall keep the Library informed of its progress in making the Leased Premises more accessible and shall promptly notify the Lessor of any issues or concerns related to accessibility.



**SCHEDULE "C"**

**1. Site Specific Services**

As per Section 7a), the Lessor's specific responsibilities, at its own cost and expense shall include:

<b>SDG Library – Chesterville Branch</b>	
Garbage Removal	Garbage shall be collected by Library staff and placed at curbside on the designated weekly community garbage collection day.
Recycling Removal	Recycling shall be collected by Library staff and placed at curbside on the designated weekly community recycling collection day.
Snow Removal	Snow removal shall be carried out by the Municipal plow operators. During snow fall events, the Municipal plow operators shall clear the parking lots as often as possible (with priority given to Municipal roads). Sidewalks will be cleared of snow in accordance with the Ontario Minimum Maintenance Standards (Ontario MMS).
Deicer	To be spread by Municipality and by Library staff.
<b>SDG Library – South Mountain Branch</b>	
Garbage Removal	Garbage shall be collected by Library staff and placed at curbside on the designated weekly community garbage collection day.
Recycling Removal	Recycling shall be collected by Library staff and placed at curbside on the designated weekly community recycling collection day.
Snow Removal	The Township's contractor shall carry out the following maintenance standards: <ul style="list-style-type: none"> <li>• Snow clearing must occur once 3 cm of snow has accumulated.</li> <li>• Snow must be cleared from the entire parking lot perimeter (right up to the parking lot curbs/limits). No snow is to be left in the parking lot.</li> </ul> Snow clearing must include all doorways, exits/bay doors, and other points of building egress, as well as walkways.
Deicer	The Township's contractor is to apply salt to parking lots, walkways, points of egress, etc. as required and as deemed necessary by the contractor, unless otherwise advised by a Township representative.
<b>SDG Library – Winchester Branch</b>	
Garbage Removal	Garbage shall be collected by Library staff and placed at curbside on the designated weekly community garbage collection day.
Recycling Removal	Recycling shall be collected by Library staff and placed at curbside on the designated weekly community recycling collection day.
Snow Removal	The Township's contractor shall carry out the following maintenance standards: <ul style="list-style-type: none"> <li>• Snow clearing must occur once 3 cm of snow has accumulated.</li> </ul>

	<ul style="list-style-type: none"> <li>• Snow must be cleared from the entire parking lot perimeter (right up to the parking lot curbs/limits). No snow is to be left in the parking lot.</li> </ul> <p>Snow clearing must include all doorways, exits/bay doors, and other points of building egress, as well as walkways.</p>
Deicer	<p>The Township's contractor is to apply salt to parking lots, walkways, points of egress, etc. as required and as deemed necessary by the contractor, unless otherwise advised by a Township representative.</p>



## KEY INFORMATION

Transportation Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Henderson Creek Municipal Drain - Engineer's Background Review**

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Shade Group Inc. was appointed by Council on February 29, 2024, under Section 78 of the *Drainage Act* to undertake an update to the Henderson Creek Municipal Drain. The 'Major Improvement' (Section 78) process has been initiated as there have been a number of enclosures that have been constructed throughout the Village of Winchester which were never done under the proper *Drainage Act* process. Numerous enclosures have reached the end of life and require replacement; however, replacement is not currently possible under the premise of the *Drainage Act* as the existing site conditions do not match the governing Engineer's Report.

Shade Group has undertaken an initial review of the background information and existing site conditions to better understand the required undertaking and a summary of their findings and next steps are set out below. Shade Group's full Background Review Report is attached as Appendix "A".

### Summary

1. Multiple enclosures of Henderson Creek Municipal Drain, not previously adopted under the *Drainage Act*, are reaching the end of life which has prompted the Section 78 process under the *Drainage Act* so that the governing Engineer's Report can be updated – to allow for continued maintenance moving forward.
2. Walkthrough inspection revealed sections of open and enclosed drains partially obstructed by vegetation and/or sediment. Enclosed sections appear to be constructed with a mix of standard and non-standard materials.
3. Final direction on realignments, further enclosures, or simply adopting what is already there (with minor upgrades) will be discussed once the additional works described in the Background Review Report have been completed.

### Next Steps

1. On-site meeting for all the residents within the watershed to discuss the steps going forward.

2. Engineering survey to update profile drawings and to aid in the hydrologic and hydraulic analysis. It will also include an inventory of existing enclosures, their diameter and condition.
3. Preliminary drafting will aid in reforming the watershed boundary to determine the contributing area.
4. CCTV inspection will determine the condition of the existing enclosures and determine if there are additional pipe networks connected into these enclosed sections.
5. Maintain continued correspondence with the South Nation Conservation Authority's water resource department.

APPENDIX "A" TO KEY INFORMATION REPORT  
- HENDERSON MUNICIPAL DRAIN

**HENDERSON CREEK MUNICIPAL DRAIN**

BACKGROUND REVIEW  
FOR S. 78 ENGINEER'S REPORT  
TOWNSHIP OF NORTH DUNDAS



**PREPARED BY**  
SHADE GROUP INC  
4625 MARCH ROAD  
ALMONTE, ON  
K0A 1A0

**PREPARED FOR**  
TOWNSHIP OF NORTH DUNDAS  
636 ST. LAWRENCE STREET  
WINCHESTER, ON  
K0C 2K0

**SEPTEMBER 2024**



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## APPENDICES

- APPENDIX A: LOCATION PLAN
- APPENDIX B: PRELIMINARY WATERSHED MAP
- APPENDIX C: PHOTOS OF SITE CONDITIONS

## REVISIONS & SUBMISSIONS

Revision #	Comments	Date
00	Background Review - Submission to Township	Sept 12, 2024

## 1.0 INTRODUCTION

Shade Group Inc. was appointed on February 29, 2024, under Section 78 of the Drainage Act to undertake an update to the Henderson Creek Municipal Drain. The ‘Major Improvement’ (Section 78) process has been initiated as there have been a number of enclosures that have occurred throughout the Village of Winchester which were never done under the proper Drainage Act process. Numerous enclosures have reached the end of life and require replacement, however, replacement is not currently possible under the premise of the Drainage Act as the existing site conditions do not match the governing Engineer’s Report.

Shade Group has undertaken an initial review of the background information and existing site conditions to better understand the required undertaking, and the results of our findings have been summarized herein. It is intended that this report provides recommendations to Council on what the next steps in the project should be. Given the urban nature of the area of the enclosures, and as numerous options have been presented by Township and County staff pertaining to the desired next steps, this project is being approached in stages. Information is being collected and presented so that an informed decision can be made on the most suitable eventual update to the Engineer’s Report.

## 2.0 DRAIN HISTORY

The Township of North Dundas provided documentation pertaining to the history of the Henderson Creek Municipal Drain. There are some inconsistencies in the historical documentation concerning the upstream and downstream limits, as well as the described alignment of the Henderson Creek Municipal Drain. The determination of the existing upstream and downstream limits and alignment of the drain, based on the historical documents, are to be finalized in consultation with the Township’s Drainage Superintendent.

Table 1 below provides a summary of the relevant Engineer’s Reports and documents that have been provided by the Township:

*Table 1: Relevant Engineer’s Reports Concerning the Henderson Creek Municipal Drain.*

Title	Author	Date Authored	Plan Provided	Profile Provided
Henderson Creek Drain	Graham Reid & Associates Ltd	October 20, 1955	Y	Y
Henderson Creek & Quart Municipal Drain	Graham Berman & Associates Ltd.	March 15, 1967	N	Y
Henderson, Dawley, Annable Drain System	Ainley Graham & Associates Ltd.	January 1990	Y	N/A

Profile of that part of Henderson Creek Municipal Drain downstream of the Village of Winchester	N/A	N/A (based on survey date August 19, 1986 by N.P. Armstrong & R.D. Kelly)	N/A	Y
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### Description of the Alignment - 1967

The 1967 Engineer’s report describes the alignment of the Henderson Creek Municipal Drain as follows:

*“Commences on the west side of Block 2 in the Village of Winchester and flows northerly and easterly as shown on the accompanying plan, to its outlet in the Petit Castor Drainage Scheme on Lot 6, in Concession 8 (Winchester Twp). When the drain strikes the west side of Mill Street, it divides into two branches, the main drain flowing north for a distance along the west side of the street and the other branch called the “Diverting Drain” flowing easterly and northerly, meeting the main drain again on Lot 5, Concession 7. The drain is 18700 lineal feet in length and drains an area of 1923 acres, of which 343 acres are in the Village” (Graham, Berman & Associates, 1967)*

The 1955 report was in agreement with the 1967 report concerning the location of the outlet on Lot 6, Concession 8. There is some discrepancy in the name of the watercourse the Henderson Creek Municipal Drain outlets to. The 1967 description (see above) describes the outlet as the Petit Castor Drainage Scheme, however the profile from the 1986 documentations suggest the outlet is the Annable Creek. Despite the inconsistency in the naming, both reports appear to be in agreement that the outlet is located on Lot 6, Concession 8.

### Discrepancy in the Length of the Henderson Creek Municipal Drain

The 1967 Engineer’s Report states the Henderson Creek Municipal Drain is 18,700 lineal feet. Shade Group’s review of the alignment using aerial mapping (AutoCAD) suggests that the Henderson Creek Municipal Drain alignment for the Main Drain channel is approximately 4,569 m (14,989 ft) and the Diversion Drain is approximately 1,216 m (3,989 ft) for a total of 5,785 m (18,979 ft).

### Upstream Limit

The 1967 Engineer’s Report defines the upstream limit as the west side of Block 2 in the Village of Winchester. Based on the information provided, the exact location of the upstream limit is not clearly defined as a Plan View from the 1967 Report was not available at this time to clarify the description in the report. It is known that the Steele Branch outlets into the upstream limit of the Henderson Creek Municipal Drain. Based on the Stations from a map of the Steele Branch Shade

Group has approximated the upstream limits of the Henderson Drain however further consultation with the Township's Drainage Superintendent will be undertaken to confirm an official upstream limit of the Henderson Creek Municipal Drain.

### Main Drain and Diversion Drain Alignment

The Henderson Creek Municipal Drain splits into two channels called the Main Drain and the Diversion Drain. The upstream split is located just north of the intersection of Albert and Clarence Street at approximately Station 8+66, and the two channels converge just south of the Township sewage lagoons at approximately Station 21+67. The information provided to date for the 1967 report did not contain a plan view of the drain labeling each channel, but the report specifies that the Main Drain is the channel that continues north along Albert Street after the split while the Diversion Drain flows northeast. The information provided by the Township for the 1955 Engineer's Report did contain a plan view that labeled the Main and Diversion Drain Channels in reverse of what was described in the 1967 Engineer's Report. As the 1967 report is more recent, Shade Group will continue with the naming convention presented in the 1967 Engineer's Report moving forward.

## 3.0 DESCRIPTION OF THE WATERSHED

The watershed for the Henderson Creek Municipal Drain encompasses lands located in the following:

- Concession 8, Lots 5-6
- Concession 7, Lots 3-7
- Concession 6, Lots 2-8
- Concession 5, Lots 1-5, 7,8.

All lands are located in the Township of North Dundas, Geographic Township of Winchester. A location plan and plan view illustrating the watershed boundary can be found in **Appendices A and B** respectively.

The Henderson Creek Municipal Drain watershed is estimated to encompass approximately 2,182 acres according to Shade Group's preliminary watershed boundary derived using the Ontario Watershed Information Tool (OWIT). The multiple branch drains that have been constructed since 1967 are assumed to account for the increase in drainage area compared to the drainage area of 1,923 acres from the 1967 Engineer's Report. These tributaries to the Henderson Creek Municipal Drain have been shown on the Preliminary Watershed Map enclosed in **Appendix B**. Table 2, adapted from the 1990 Engineer's Report, summarizes the bylaws adopted since the governing 1967 Engineer's Report for the Henderson Creek Municipal Drain to provide a timeline for context:



*Table 1: Summary of Bylaws (Henderson, Dawley, Annable Drain System”, by Ainley Graham & Associates Limited, January 1990)*

By-Law No.	Year	Drain
9-67	1967	Henderson Creek Municipal drain
69-20	1969	Tighe Main Drain and Tighe Branch D
21-70	1970	Dawley Drain, Branch 1 and 2
16-71	1971	Lawrence Annable Drain
6-72	1972	John Henderson Creek Municipal drain
10-74	1974	P. Rodney Drain and G. Holmes Drain
15-74	1974	Wellington Stewart Drain
9-76	1976	Gibson Main Drain and Gibson Branch Drain
15-80	1980	Irving-Quart Drain and Reynolds Branch Drain
8-82	1982	Steele Branch Drain

## 4.0 SITE REVIEW

In June 2024, Shade Group conducted a field inspection of the Henderson Creek Municipal Drain starting at the downstream limits at the outlet into Annable Creek and ending just upstream of the tie-in with the Steele Branch. The purpose of the inspection was to verify and complete a preliminary inventory of the existing site conditions and to better understand the mix of open and enclosed channel through the Village of Winchester. Shade Group staff walked the majority of the Henderson Creek Municipal Drain and made observations about maintenance requirements, blockages, and a preliminary inventory of the enclosures that have occurred.

Included in **Appendix B** is a preliminary watershed map of the Henderson Creek Municipal Drain and the alignment has been divided into four sections as summarized in Table 3:

*Table 2: Summary of sections shown in the watershed map of the Henderson Creek Municipal drain*

Section of Drain	Approximate Stations (m)	Description
A	0+00 – 3+97	Upstream limits of Henderson Creek Municipal Drain (downstream limits of Steele Branch) to crossing under County Road 38
B	3+97– 8+66	Crossing under County Road 38 to Clarence Street
C	8+66– 30+31	Clarence Street to County Road 3
D	30+31– 45+69	County Road 3 to outlet into Annable Creek Drain

Photographs taken by Shade Group staff can be found in **Appendix C**.

#### 4.1 SECTION A – STATION 0+00 – 3+97

This section begins at the upstream limit of the Henderson Creek Municipal Drain and ends on the west side of St. Lawrence Street (County Road 38). The drain had significant vegetation growth between Station 0+00 to Station  $\pm 1+89$  and would benefit from maintenance activities in this area. From there, the drain appears to be enclosed underneath the vacant yard located at 594 St. Lawrence Street from Station  $\pm 1+89$  to  $\pm 3+06$ . The true alignment and condition of the enclosed drain underneath this fenced yard are unknown and will require CCTV inspection to determine. Of additional concern is that the enclosure appears to travel *underneath* a relatively newly constructed building on the north side of 594 St. Lawrence Street. From Station  $\pm 3+06$  to  $\pm 3+97$  the drain is an open channel with some localized areas of vegetation, which could be addressed with spot cleanouts. The owners within this section of the alignment spoke with Shade Group staff during our site review and noted that they made an effort to keep the area maintained and free of blockages. A footbridge has been built over the drain in this region, which might be obstacles to maintenance efforts and would be expected to be discussed on a case by case bases with the landowner during maintenance efforts. The observed footbridge did not appear to be a detriment to the drain.

#### 4.2 SECTION B – STATION 3+97 – 8+66

This section begins at the west side of St. Lawrence Street (County Road 38). Starting at Station  $\pm 3+97$  there is a culvert underneath the County Road, which appears to have been joined with an enclosure across part of the yard of 585 St. Lawrence Street. Throughout this stretch of the drain it jumps back and forth between open and closed sections. The materials used for the enclosures included standard corrugated steel pipe and non-standard materials such as what appears to be repurposed steel pipe or tanks used for other industrial purposes. The detail view in the watershed map found in **Appendix B** shows the locations of the enclosures and their materials. The exact alignment, composition, and condition of the piping is recommended to be reviewed by way of a CCTV inspection as these details could not be gathered from a visual inspection alone. While some stretches the inlet or outlet could be observed from the other end (daylight) – some sections could not, suggesting either a blockage or turns and bends in the enclosed alignment. The visual inspection did identify a potential failure of the enclosure on 585 St. Lawrence Street at Station  $\pm 4+89$  due to the obvious slumping of the ground overtop of the pipe.

#### 4.3 SECTION C – STATION 8+66 – 30+31

Section C begins at the outlet of the open bottom concrete culvert underneath Clarence Street at Station  $\pm 8+66$ . On the west side of Albert Street, just north of the intersection of Albert and Clarence Street, the Henderson Creek Municipal Drain splits into two channels called the Main Drain and the Diversion Drain. The Henderson Creek Municipal Drain converges back into a single channel at Station  $\pm 21+67$  and continues north following the western border of the sewage lagoons until it reaches County Road 3. Large stretches of the open channel were noted as having

significant growth within the drain, as well as fallen trees or branches within the channel; and maintenance works would be beneficial to the reinstatement of the drain.

### MAIN DRAIN

The Main Drain flows north along the West side of Albert Street where it remains as open ditch until Station  $\pm 10+90$ . The Main Drain channel converts to an enclosed stretch for approximately 600' and zig-zags east across Albert Street, continues east and north through the property southeast of the intersection of Main Street and Albert Street, and then continues north across Main Street before rejoining with an open channel at Station  $\pm 12+80$ . The site inspection found two CSP culverts at the outlet of this enclosure measuring approximately 36" across, with roughly half the cross-section filled with sediment. The Main Drain then continues north as open channel for approximately 90 meters before crossing Queen Street. The culvert had significant vegetation growth at the downstream end and a tree falling into the ditch at the inlet. The Main Drain then flows west to Ottawa Street and then north for roughly 33m before crossing Ottawa Street at station  $\pm 14+44$ . The CSP culvert at this crossing measured approximately 52" across and was unobstructed. The Main Drain then travels as an open ditch behind the newly built homes on Arora Crescent and then continues northeast through agricultural land until it converges with the Diversion Drain at Station  $\pm 21+67$ . Maintenance efforts would be beneficial to remedy the heavy vegetation growth observed in the section of the Main Drain.

### DIVERSION DRAIN

The Diversion Drain crosses Albert Street at Station  $\pm 8+66$  and continues northeast as an open channel behind the homes on Victoria Street. It was noted during the inspection that there were multiple fallen trees across the drain and areas of significant vegetation growth that would benefit from spot cleanouts. A culvert constructed from non-conventional steel pipe was found at a drain crossing directly east of the intersection of Queen Street with Lancaster Lane. Thick vegetation was observed at the inlet of this culvert. Review of the Diversion Drain downstream of this non-conventional culvert was not completed at this time as there were farm animals and electric fencing preventing entrance. Shade Group proposes that consultation with the owner of these lands will need to be undertaken to coordinate access to undertake surveying works in the future.

## **4.4 SECTION D – STATION 30+31 – 45+69**

Section D is comprised entirely of an open channel cross-section through agricultural lands. The outlet of the drain and upstream to Station  $\pm 42+52$  is heavily overgrown with vegetation and would benefit from maintenance works. It appears as though maintenance works have been performed on the channel between approximately  $\pm 40+36$  and  $\pm 37+30$  as the channel was bare of any overgrowth and considerably more open than other areas on the drain. Farm crossings were observed at approximately  $\pm 37+20$  and  $\pm 42+52$ . The culvert at  $\pm 42+52$  appears to be

comprised of an old oil drum, while the crossing at  $\pm 37+20$  was a CSP measuring approximately 60" in diameter. The CSP crossing had large branches on either end of the culvert that should be removed to provide for free flow through the culvert.

## 5.0 NEXT STEPS

The following are our recommended next steps for this project:

### 5.1 ON-SITE MEETING

It is recommended that an on-site meeting be held in fitting with the specifications of the Drainage Act. This meeting is recommended to be held at an appropriate communal venue organized by the Township and Shade Group would conduct an initial meeting with landowners to discuss the project with those in attendance. At the meeting, we would highlight the issue with the current governing report, provide some high-level discussion on anticipated next steps, and collect additional information and feedback from landowners about the historical performance of the system. Initial cost estimates for construction or engineering will *not* be available to landowners, as is typical for projects of this nature. The primary intention is to collect information from landowners before proceeding with the design works. In particular, we would be looking to collect information about concerns with flooding, concerns with the current performance of the system, and gather information about further improvements that may be warranted – based on landowner input. We would also gauge interest in undertaking further enclosures within the Village – versus simply adopting the current level of enclosures that already exist.

### 5.2 ENGINEERING SURVEY

It is proposed that a survey will be conducted by Shade Group of the existing drain, ideally in the fall; after leaf-off conditions but before snowfall. This information will be used to prepare updated profile drawings for the Henderson Creek Municipal Drain (and Diversion Drain), and will also be used for the initial hydrologic and hydraulic analysis. The survey will also include an inventory of the existing enclosures, their diameter and material, etc.

It is understood that the Township's Drainage Superintendent is looking to undertake maintenance works on the drain this fall. Shade Group would propose to coordinate with the Township's Drainage Superintendent so that, if possible, maintenance works may be performed first – and survey data be collected of the maintained ditch bottom. This would provide the most recent, accurate data for use in the design.

### 5.3 DRAFTING

Upon completion of the field work, Shade Group would compile the field data and prepare the existing conditions profile drawings. We will also import LiDAR data into the watershed map to further reform the watershed boundary to determine the contributing area that will be used for

the project moving forward. This contributing area will form the basis for the hydrology and hydraulic analysis, and will be used to (eventually) prepare the assessment schedule.

#### **5.4 HYDROLOGIC + HYDRAULIC ANALYSIS – EXISTING CONDITIONS**

It is proposed that the existing conditions model be prepared by Headway Engineering. Headway Engineering is an engineering firm based out of Kitchener, Ontario that specializes in Drainage Act projects. Shade Group and Headway have worked together on other Drainage Act projects – with Headway taking on the Water Resources role for the design works associated with more complex hydrology and hydraulics of enclosed systems.

Headway would propose to first prepare the existing conditions model, which is expected to include the following:

- Construction of all sub-catchments with proper modelling parameters for each, including impervious/pervious areas and percentages, Mannings roughness for both impervious and pervious, soils parameters for infiltration and groundwater routines based on provincial soil mapping, slope and stream order determinations based on provincial DEMs, and other cover parameters based on satellite or aerial photography etc.
- Generation and application of custom IDF ‘abc’ values as well as application of design guideline ‘abc’ values (if available from the Twp).
- Determination of appropriate storm duration based on responsiveness to rainfall intensity or responsiveness to total rainfall volumes.
- Hydraulic network based on Shade Group supplied site specific data (survey data) as well as blended with available DEM data from the province.
  - Headway suggests preparing a hybrid model of 1D and 2D features. This gives the most accurate result by far and it also produces the best visuals. As we proceed, and if we find that 2D is unnecessary, we can roll it back to just a 1D model. For example, if the system has significant capacity in the ditch/culvert system and that it can handle large rainfall events within its own footprint. However, if the findings are that the flow escapes the pipes or ditch banks, a 2D compliment really steps up confidence, and also improves landowner confidence in the supplied information when the results can be presented in a more visual way.
  - The hydraulic network would include the storm sewer as recorded data that is being gathered.
- Debugging and fine tuning of the model
- Results for 2 to 100 year rainfall events.



- Analyzing the results and producing deliverables.

For deliverables, Headway proposes the following:

- the actual existing conditions model (Headway proposes a EPA SWM5 model in this case - not a HEC-RAS model because of all the pipes and various entry points) - this model will serve as the benchmark to measure any future design changes against. It will also direct the design by showing weak points and risk areas.
- visuals of flood limits for those events that exceed the capacity of the existing infrastructure, and where and in what direction flooding would occur.
  - flooded areas would be gradient filled based on flood depth
- Hydrographs, and water surface elevation profiles will also be available.
- Preparation of a modeling report is not included at this stage but will instead come later, as part of any proposed design work.
- Coupled with the preliminary information noted above (Section 5.2), the Township will have an excellent inventory and understanding of their infrastructure in this part of Winchester.

With respect to future modelling, any changes in design or proposed scenarios would be expected to build off the existing conditions model. In other words, they would have less expense since it would be a duplication and then modification of the existing model. Things like catchment information, rainfall data will already be completed and remain the same, where as the drainage infrastructure network would be updated.

## **5.5 ON-GOING CONSULTATION WITH TOWNSHIP STAFF AND SOUTH NATION CONSERVATION AUTHORITY**

As part of the coordination of the above items, Shade Group staff will keep Township staff apprised of the on-goings and provide updates. It is anticipated that another meeting will be scheduled with Township staff to discuss the next steps, once the above information is collected.

Although an initial pre-consultation meeting has been conducted between Shade Group and South Nation Conservation Authority's water resources department, continued correspondence with SNCA staff will be required throughout the project. Eventually, a permit will need to be acquired as the project involves work within a regulated watercourse.

Shade Group has proactively engaged with SNCA to advise them of the project, outline the next steps as discussed in this report, and establish an open line of communication to determine submission requirements as the project scope develops. SNCA has not noted any concerns regarding the next steps proposed. As with all projects regulated by SNCA, they will be looking to

ensure that the project takes due consideration for flooding and erosion and sediment control. Upon receipt of the base model to be prepared by Headway, we will have a better idea on whether the current system is considered adequate to meet current design standards which will guide next steps thereon.

## 5.6 CCTV INSPECTION

It is proposed that a contractor be hired to conduct a CCTV inspection of the enclosed sections of Henderson Creek Municipal drain. The purpose of the CCTV inspection is to acquire more information about the alignment of the enclosed sections, verify the condition of these enclosed sections, and determine if there are additional pipe networks connecting into these enclosed sections. This information will be useful when conducting the hydrologic and hydraulic analysis, to ensure that any tributary systems are being accounted for when completing the study.

Shade Group staff have been in contact with three different CCTV companies to request quotes:

1. Clean Water Works Inc.
2. HydroCam
3. Honeybee Hydrovac

As Honeybee Hydrovac is already familiar with North Dundas infrastructure, and is understood to be the CCTV contractor of choice for the public works department, it would be our recommendation that the services of Honeybee Hydrovac be retained to conduct the CCTV inspection. However, fees for Honeybee Hydrovac are still being determined as the contractor wants to ensure that their equipment can provide the necessary information. Through our latest correspondence with Honeybee Hydrovac via email on August 28, 2024, Honeybee Hydrovac expressed concerns that their current equipment was having trouble due to sedimentation buildup in the pipes and that they would be reaching out to their equipment supplier for solutions. Further discussion will be had with Township staff as information becomes available, to determine the appropriate path forward. Should Honeybee Hydrovac be unable to provide the necessary services, one of the other two companies will be considered through consultation with Township staff.

## 6.0 FEES

A breakdown of the fees associated with the proposed next steps described in Section 5.0 can be found below:

Task	Estimated Fees (Excl. of HST)
On-Site Meeting	\$1,550
Engineering Survey	\$22,750
Drafting	\$6,750
Hydrologic and Hydraulic Analysis of Existing Conditions	\$17,250
On-going Consultation with Township Staff & South Nation Conservation Authority	\$1,500
<b>Estimated Sub-Total</b>	<b>\$49,800</b>
CCTV Inspection	TBD*

\*Shade Group has undertaken consultation with numerous CCTV service providers as outlined in Section 5.6. CWW provided an hourly rate but no anticipated upset limit; HydroCam provided an anticipated upset limit, but also included flushing services in their estimate; and Honeybee, while the most local option and understood to be who the Township uses, has yet to provide an estimate.

## 7.0 SUMMARY

- Multiple enclosures of Henderson Creek Municipal Drain, not previously adopted under the Drainage Act, are reaching the end of life which has prompted the Section 78 process under the Drainage Act so that the report can be updated – to allow for continued maintenance moving forward.
- Walkthrough inspection revealed sections of open and enclosed drain partially obstructed by vegetation and/or sediment. Enclosed sections appear to be constructed with a mix of standard and non-standard materials.
- Recommended next steps include an On-Site Meeting as per the Drainage Act, engineering survey, preliminary drafting works, CCTV inspection, and hydrologic and hydraulic analysis of existing conditions. Shade Group has also proactively initiated contact with SNCA concerning the project.
- On-going consultation with Township staff will include updates as the project progresses and likely another meeting to determine the next steps once the works herein are completed. Final direction on realignments, further enclosures, or simply adopting what is already there (with minor upgrades) will be discussed once the additional works described herein have been completed.

## **8.0 CLOSING**

Should you have any questions or concerns, please do not hesitate to contact the undersigned at your earliest convenience.

Sincerely,

Monica Shade, P. Eng.  
Vice President of Engineering  
T: 613.889.9733  
E: [monica@shadegroup.ca](mailto:monica@shadegroup.ca)

---

**APPENDIX A**  
LOCATION PLAN





HENDERSON CREEK  
MUNICIPAL DRAIN

HENDERSON CREEK MUNICIPAL DRAIN  
WATERSHED BOUNDARY (OWIT)

TOWN OF  
WINCHESTER

MAIN ST

BOYNE RD

COUNTY RD 31

COUNTY RD 3

COUNTY RD 38

COUNTY RD 43

LOCATION PLAN  
N.T.S.

HENDERSON CREEK MUNICIPAL DRAIN  
NORTH DUNDAS  
2024

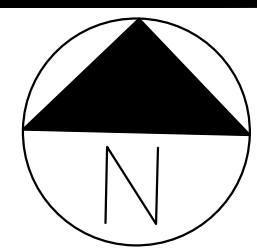


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## APPENDIX B

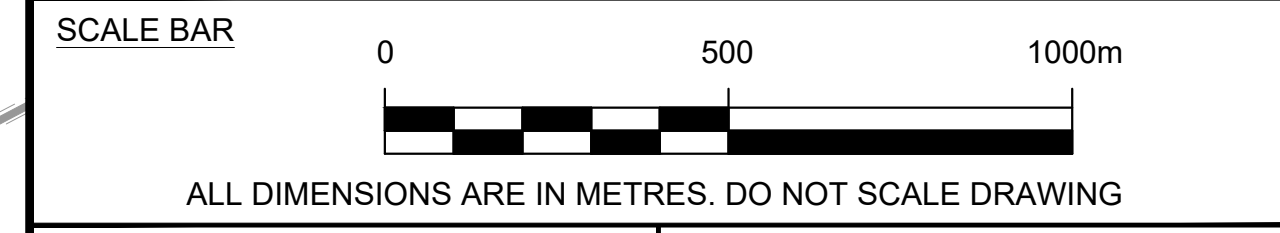
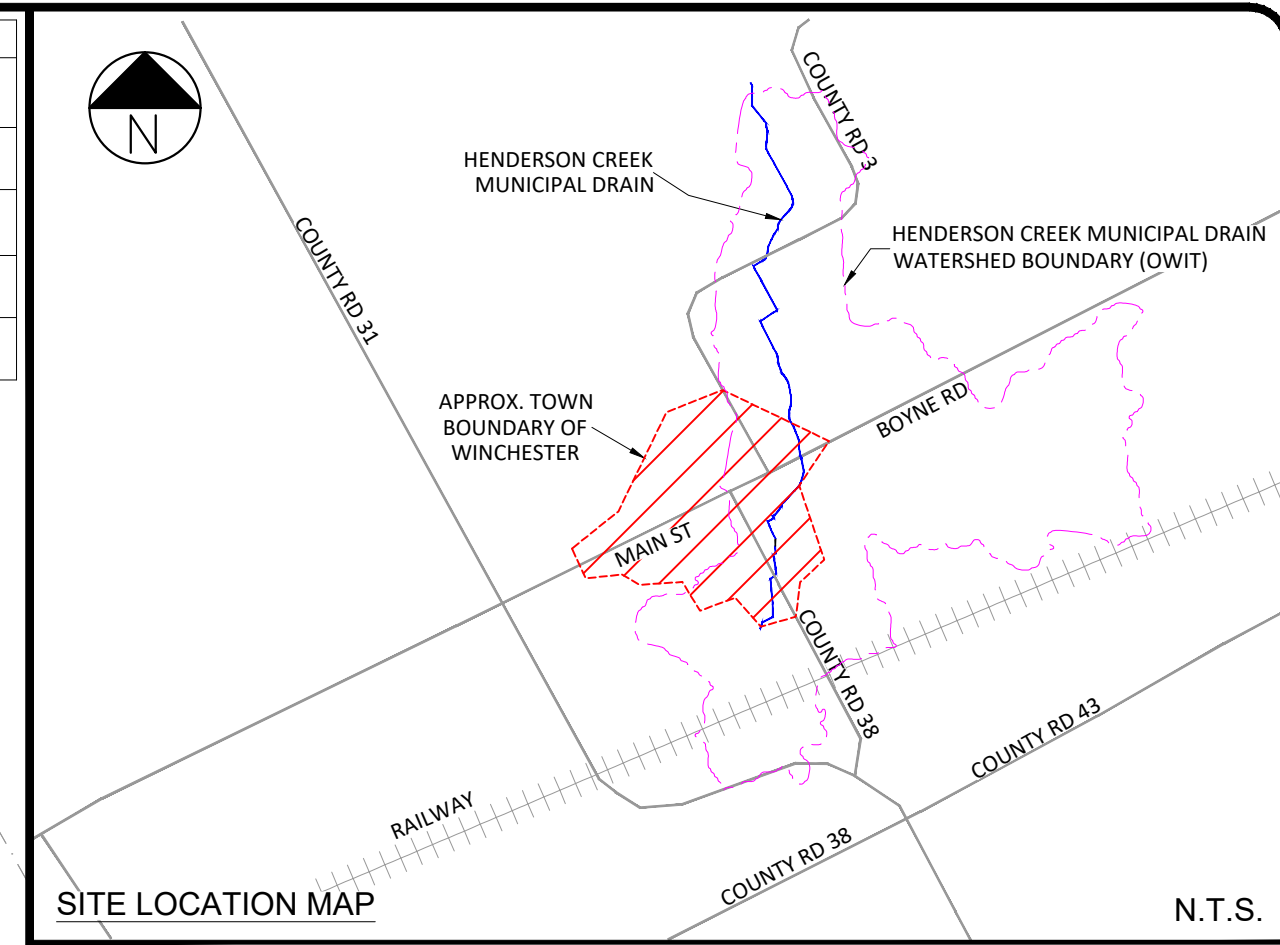
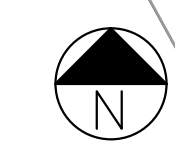
### PRELIMINARY WATERSHED MAP





# HENDERSON CREEK MUNICIPAL DRAIN

DRAIN SECTIONS	
SECTION	STATION (m)
A	0+00 - 3+97
B	3+97 - 8+66
C	8+66 - 30+31
D	30+31 - 45+69



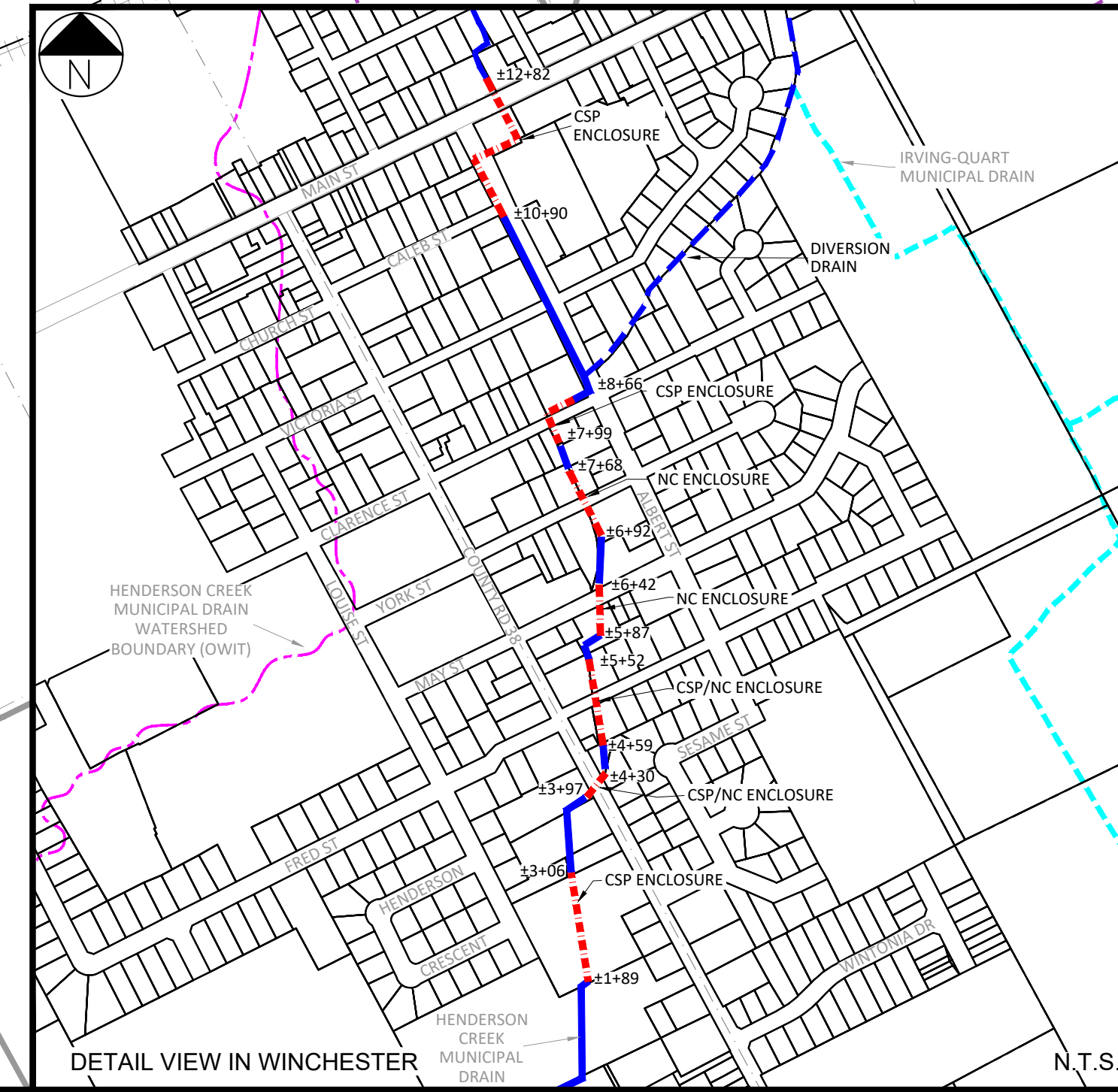
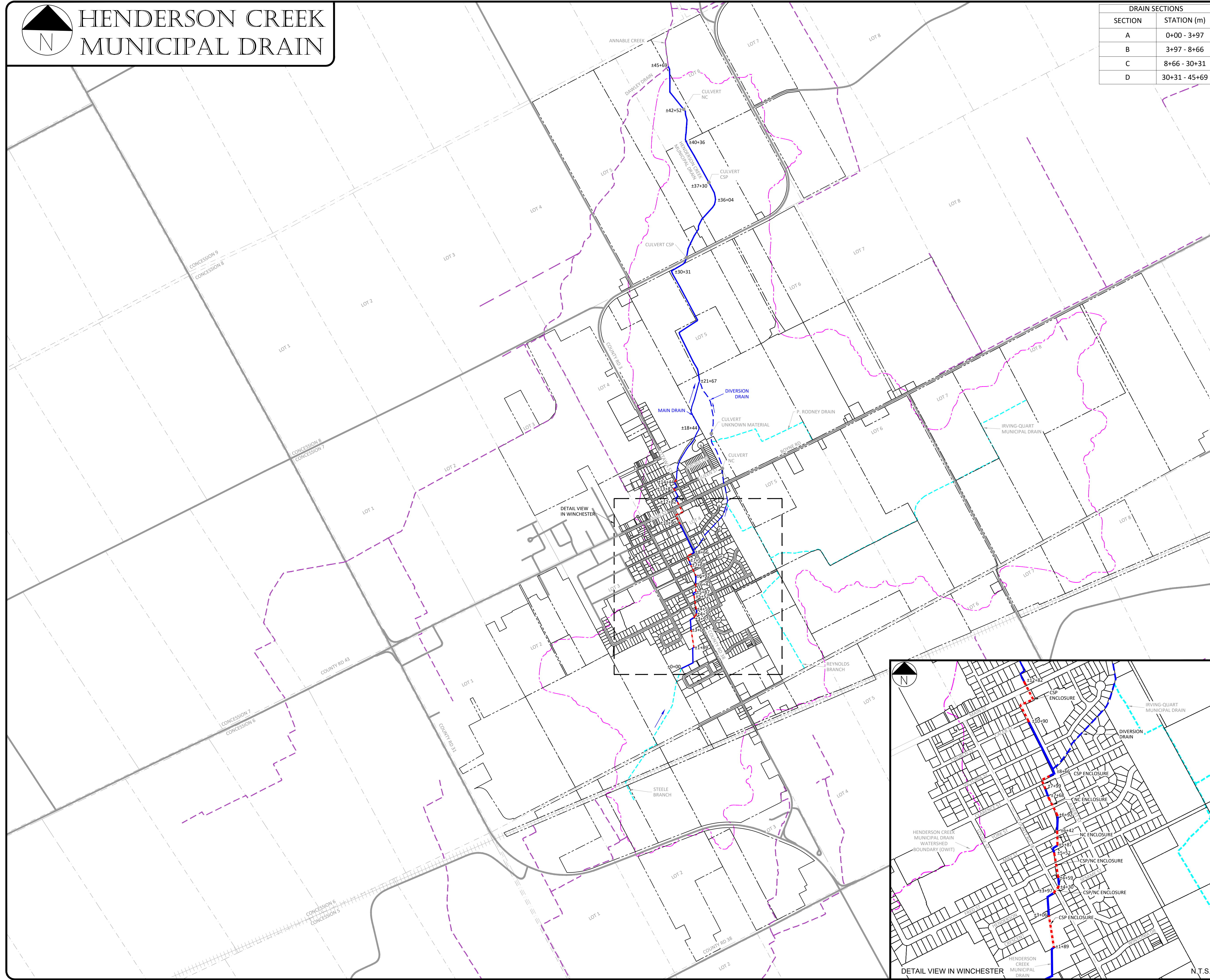
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SHADE GROUP INC.  
4625 MARCH ROAD  
ALMONTE, ONTARIO  
K0A 1A0



### LEGEND

- APPROX. PROPERTY LINES (COUNTY GIS)
- BRANCH DRAINS
- HENDERSON CREEK MUNICIPAL DRAIN ALIGNMENT - OPEN DITCH
- HENDERSON CREEK MUNICIPAL DRAIN ALIGNMENT - ENCLOSED
- APPROX. HENDERSON CREEK MUNICIPAL DRAIN WATERSHED BOUNDARY - ONTARIO WATERSHED INFORMATION TOOL
- WATERCOURSES
- ROADS
- LOT AND CONCESSION LINES
- "NON-CONVENTIONAL" MATERIAL/CONSTRUCTION
- RAILWAY
- APPROX. STATIONS (m)



REV. #	REVISION DESCRIPTION	DATE

STAMP

# DRAFT

PROJECT TITLE  
**HENDERSON CREEK MUNICIPAL DRAIN**

DRAWING TITLE  
**PRELIMINARY WATERSHED MAP**

DRAWING NO. **1 OF 1**



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## APPENDIX C

### PHOTOS OF SITE CONDITIONS

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## SECTION A: STATION 0+00 – 3+97



*Figure 1: Significant vegetation growth observed between stations 0+00 and ±1+89. The example shown near upstream limit of Henderson Creek Municipal Drain.*



*Figure 2: Showing an example of localized vegetation growth in the section between stations ±3+06 and ±3+97.*





*Figure 3: Example of a footbridge over the drain in the section between stations  $\pm 3+06$  and  $\pm 3+97$ .*

## SECTION B: STATION 3+97 – 8+66



*Figure 4: Upstream end of the enclosure at station  $\pm 3+97$  running beneath County Road 38. The opening measured 78".*



*Figure 5: Showing a depression in the ground at station  $\pm 4+26$  above the enclosure which crosses County Road 38 suggesting a possible failure.*



*Figure 6: Showing the section of drain between stations  $\pm 4+30$  and  $\pm 4+59$ . At the far end exists the upstream end of the enclosure that crosses Fred Street. The section of pipe visible at the inlet is CSP.*





*Figure 7: Showing the downstream end of the enclosure at station  $\pm 5+52$  traveling underneath Fred Street. The enclosure at this end appears to be constructed from a repurposed steel oil tank.*



*Figure 8: Showing the upstream end of the enclosure at station  $\pm 5+87$  which crosses May Street. This end of the enclosure is presumably constructed from a repurposed steel oil tank.*



*Figure 9: Showing the downstream end of the enclosure at station 6+42 which crosses May Street. The opening of the CSP was measured at approximately 60”.*



*Figure 10: Significant vegetation growth at station ±6+54.*





*Figure 11: Upstream end of the enclosure at station  $\pm 6+92$  that crosses under York Street. Constructed from non-standard repurposed steel pipe/oil drum.*



*Figure 12: Downstream end of the enclosure crossing York Street at station  $\pm 7+68$ . Constructed from non-standard repurposed steel pipe/oil drum.*





*Figure 13: Vegetation between stations ±7+99 - ±7+68.*



*Figure 14: Upstream end of the enclosure at ±7+99 that crosses Clarence Street.*





*Figure 15: Downstream end of the enclosure at station ±8+66 that crosses Clarence Street*

## SECTION C: STATION 8+66 – 30+31



*Figure 16: Downstream view of Main Drain between Clarence and Victoria Street at Station ±8+86. Note the Diversion Drain crossing under Albert St*





*Figure 17: Looking upstream from the culvert on the Main Drain between Victoria and Caleb Street at station  $\pm 10+50$ .*



*Figure 18: Looking downstream from the culvert on the Main Drain between Victoria and Caleb Street at Station  $\pm 10+54$ .*





*Figure 19: Photo at station  $\pm 10+90$ : Showing inlet of the 600' enclosure on the Main Drain that terminates at station  $\pm 12+82$ , just north of Main Street. The opening measured approximately 60" across.*



*Figure 20: Showing the downstream end of the Main Drain enclosure which crosses Main Street. Both pipe ends are CSP and measured approximately 39" across their openings. Pipes appeared to be over 50% full of sediment. Photo taken at Station  $\pm 12+82$ .*





*Figure 21: Showing CSP culvert crossing Queen Street on Main Drain at station  $\pm 13+63$ . Significant debris and vegetation were noted at both ends. Measured 48" across.*



*Figure 22: Looking upstream front inlet of culvert crossing Ottawa Street. Significant vegetation growth was observed in this segment. Photo at station  $\pm 14+40$ .*





*Figure 23: CSP culvert crossing Ottawa Street on Main Drain. Measured approximately 60" across. Photo at station ±14+60.*



*Figure 24: Showing significant vegetation growth in the section of the Main Drain north of Arora Crescent at station ± 18+57.*



*Figure 25: Showing heavy vegetation growth in the section of drain adjacent to the wastewater ponds at station ±22+80.*



*Figure 26: Showing an example of a farm crossing culvert on the Diversion Drain made from non-standard materials, located east of Queen Street and Lancaster Lane.*





*Figure 27: Example of fallen trees and debris in the Diversion Drain behind the homes on Victoria Street*

## SECTION D: STATION 30+31 – 45+69



*Figure 28: Looking downstream from culvert at Station ± 37+20.*



*Figure 29: Section of the drain at station ±41+52 where it appears recent maintenance has been completed.*



*Figure 30: Showing an example of a culvert suspected to be made of repurposed, steel oil drum at Station ±42+51.*





*Figure 31: Example of vegetation growth typical to the section of drain between outlet at station  $\pm 45+65$  and  $\pm 42+22$ .*



*Figure 32: Significant vegetation growth at the outlet of Henderson Creek M.D. into Annable Creek at station  $\pm 45+69$ .*





## KEY INFORMATION

Transportation Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Request for No Truck Route – Ormond Road**

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On August 21, 2024, staff received the following email from a concerned resident.

*I am a resident living on Ormond Road with a request to make part of the road a "No Truck Route". This will not stop all trucking but it will end unnecessary trucks and the unnecessary destruction of a township road. Ormond Rd. is in need of repairs and has areas that have been repaired in the past two years. Cost of doing so is expensive as I am sure you know. Although not all of it is paved, East of Bisson Rd is mostly gravel all the way to CR13, Morewood Rd. Gravel road maintenance is very low cost. North Gower Grains is one of the largest elevator operations in Ont. and the road they are on is all gravel (Lockhead Rd.). The grade of asphalt on the paved areas is not of a quality to withstand the beating of heavy trucks yet the Elevator operation at 12650 Ormond was allowed to once again expand. When trucks leave the yard, they go on an uphill run into Ormond to the end of the road which puts them at CR31. These are double trailer pay loads over forty tons, stopped on an uphill grade entering onto a main road on a turn with limited sight, passing over fifty homes and growing on their way to 31. The last section of asphalt replaced was two years ago and already is showing the effects of the trucks. If trucks were to go east, they would be on a downhill run to level road all the way to CR13. They would then be entering on level ground, with clear vision, onto a road built for truck use. This road would bring them to a section of CR31 with no stop and clear view of traffic, all after only passing 6 or 7 homes on Ormond Rd. I propose that west of 12650 Ormond Rd. be a "No Truck Route".*

An image of the requested "No Truck Route" is found on the following page (Image 1). Staff responded via email on August 22, 2024, requesting that the resident provide the exact location of the road damage so that an investigation could be conducted.

The resident responded on August 23, 2024 as follows:

*"I think you need to look close at what I am talking about and take a drive on Ormond Road. Who would authorize a truck entrance on a hillside would be a good place to start if you have anything to do with road safety."*

Staff reached out to SD&G Counties, who have access to OPP accident reports, and discovered that there have been zero accidents in the vicinity of the above-mentioned civic address in the past 5 years (records only show the previous 5 years,) and shared this information with the resident on August 27, 2024. The resident responded on August 27<sup>th</sup> as follows:

*“You are waiting for someone to die? Are you for real? Try looking at the building code and highway traffic act. I am not sure what exactly your job is. Are you planning or maintenance? If it is planning then putting a truck entrance on a hillside when there is NO need to as to the fact there is one on the top of the same hill just yards away. How do I get an access to information application? Who is in charge of the building permits and planning?”*

Subsequently, the Director of Development Services met with the complainant. On August 28, 2024, the resident was provided via email the link to our website so that he could fill out an Access to Information Request Form (MFIPPA). The Form was returned by the resident to the Clerk on September 23, 2024. On September 26, 2024, staff informed the resident that a Key Information Report would be taken to the Council Meeting on November 7, 2024, seeking Council’s guidance on the resident’s request for a “No Truck Route” from civic 12650, west to CR31, as only Council can make this designation under the *Municipal Act*, 2001.

Staff is seeking Council’s direction with respect to this request.

### Requested No Truck Route

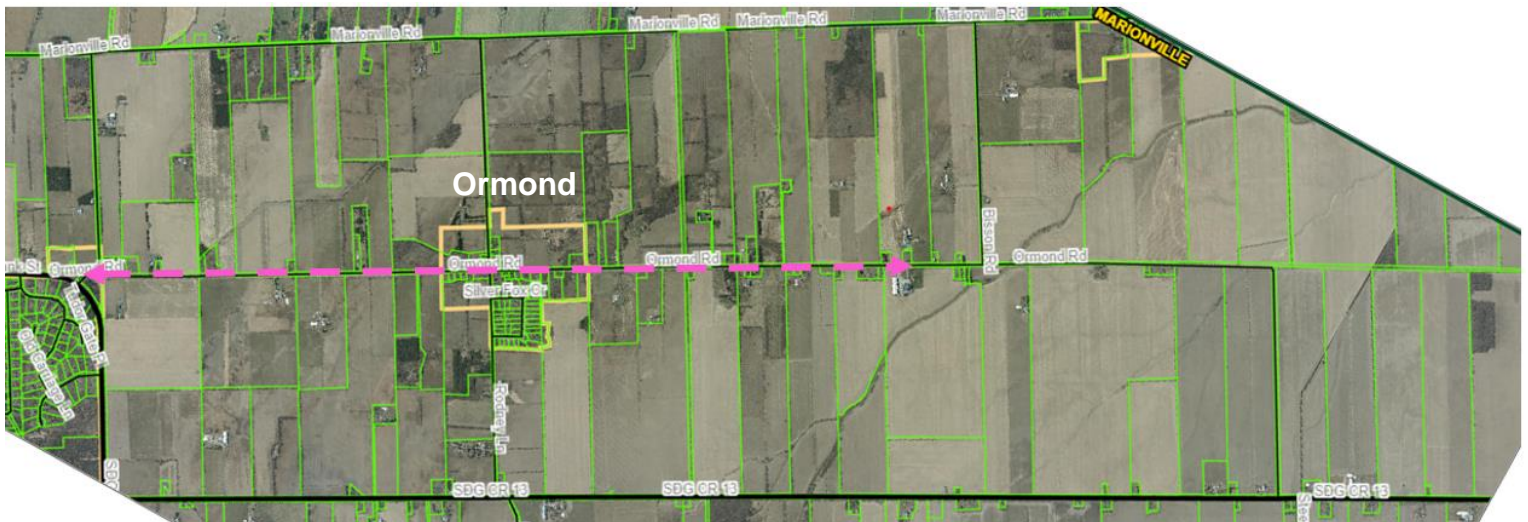


Image 1



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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Annual Review of CAO Performance and Policy Update**

---

This report outlines the annual review process for the Chief Administrative Officer (CAO) and the newly established policy governing this review. The evaluation incorporates self-assessment, feedback from direct reports, and input from council members. The summarized findings will be presented to the council for their final assessment. It is essential to view performance reviews as part of an ongoing dialogue, supported by quarterly meetings to ensure continuous communication and alignment.

The annual performance review of the CAO is critical for evaluating leadership effectiveness and aligning strategic goals with council expectations. A comprehensive review policy has been developed to formalize this process, ensuring transparency and accountability.

### **Review Process**

- **Self-Assessment:** The CAO completes a self-assessment reflecting on achievements, challenges, and areas for growth.
- **Feedback from Direct Reports:** Direct reports provide anonymous feedback regarding the CAO's leadership, decision-making, and overall performance.
- **Council Input:** Members of the council contribute their perspectives on the CAO's performance, focusing on strategic alignment and community engagement.

The feedback collected is summarized into a report prepared by the HR Coordinator, which is then presented to council for discussion and final evaluation. This comprehensive approach ensures that the review reflects multiple perspectives and fosters a balanced understanding of the CAO's performance.

Performance reviews should not be viewed as isolated events. To enhance communication and address issues proactively, quarterly meetings will be held between the CAO and council members. These meetings will serve as checkpoints for ongoing dialogue, ensuring that goals are aligned, and feedback is continuously exchanged.

### **Recommendations**

1. **Implement Quarterly Check-ins:** Schedule regular meetings to facilitate ongoing communication and feedback.
2. **Establish a Feedback Framework:** Develop a structured method for gathering input from direct reports and council members.

3. **Monitor Progress:** Use the annual review findings to set measurable goals for the upcoming year.

The annual review process for the CAO, grounded in a structured policy, is vital for fostering effective governance and accountability. Emphasizing continuous communication will enhance collaboration between the CAO and council, ensuring alignment with community needs and strategic objectives.

**Attachments:**

- Sample self-assessment form.
- Feedback template for direct reports.
- Summary of council input.

POLICY MANUAL	Policy No. DRAFT
Township of North Dundas	Effective Date: XXXXXXXX
Subject: CAO Performance Review Policy	Page 1 of 3

CAO Performance Review Policy

POLICY

The Council of the Township of North Dudas is committed to implementing, communicating and monitoring an annual performance management program for the Chief Administrative Officer (CAO) that will focus on continuous improvement.

This process provides the Council with assurance that the CAO is meeting the overall strategic Council and corporate goals and leading the organization in the direction set by Council. In turn, the CAO and all other staff of the organization receive clear communication regarding the value of high performance and the commitment of the organization to support, enhance and recognize staff efforts.

**OBJECTIVES**

The objectives of this policy are to:

- Provide clear and concise direction on evaluating the performance of the CAO.
- Plan for and support the performance of the CAO and the achievement of strategic goals.
- Ensure the CAO knows that their strengths are recognized and appreciated.
- Motivate future performance by continuing to establish new goals.

**PROCEDURES**

**General**

The Council will conduct a formal review of the CAO’s performance on an annual basis prior to the salary review date, whether or not a salary change is recommended. The formal review will provide Council the opportunity to review the CAO’s performance for the prior year and to clarify goals and expectations for the upcoming year. The performance review process will include Council’s assessment of the CAO’s performance in relation to organizational performance as well as performance feedback from each department Director. The assessment tool used to gather this feedback will be based on the approved



performance review form, and be distributed by the Human Resources Coordinator, in coordination with the Mayor.

The Human Resources Coordinator will be the recipient of these assessments and will compile each individual Councillor's feedback as well as each Director's feedback into a consolidated document which will be provided to the Mayor for review. All feedback will be anonymous.

The Mayor will use the information compiled to complete the performance review form that is used for all other employee performance reviews. A draft of the performance review will be circulated to The Council for their review and input. Once all feedback on the draft performance review is received, the Mayor will finalize the review and meet with the CAO to discuss their performance and establish new goals for the next performance period. The final review will be filed with Human Resources.

### **Accountabilities**

#### **CAO is responsible for:**

- Actively participating in the performance review process

#### **Direct reports are accountable for:**

- Completing the CAO performance feedback tool, as requested by Human Resources

#### **Human Resources is accountable for:**

- Triggering the commencement of the annual review
- Receiving and compiling all individual assessments
- Providing advice and assistance in preparing performance appraisals and learning and development plans

#### **Township of North Dundas Councillors are accountable**

**for:** Completing the CAO performance feedback tool as requested by Human Resources

- Reviewing and providing feedback on the draft performance review

#### **Mayor is accountable for:**

- Completing the CAO performance feedback tool as requested by Human Resources
- Completing the draft performance review form using the compiled information from the performance feedback tool
- Finalizing the performance review form and conducting the performance review meeting

with the CAO

- Conducting periodic discussions with the CAO regarding progress on performance and learning and development plans, and adjusting the plans if necessary

## PERFORMANCE APPRAISAL

<b>Name of Chief Administrative Officer</b>	
<b>Evaluation Period</b>	
<b>Name of Elected Official</b>	

An annual performance evaluation should be an important part of the relationship between Council and the CAO, and ultimately the success of the municipality. The main purpose is to have an informal discussion about the past year.

### **Evaluation Principles:**

- Please review the provided CAO Self-Assessment and the Director's Evaluation Results prior to completing the following evaluation.
- The approach to the CAO evaluation should be done in a positive manner with the broad objective of improving the organization and positively impacting the CAO, Council and Township staff.
- All written and oral comments regarding the performance evaluation of the CAO are strictly confidential.
- The evaluation should be conducted in an honest and fair manner. One should not permit feelings of personal likes or dislikes to enter the evaluation.
- All comments should be objectively based upon facts and events during the past reporting period.
- All components of the evaluation such as comments and conclusions must be able to be substantiated if required.

## Performance Scale Defined

**Does not apply (N/A):** *You do not have sufficient knowledge to effectively rate the CAO's performance in a particular area.*

**Model (M):** *Demonstrated performance or behaviours have been consistently above the required level of competency.*

**Skilled (S):** *Demonstrated performance or behaviours are consistently at or are occasionally above the required level of competency.*

**Requires Development (RD):** *Performance or behaviours require adjustment or additional development*

**Questions** – *Can be completed in paper format, electronically, or on a survey platform (Example; survey monkey)*

1. Consider the extent to which the CAO demonstrates the ability to **Manage Vision and Purpose**.

*Skilled Definition: Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision shareable by everyone; can inspire and motivate entire units or organizations.*

2. Consider the extent to which the CAO demonstrates **Organization Agility**.

*Skilled Definition: Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.*

3. Consider the extent to which the CAO demonstrates **Composure**.

*Skilled Definition: Is calm under pressure; does not become defensive or irritated when times are tough; can be counted on to hold things together during difficult circumstances; can handle stress; is not knocked off balance by the unexpected; does not show frustration when met with resistance; is a settling influence in a crisis.*

4. Consider the extent to which the CAO demonstrates the ability to **Build Effective Teams**.

*Skilled Definition: Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.*

5. Consider the extent to which the CAO demonstrates **Integrity and Trust**

*Skilled Definition: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; does not misrepresent him/herself for personal gain.*

6. Consider the extent to which the CAO demonstrates **Political Savvy**.

*Skilled Definition: Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organization's function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organizational life and works to adjust to that reality.*

7. Consider the extent to which the CAO demonstrates the **ability to develop Peer Relationships**

*Skilled Definition: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.*

8. OPTIONAL: CAO Goal Recommendations for following year/goal review



### Goal Evaluation

Referencing the goals set out by the CAO and Council from last years review, please outline the success in achieving the goals and list any roadblocks that prevented you from achieving your goals.

Goal	Results Reported by CAO	Comments from Mayor & Council
#1 Promote a culture of integrity and ethical behavior among all staff		
#2 Promote a culture of continuous learning and professional growth among staff		
#3 Work with HR to establish flexible working arrangements		
Next Year		
Goal	Comments	TARGET DATE (If applicable)

## PERFORMANACE APPRAISAL

Name of Chief Administrative Officer	
Evaluation Period	
Name of Direct Report	

***The evaluation process below will be formatted into an anonymous survey and electronically submitted to the direct reports of the Chief Administrative Officer.***

### **Evaluation Principles:**

- The approach to the CAO evaluation should be in a positive manner with the broad objective of improving the organization and positively impacting the CAO, Council and City staff.
- All written and oral comments regarding the performance evaluation of the CAO are strictly confidential.
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8. OPTIONAL: CAO General Performance Feedback



## **KEY INFORMATION**

Corporate Services/Clerk

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Updated Procedure Bylaw**

---

Municipalities are required to have a bylaw that outlines the rules and regulations for Council meetings. Procedure bylaws are a combination of legislated requirements which cannot be changed such as the 14 exceptions to the open meeting rule contained in Section 239 of the Municipal Act and the requirement for a Clerk to be present to record the minutes of the meetings without note or comment, and discretionary procedures which can be tailored to each municipality such as meeting dates, times and notices, dress code, requests for delegations, etc.

An extensive overhaul of the procedure bylaw in North Dundas has not been completed in several years. Therefore, during the summer, the Clerk reviewed a number of procedure bylaws for various municipalities within and outside of SDG and prepared a preliminary draft of an updated procedure bylaw. This draft was circulated to Council in September along with a copy of our current procedure bylaw as a starting point for discussion. The draft bylaw attached to this report shows changes requested by our previous CAO that were not included in the September draft previously circulated.

I would like to point out that a review of procedure bylaws by the Clerk is ongoing as practices change and continue to evolve. A copy of procedure bylaws from other municipalities is available in the Clerk's office for Council's review.

One practice that is gaining acceptance is to conclude meetings that are being live streamed if it becomes known to Council that the live stream has failed. Two of the municipalities in SDG are currently amending their procedure bylaw to include this requirement.

A second practice that is becoming more common is to record Closed Session meetings to aid in closed meeting investigations.

A third practice that is changing pertains to earlier publication of full agenda packages. Earlier publication increases transparency and gives the public time to engage with Council and discuss their concerns prior to the meeting, which is particularly important for Councils that do not allow open sessions for residents to speak.

Currently, our procedure bylaw requires the agenda package be circulated no later than 4:30 pm on the Friday preceding the scheduled meeting with a posting to the website no later than the day of the scheduled Council meeting.



To meet an earlier timeline for distribution to the public, the process for agenda preparation and distribution should be addressed. Our procedure bylaw requires the Clerk and CAO to set the Agenda – meaning the reports to be included on the Agenda are discussed, generally at a Senior Management Meeting.

The current deadline for reports to be submitted to the Clerk for a regular Council meeting is two weeks prior to the established meeting date. Late reports submitted by Directors are accepted at the discretion of the CAO. In North Dundas the CAO must approve all reports before they can be added to the Agenda for circulation by the Clerk.

It has become the norm and an accepted practice by Council for the CAO to request the Clerk to prepare a second revised agenda consisting of late reports, approved by the CAO, for circulation to Council. There is no provision for sending revised agendas in our current procedure bylaw.

I am requesting that Council members meet with the Clerk and or CAO to review the draft Procedure Bylaw and provide feedback. All feedback will be collected and a draft bylaw will be presented to Council for preliminary review in the new year.

**THE CORPORATION OF THE MUNICIPALITY OF NORTH DUNDAS**  
**BYLAW NO. 2024-XXX – PROCEDURE BYLAW**

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***A Bylaw 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 bylaw;

**AND WHEREAS** the *Municipal Act, 2001*, c. 25, S. 238 (2) requires every Municipality and local board to pass a procedure bylaw 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 SHORT TITLE**

This Bylaw shall be referred to as the “procedure bylaw”.

**2.0 DEFINITIONS**

**Act** means *the Municipal Act, S.O. 2001, c.25*. as amended or replaced from time to time

**Ad Hoc Committee** means a committee created by council with a defined set of responsibilities and term, to report directly to council on a specific matter.

**Advisory Committee** means a committee created by council with a defined set of responsibilities providing advice directly to council.

**Alternate Member of Council** means a member of council appointed to serve as a member of county council when one of the county council representatives is unable to attend a meeting for any reason.

**Bylaw** means an enactment, in the form approved by council, passed for the purpose of giving effect to decisions or proceedings of council.

**CAO** shall mean the chief administrative officer of the municipality.

**Chair** means the presiding officer of a meeting.

**Clerk** shall mean the clerk, or his/her designate.

**Closed Session** (in camera) means a meeting or part of a meeting of council or a committee that is closed to the public as permitted in the act.

**Committee** means committee of the whole, advisory committee or other committee, subcommittee or similar entity appointed by council.

**Committee of the Whole** means a committee comprised of all members of council that directly report to council.

**Consent Agenda** means a listing of items and motions under one resolution presented to council for approval without debate and with no delegation or presentation.

**Council** means the Township's elected representatives, comprised of the mayor, deputy mayor and councillors.

**County Council Representatives** shall be the mayor and deputy mayor.

**Declared Emergency** means any period during which an emergency has been declared in all or part of the Township of North Dundas under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

**Delegation** means a maximum of two people representing a group, who wish to provide information to council/committee(s).

**Electronic Participation** means a council member who participates remotely in any open or closed council or committee meeting via electronic means in accordance with this bylaw.

**Friendly Amendment** means a motion where both the first and second of the main motion agree to the amended language.

**Mayor** means the head of council.

**Materially Advances** shall mean to substantially, measurably or identifiably advance a matter/issue forward.

**Meeting** shall mean any regular, special or other meetings of council of a committee meeting where:

- i. a quorum of members is present; and,
- ii. members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local boards or committees.

**Member** means, according to the circumstances, a member of council, including the mayor, or a member of a committee, including the chair.

**Motion** means a proposal, moved by a member and seconded by another member, for the consideration of council or a committee.

**Notice of Motion** means a written notice, given by a member, advising council that the motion described therein will be brought forward at a subsequent meeting.

**Open Meeting** means a meeting which is open to the public.

**Presiding Officer** means the person presiding over a 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 committee.

**Principal or Main Motion** means a motion to consider any subject that is brought before council for its consideration. Principal or main motions yield to privileged and subsidiary or secondary motions.

**Privileged Motion** means a motion that due to its importance, takes precedence over all other questions and is not debatable.

**Public Meeting** means a meeting held pursuant to the *Planning Act* or other legislation where statutory notice is required.

**Quorum** means a majority of the members.

**Ratification Bylaw** means a bylaw passed at the conclusion of council meetings, confirming the actions of council taken at that meeting and any



previous meetings which did not have a ratification bylaw, in respect of each resolution and other actions taken, so that every decision of council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted bylaw.

**Resolution** means a motion that has carried.

**Rules of Procedure** means the rules and procedures set out in this bylaw.

**Regular Meeting** means a meeting of council or committee held at the times and dates specific in this bylaw and approved by council or committee as part of an annual calendar.

**Special Meeting** means a separate meeting of council or committee held at a time different than a regular meeting as approved by council or committee(s) and which is focused on one or more particular and specific items or subjects.

**Subsidiary or Secondary Motion** means a motion which affects the disposition of a principal motion. Subsidiary or secondary motions take precedence over principal or main motions and must be decided before the principal motion can be acted upon.

**Township** means the Township of North Dundas.

### 3.0 PURPOSE AND PRINCIPLES

#### 3.1 Purpose

- a) Council shall observe the rules of procedure contained in this bylaw. Where a matter being considered by council arises that is not covered in this bylaw, "Robert's Rules of Order" (latest edition) shall apply. In so far as possible, all rules of procedure outlined in this bylaw shall apply to committees.
- b) Committees act in an advisory capacity only and that unless decision-making has been delegated by council, motions presented at the committee level should be deemed proposals and recommendations respectively.

#### 3.2 Principles

- a) Each member has the right to:
  - (i) one vote, subject to the declaration of pecuniary interest,
  - (ii) information to help make decisions, unless otherwise prevented by law,
  - (iii) an efficient meeting; and,
  - (iv) be treated with respect and courtesy.
- b) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of council or committee. The mayor and/or chair, in consultation with the clerk, will determine if a matter is within the jurisdiction of council or committee.
- c) In the event of conflict between the provisions of this bylaw and the act, or any other legislation, the provisions of the legislation shall prevail.
- d) All meetings of council may be audio and/or visually recorded, broadcast and/or live streamed publicly by the municipality, except for closed sessions.
- e) If the public is allowed to attend the meeting and the broadcast fails at any time due to technical difficulties, the meeting will continue.

- f) If the public is not allowed to attend the meeting in person due to an emergency, and the live stream fails due to technical difficulty the meeting will adjourn and be rescheduled with notice provided pursuant to Section 5.2(d).

### **3.3 Suspension of Rules**

- a) No provision of this bylaw shall be suspended except by an affirmative vote of at least two-thirds of the members of council present for each incidence of suspension of the rules.
- b) The suspension shall only apply to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- c) The following procedure(s) or rule(s) cannot be suspended:
  - (i) restriction to add other business in special meetings; and,
  - (ii) majority of members for quorum.

## **4.0 GENERAL**

### **4.1 Quorum and Commencement of Meetings**

- a) As soon as there is a quorum present, the mayor shall call the members to order. In the absence of the mayor or chair, the deputy mayor shall act as the presiding officer until the arrival of the mayor.
- b) In the absence of both the mayor and the deputy mayor, a presiding officer shall be appointed from among the members present and shall preside until the arrival of the mayor or deputy mayor.
- c) If no quorum is present fifteen minutes 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.
- d) If at any time during a meeting quorum is lost, the meeting shall automatically be recessed until a quorum is re-established. If the loss of a quorum continues for thirty minutes, the meeting shall stand adjourned either until the next regular meeting or until a special meeting is called to deal with the matters remaining from the adjourned meeting. This clause shall also apply if quorum is lost during an electronic meeting because of technology issues.

### **4.2 Disclosure of Pecuniary Interest/Conflict of Interest**

- a) To determine a possible pecuniary interest, the member shall consult and be in compliance with the *Municipal Conflict of Interest Act*.
- b) Declaration of pecuniary interest by a member must be disclosed before the matter is considered at the meeting.
- c) Member(s) shall provide a written statement of the pecuniary interest and details of the general nature of the interest.
- d) A member declaring a pecuniary interest in an agenda item, must not take part in the discussion, vote, or attempt to influence the voting before, during or after the meeting.
- e) The clerk must note the disclosure of pecuniary interest in the minutes and the registry of declarations available to the public.
- f) A member of council declaring a pecuniary interest in a closed session item, must be absent for that portion of the closed session.

- g) Member(s) may also declare a general conflict of interest pursuant to the code of conduct for council in the same manner as a pecuniary interest above.

## **5.0 MEETINGS**

### **5.1 Inaugural Meeting**

- a) The inaugural meeting of a newly elected council shall take place following the October election. Time and location to be determined.
- b) All members of council shall take the declaration of office, sign his/her oath and sign the code of conduct for council prior to participating in any meeting of council.
- c) After all declarations are completed, the clerk will deem the council organized and ask council to take their assigned seats for the inaugural meeting.
- d) The inaugural agenda shall include:
  - (i) Call to order
  - (ii) Comments from each council member
  - (iii) Closing remarks - mayor
  - (iv) Adjournment
- e) No business except as stated above shall take place at the inaugural meeting of council.

### **5.2 Regular Meeting**

- a) Meetings of council shall be held at council chambers, 636 St. Lawrence Street, Winchester, ON or at such other location designated by council.
- b) Regular council meetings held during business hours will commence at 1:00 pm. Regular council meetings held after business hours will commence at 4:30 pm and will not exceed three (3) hours in length unless otherwise ordered by resolution.
- c) A proposed meeting schedule will be presented by the clerk to council for approval by resolution by December of each year. The schedule of meetings as approved by council will be posted on the Municipality's website and other social media platforms.
- d) Council reserves the right to dispense with or alter the time, day or place of any regular meeting and/or to add additional regular meetings with 48 hours' notice. Any changes shall be posted on the Township's website.
- e) The CAO and/or clerk, in consultation with the mayor, have the authority to cancel any meeting of council due to inclement weather conditions. Notice of cancellation shall be posted within the municipal office in public access areas and on the Municipality's website and social media platforms with as much notice as is reasonable under the circumstances.

### **5.3 Special and Emergency**

- a) The mayor may at any time call a special meeting of council by providing written directions to the clerk stating the date, time and purpose for the special meeting.
- b) A majority of councillors may, at any time, petition the clerk to call a special meeting of council by providing a written petition to the clerk

stating the date, time and purpose for the special meeting.

- c) 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.
- d) In the event of a bona fide emergency the mayor may 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.
- e) The only business to be dealt with at an emergency 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.
- f) The clerk may prepare and use a shortened agenda for special and emergency meetings.

#### **5.4 Closed Session**

- a) A meeting or part of a meeting may be closed to the public in accordance with section 239 (2), (3) and (3.1) of the act. A closed meeting, when required, may be scheduled within a regular, special, emergency or committee of the whole meeting as outlined in the agenda.
- b) Prior to holding a closed session, council or committee shall state by resolution in an open session that council or committee will be holding a closed session, the subject matter and the permitted closed session exemption under the act.
- c) 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.
- d) The clerk and/or their designate shall attend all closed sessions and record the proceedings, including procedural motions and direction given to staff, without note or comment.
- e) The clerk may delegate the clerk's duties with respect to recording minutes in a closed session of council or committee to a staff person.
- f) Minutes shall be circulated by the clerk at the following closed session for adoption.
- g) Council or committee may invite any person deemed appropriate to the closed session for a specific item of business, or as specifically outlined in the act.
- h) All members, staff and invited guests shall keep confidential any information disclosed or discussed at a session that was closed to the public, received in confidence verbally in preparation for the closed session meeting or by any other means ( e.g. email, secure link, by hand).

##### **5.4.1 Closed Session Voting**

- a) In relation to a matter considered in a closed session council or committee may only vote:

- (i) on procedural motions,
- (ii) on motions to rise, report and introduce a proposed recommendation on an open meeting agenda; or,
- (iii) to give directions to staff or a third party of the township.

b) Votes held in closed session shall be by a show of hands unless a recorded vote is requested by a member in accordance with the regulations contained in the act.

#### **5.4.2 Reporting in Open Session**

a) The presiding officer shall report out in an open session immediately following the closed session and summarize the actions taken in the closed session, as necessary.

b) Matters discussed in a closed session which require a decision will be brought forward to an open session of council or committee.

#### **5.4.3 Resolution from Closed Session Investigator**

a) If an investigation of a closed session is completed, the investigator's report will be considered by council during an open regular session and a resolution passed to address recommendations resulting from the investigation.

### **5.5 Public Meetings**

a) Public meetings shall consider matters where a meeting is required to hear applications under the *Planning Act* or to obtain public input for other purposes.

b) A public meeting pursuant to the *Planning Act* may be called for an alternate date and time provided adequate notice is given.

c) As appropriate, planning public meetings may be held within the agenda of a regular meeting.

d) Staff shall give legislated notice of items on any agenda for a statutory public meeting in accordance with the applicable legislation.

### **5.6 Electronic Meetings**

a) Any member of council may participate in any open or closed regular, special, public or committee of the whole meeting electronically and be counted for the purpose of establishing quorum for up to 3 meetings in a calendar year. Thereafter, the consent of Council is required.

b) Notwithstanding Section 5.6(a), members of council may participate electronically for more than three (3) consecutive meetings without seeking council's consent in a declared emergency.

c) Motions shall not be required to be in writing during an electronic meeting.

d) Each member present, except a member who is disqualified from voting by any act, shall vote with a show of hands when participating electronically, provided all members of council can be seen by each other and any livestream observers during a vote, otherwise each member shall announce their vote verbally when called.

e) Members must provide the clerk forty-eight (48) hours' notice of their intent to participate electronically, to ensure the proper technology is enabled, unless extraordinary circumstances apply.



- f) A member who joins a meeting via electronic participation partway through the meeting shall advise the chair and clerk of their attendance at the meeting.
- g) A member who is participating electronically in a meeting who, for any reason will no longer be attending the meeting prior to adjournment, shall advise the chair and clerk of their absence from the meeting.
- h) In accordance with Section 4.2 and pursuant to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, members who have declared a pecuniary interest regarding a matter being discussed and are participating electronically shall turn their camera and microphone off and not participate in any way with respect to the matter in question. A member who has declared a conflict of interest may not attend a closed session electronically where the subject matter of their declaration of conflict of interest is discussed.
- i) Any member participating electronically may not have any other person present with them when in closed session and they may be asked to demonstrate they are alone.

## **6.0 COMMITTEES OF COUNCIL**

### **6.1 General**

- a) 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.
- b) 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. 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.
- c) The jurisdiction, term, membership and support staff assigned to any committee shall be as stipulated in the bylaw or resolution establishing that committee.
- d) 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.

### **6.2 Committee of the Whole**

- a) Committee of the whole (COTW) is the participation of all councillors of the township in a committee meeting where councillors consider questions with greater freedom of debate. When sitting as COTW, 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 a formal council meeting under its regular rules (exception: direction given in closed session).

- b) The clerk shall use a simplified agenda for the COTW meetings which may include the following:
  - (i) Call to order
  - (ii) Approval of the agenda
  - (iii) Disclosure of pecuniary interests and general nature thereof
  - (iv) Approval of minutes
  - (v) Delegations
  - (vi) Staff reports
  - (vii) Discussion of additional Items
  - (viii) Unfinished business
  - (ix) Closed session
  - (x) Ratification bylaw
  - (xi) Adjournment by
- c) The agenda shall be posted to the township website at least two (2) calendar days prior to the meeting.

## **7.0 COUNTY COUNCIL**

- a) The mayor and deputy mayor shall become members of council of the United Counties of Stormont, Dundas and Glengarry upon:
  - (i) certification from the clerk of the lower tier; and,
  - (ii) taking the declaration of office for the position at the upper tier.
- b) The councillor chosen by a vote of North Dundas council members shall become the alternate member of council of the United Counties of Stormont, Dundas and Glengarry upon:
  - (i) certification from the clerk of the lower tier; and,
  - (ii) taking the declaration of office for the position at the upper tier.
- c) Where the alternate member is unwilling or unable to serve as alternate member, council may appoint a substitute alternate member to represent the township as the alternate member of council of the United Counties of Stormont, Dundas and Glengarry.
- d) The alternate member of council shall exercise all the rights of a member of council of the United Counties of Stormont, Dundas and Glengarry, solely for the meeting so attended where either of the mayor or deputy mayor are not able to attend.
- e) The alternate member of council shall adhere to the provisions of the United Counties of Stormont Dundas and Glengarry procedural bylaw.

## **8.0 ROLE AND CONDUCT OF COUNCIL**

### **8.1 Council and Committee Members Conduct**

- a) All members shall wear proper business attire during regular scheduled council meetings. Male members shall wear a jacket, shirt and tie as standard dress and female members shall wear equivalent contemporary business attire. When sitting as COTW, or when attending virtual meetings, or other committee/working group meetings, members may wear less formal business casual attire.
- b) Council members shall govern themselves according to Council's code of conduct and council-staff relations policy.
- c) All members shall not disobey the rules or decisions of council or a decision of the mayor or chair on points of order or privilege, or upon

the interpretation of the rules of procedure.

- d) The presiding officer shall preserve order and rule on points of order and privilege.
- e) Every member desiring to speak shall indicate so in order to be recognized by the presiding officer.
- f) Every member, on being recognized, shall remain seated in his or her place and address themselves to the presiding officer.
- g) No member shall, without leave of council or committee:
  - (i) speak to an issue for more than five (5) minutes (cumulative),
  - (ii) use offensive words or speak disrespectfully of the mayor, members of council, committee, staff or the public,
  - (iii) speak on any subject other than the subject under debate; or,
  - (iv) speak in contempt of any decision of the council or committee;
- h) A member called to order by the presiding officer shall immediately cease further comment or disruptive behaviour. If a member persists in such disobedience after having been called to order by the presiding officer, the member may be ordered by the presiding officer to leave his or her seat for the meeting. In case of an adequate apology being made by the member they may, by way of majority vote of the members present, be permitted to take their seat.
- i) The member may appeal the call to order to the council or committee. The council or committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the presiding officer shall be final.
- j) In the event that a member refuses to vacate their seat, the presiding officer may request that the member be removed by the clerk and/or staff as required, and the police may be called for assistance as necessary.

## **8.2 Electronic Devices**

- a) A member shall not use his/her cellular phone during the meetings of council, and each member shall place any electronic devices on an inaudible setting during any open or closed meeting.
- b) No member shall use an electronic device or recording device to broadcast, record or otherwise publish or distribute audio or video of any ~~open or~~ closed meeting, nor photographs of any closed meeting.

## **8.3 Rules of Debate**

- a) Every member, prior to speaking, shall be recognized by the mayor or chair. Every member present at a meeting of council when a question is put, shall vote thereon unless prohibited by statute.
- b) 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. Without limiting the generality of the foregoing, no member shall communicate with any other member during a debate of vote by electronic means or receive communications from any other person by electronic means.
- c) When a member is speaking, no other member shall interrupt him/her except to raise a point of order.

- d) 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.
- e) When two or more members seek to address council, the mayor shall designate the member who may speak first.

#### **8.4 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:

- a) 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,
- b) The application of any procedures, rules and policies of the township and local boards governing the ethical behaviour of members of council and of local boards or either of them.

#### **8.5 Member Vacancies and Attendance**

- a) A member of council may resign from office by notice in writing filed with the clerk.
- b) 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.
- c) The office of a member of council becomes vacant if the member has been absent from meetings of the Council for three (3) successive meetings without being authorized to do so by a resolution of council unless otherwise permitted by the act.
- d) If a vacancy occurs in the office of a member of council, as per the Act, council shall fill the vacancy by:
  - (i) appointing a person who has consented to accept the office if appointed; or,
  - (ii) holding a by-election to fill the vacancy in accordance with *the Municipal Elections Act, 1996*; or,
  - (iii) appointing the non-elected candidate who, during the last municipal election obtained the second most votes after the candidate whose seat is declared vacant, to fill the vacancy.

### **9.0 AGENDA**

- a) Prior to each meeting the CAO and the clerk 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 as required:
  - (i) Call to order/roll call
  - (ii) Adoption of agenda
  - (iii) Declarations of pecuniary interest
  - (iv) Adoption of minutes
  - (v) Public meeting
  - (vi) Staff reports
  - (vii) Consent agenda
  - (viii) Boards and committees
  - (ix) Council comments and concerns
  - (x) Miscellaneous/unfinished business
  - (xi) Closed session

- (xii) Open session
  - (xiii) Ratification bylaw
  - (xiv) Adjournment
- a) 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.
  - b) All staff reports will be delivered to the clerk ten (10) business days in advance of the meeting to ensure inclusion in the agenda and timely publication of the agenda. Reports submitted after this date will be considered late.
  - c) Late reports may be added to the agenda at the discretion of the clerk or CAO and are restricted to items that are urgent and require immediate attention of council, otherwise late reports will be added to the agenda of the next regular council meeting.
  - d) Council agendas for regular meetings 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 five (5) working days prior to the meeting. Exceptions will be allowed when preparation of the agenda falls in a week providing only four (4) work days due to a statutory holiday.
  - e) Where further information or reports are necessary for council to properly review an item of business, the clerk or CAO may postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.
  - f) The draft agenda cover sheet will be posted on the township's website at least two (2) calendar days prior to the meeting.
  - g) The full agenda package will be posted on the township's website at least one (1) calendar day prior to the meeting.
  - h) 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.
  - i) Requests for proclamations will not be endorsed by the council of the township and therefore will not appear on the agenda.

## 10.0 MOTIONS AND ORDER OF VOTING

### 10.1 Motions

- a) After a motion has been moved and seconded, it shall be deemed to be in the possession of council or committee. Council or committee may consent to the withdrawal of the motion at any time before amendment or decision.
- b) All motions must be moved and formally seconded before they can be considered to be entered into the minutes and debated by council.
- c) When a motion has been seconded, it may upon request, be read or stated by the mayor, chair or clerk at any time during the debate.
- d) Whenever the mayor or chair is of the opinion that an amending motion is contrary to the main motion, the mayor or chair shall apprise the



members thereof immediately. A member of council or committee may appeal the ruling of the mayor or chair to council or committee by expressing a point of order. However, if there is no appeal, the decision of the mayor or chair shall be final. The council or committee, if appealed to, shall vote on the motion without debate and its decision shall be final.

- e) A motion in respect of a matter which is not within the jurisdiction of the council or committee shall not be in order. The mayor or chair, in consultation with the clerk, will determine if the matter is within the jurisdiction of council or committee.
- e) When a motion is under consideration, no other motion shall be received unless it is a motion:
  - (i) To refer the motion to committee, council, staff or any other person or body. Such a motion to refer:
    - a) is open to debate,
    - b) is amendable; and,
    - c) shall preclude amendment or debate of the preceding motion.

- (ii) To amend the motion:

A motion may be amended as a “friendly amendment” if both the first and second of the main motion agree to the amended language. If not, an amended motion is voted on and then Council returns to the main motion. Such a motion to amend:

- a) is open to debate,
- b) shall not propose a direct negative to the main motion,
- c) shall be relevant to the main motion,
- d) is subject to only one further amendment, and any amendment more than one must be to the main motion; and,
- e) if more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main motion is put to the vote.

- (iii) To defer the motion to another time. Such a motion to defer:

- a) is not open to debate,
- b) is not subject to amendment; and,
- c) applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.

- (iv) To adjourn the meeting. Such a motion to adjourn:

- a) is not open to debate,
- b) is not subject to amendment; and,
- c) shall always be in order.

- (v) To call a vote on the motion. Such a motion to call a vote on the motion:

- a) cannot be amended,
- b) cannot be proposed when there is an amendment under consideration,
- c) when resolved in the affirmative, shall be followed by voting on the motion, without further debate or amendment of the motion,
- d) when resolved in the negative, shall be followed by

- e) resumption of debate; and,  
shall always be in order.
- f) Once all motions relating to the main motion have been dealt with, and once the main motion is put to a vote, there shall be no further discussion or debate and the motion shall be immediately voted on.
- g) A motion may be voted against by the mover and seconder.

### 10.2 Notice of motion

- a) Any member who wishes to introduce a motion pertaining to a matter not included in the agenda (other than a routine matter) must do so by notice of motion.
- b) A 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. **seven calendar days prior to on the Monday preceding** the regular council meeting for insertion in the agenda, for consideration at a meeting subsequent to the meeting for which the agenda is prepared or at a date designated by the mover.
- c) 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 agenda
- d) Notice of motion shall be listed on the agenda under one (1) of two (2) categories:
  - (i) notice of motion for consideration at this meeting; and,
  - (ii) notice of motion for consideration at a future meeting of the council.

### 10.3 Voting:

- a) After a question is finally put by the mayor or 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.
- b) When one or more motions have been made, the order of the vote shall be as follows:
  - (i) to defer the motion,
  - (ii) to refer the motion,
  - (iii) upon the amendments in the reverse order to that in which they were moved, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and,
  - (iv) then, upon the main motion or upon the main motion as amended, if any amendments have been carried
- c) Except as otherwise provided, every member of council or committee shall have one vote.
- d) Any motion on which there is a tie vote shall be deemed to be defeated, except where otherwise provided by any act.
- e) A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- f) When the motion under consideration contains distinct clauses, and a member has requested to vote on each distinct clause, then a vote shall be taken separately on each clause; including each clause added by way of an amendment.

- g) Unless otherwise requested by a member, no vote is required for the following motions:
  - (i) Adjournment,
  - (ii) extend the adjournment time,
  - (iii) recess; and/or
  - (iv) moving out of a closed meeting.
- h) When a member requests a recorded vote, the clerk shall call the name of each member present and eligible to vote. The clerk shall announce the names of the members in alphabetical order, followed by the deputy mayor and then the mayor. At the conclusion of the vote the clerk shall inform the mayor or chair of the outcome of the vote and record it in the minutes. A request for a recorded vote can only be made immediately before or after the taking of the vote.
- j) 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.

#### **10.4 Recorded Vote**

- a) If a member disagrees with the announcement of the results of the vote by the mayor or chair, he/she may object immediately to the declaration and require that the members be polled individually.
- b) 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 act. 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.
- c) 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. 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.

#### **10.5 Reconsideration:**

- a) A substantive resolution, bylaw or any question or matter that has previously been adopted by council may be reconsidered by council subject to the following:
  - (i) a notice of motion, moved by a member on the prevailing side, must be introduced according to the procedures for notice of motion,
  - (ii) 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,
  - (iii) once a vote to reconsider is passed the matter being reconsidered shall immediately be put on the floor as a resolution as if it had not been voted on previously; and,
  - (iv) a vote to reconsider shall not be considered more than once in any twelve-month period.
- b) These rules do not apply when a motion pertains to a decision of a previous council.

#### **11.0 POINT OF ORDER**

- a) A member may raise a point of order at any time if they consider that there has been a departure from or contravention of the rules, procedures or accepted practices of council, whereupon the mayor or chair shall:

- (i) interrupt the matter under consideration,
  - (ii) ask the member raising the point of order to state the substance of and the basis for the point of order; and
  - (iii) rule on the point of order immediately without debate by council or Committee.
- b) A member of council or committee may appeal the ruling of the mayor or chair to council or committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the mayor or chair shall be final.

## 12.0 POINT OF PRIVILEGE

- a) A member may raise a point of privilege at any time if they consider that their integrity, the integrity of council or the committee as a whole or staff has been impugned, whereupon the mayor or chair shall:
  - (i) interrupt the matter under consideration,
  - (ii) ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and,
  - (iii) rule on the point of privilege immediately without debate by council or committee.
- b) A member of council or committee may appeal the ruling of the mayor or chair to council or committee.
- c) If there is no appeal, the decision of the mayor or chair shall be final. The council or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.
- d) Where the mayor or chair considers that the integrity of any township employee has been impugned or questioned, the mayor or chair may permit staff to make a statement to council or committee.

## 13.0 READING OF BYLAWS AND PROCEEDINGS THEREON

- a) Every bylaw shall be introduced by written motion and shall be considered to have been read a first, second and third time short. At the discretion of council, or as otherwise required by legislation, a bylaw may be read a first and second time, with third reading postponed until later in the meeting, or subsequent meeting of council.
- b) Debate shall be limited to the subject matter of the bylaw. Amendments shall be made by written motion.
- c) The clerk shall be responsible for the correctness of all bylaws should they be amended at a council meeting.
- d) Every bylaw passed by council shall:
  - (i) be signed by the mayor, or the presiding officer,
  - (ii) be signed by the clerk or designate,
  - (iii) be sealed with the township seal; and,
  - (iv) indicate the date of passage.
- e) The clerk shall be authorized to make minor corrections to any bylaw resulting from technical, formatting or typographical errors provided the intent of the bylaw is not changed .
- g) At the conclusion of all meetings of council, and prior to adjournment, a ratification bylaw shall be brought forward to confirm the proceedings of the council at that meeting in respect of each motion, resolution or other action. A ratification bylaw then introduced, shall be taken as read a first,

second and third time short and finally adopted without debate.

#### **14.0 PETITIONS AND COMMUNICATIONS FROM THE PUBLIC**

- a) Every communication, including a petition designed to be presented to council, shall be legibly written or printed and shall not contain any obscene, defamatory 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.
- b) A petition or communication may be introduced at a council meeting with the consent of council expressed by motion.
- c) All correspondence addressed to members of council shall be directed through the clerk and considered public information, except as prohibited by legislation.
  - (i) correspondence may consist of the following items:
  - (ii) resolution support requests,
  - (iii) correspondence received that may be of interest to members of council,
  - (iv) intergovernmental communications; and,
  - (v) items available in the clerk's office.
- d) Correspondence will be circulated by the clerk and/or his/her designate to members of council weekly. Through the clerk, members of council may request correspondence items by placed on the appropriate council agenda for discussion.
- e) Council's receipt of correspondence does not constitute endorsement by the township of the correspondence or its contents or any recommendations contained, or actions advocated therein.

#### **15.0 DELEGATIONS**

- a) 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 at least 14 days preceding the council meeting.
- b) Requests to have an audience with council shall be in writing and state in detail the nature of the matter to be presented and discussed. The request shall include the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.
- c) Delegations will be encouraged to discuss matters of concern with the appropriate senior manager 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.
- d) If 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 a motion to amend the order of business so that the item may be brought forth at the same time as the consideration of the delegation item.
- e) 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 will not debate with the delegation respecting the presentation.
- f) Delegations shall not use indecent, offensive or insulting words, profanity



or unparliamentary language against council, staff, guests or individuals.

- g) The clerk will review delegation requests with the CAO and mayor. The mayor has discretionary authority to accept or refuse the request. Reasons for refusing delegations include, but are not limited to the following:
  - (i) discussion pertains to a matter involving litigation or potential litigation,
  - (ii) discussion pertains to an identifiable individual,
  - (iii) the subject is beyond the jurisdiction of the township,
  - (iv) the matter/issue has previously been addressed by staff and/or council and no new information is being presented,
  - (v) the purpose and expected outcome of the request is unclear; or,
  - (vi) the request is for an improper purpose (i.e. generating publicity or making personal attacks against staff).
- h) The clerk and the CAO shall determine when approved delegations shall be scheduled.
- i) Except for points of order or privilege, members of council shall not interrupt a Delegate while they are addressing council or a committee.
- j) Members may address a delegate only to ask questions of clarification and not to express opinions or enter into debate or discussion.
- k) Council may defer any decision or action on information received from a delegation to a subsequent meeting, and request that a staff report on the matter be prepared for council's consideration.

## **16.0 CONDUCT OF PUBLIC AND DELEGATIONS**

- a) Members of the public and delegations in attendance at a meeting, shall not:
  - (i) address council or committee without permission,
  - (ii) bring food or beverage, with the exception of water, into the council chamber or meeting room unless so authorized,
  - (iii) engage in any activity or behaviour or make any audible noise that could affect the council or committee deliberations, including clapping, shouting, jeering or any other form of disorderly conduct,
  - (iv) bring any signs or placards into, or hand out any brochures, pamphlets, buttons or literature in the council chambers, or
  - (v) use an electronic device or recording device to broadcast, record or otherwise publish or distribute audio or video of any meeting, nor take photographs of any meeting.
- b) No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, mayor, members of council or committee.
- c) If a person persists with inappropriate behaviour after having been called to order by the mayor or chair, the person(s) may be ordered by the mayor or chair to leave the meeting. In the event that any person refuses to leave when ordered to do so, the mayor or chair may request that the member be removed as required, and the police may be called for assistance as necessary.

## **17.0 MINUTES**

- a) The minutes of council as taken by the clerk, or designate, shall consist of a record of all proceedings taken in the council meeting and shall include:
  - (i) the place, date and time of meeting,

- (ii) the name of the chair and the members in attendance,
  - (iii) arrival and departure of members after the call of the meeting
  - (iv) member who has declared a pecuniary interest on the matter or questions and the nature thereof,
  - (v) all motions,
  - (vi) other proceedings of council without note or comment; and,
  - (vii) time of adjournment.
- b) The clerk shall be authorized to make minor corrections to minutes, resulting from technical, formatting or typographical errors provided the intent is not changed.
  - c) The approved minutes of a meeting will form the official record of the meeting. Any audio, video or other recording of the meeting shall not be considered an official record.
  - d) The adopted minutes of each meeting of council shall be posted to the township's website.

**18.0 AMENDMENT OF PROCEDURAL BYLAW**

- a) No repeal of this bylaw shall be considered at any meeting of council unless notice (verbal or written) of intention of the proposed repeal has been given.
- b) From time-to-time amendments to this bylaw, or any part thereof, may be considered at any meeting of council provided notice (verbal or written) is given.

**19.0 SEVERABILITY**

The provisions of this bylaw 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 bylaw.

**20.0 REPEAL OF PREVIOUS BYLAW**

That bylaw 2023-02, as amended, is hereby repealed.

**21.0 EFFECTIVE DATE**

This bylaw shall become effective upon the date of enactment.

**READ and passed in Open Council, signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## **ACTION REQUEST – BYLAW**

Corporate Services/Clerk

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Bylaw No. 2024-01 – Officers and Committees Amendments November 2024**

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### **RECOMMENDATION:**

**THAT Bylaw No. 2024-01 being a Bylaw for the Appointment of Officers, Committees, Agents, Staff, Volunteers and Other Associations be approved as amended, this 7th day of November, 2024.**

### **BACKGROUND:**

The Officers and Committees bylaw is a fluid document that requires changes, amendments and updating from time-to-time to ensure accuracy. The bylaw has been amended to reflect the following:

- Addition of a short list roster of consulting and engineering services for three different service categories (municipal, transportation, geotechnical). These firms were selected as part of an RFP for consulting and engineering services issued by the Township.
- A correction was made to the Committee of Adjustment to indicate the Councillor position on this committee is paid and explanations for the (a), (p) and (np) symbols used in this bylaw were added for clarity.
- Daniel Kelly was replaced by Kreg Raistrick as Municipal Law Enforcement Officer for the purpose of issuing parking tickets.
- Drainage Board members removed and to be assigned by Bylaw.
- Removal of Angela Rutley as CAO and appointment of Calvin Pol as interim CAO.

### **OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

N/A

**ALIGNMENT WITH STRATEGIC PLAN:**

**Not Applicable**

**OTHERS CONSULTED:**

Council

Development Services

Transportation Services

Environmental Services

**ATTACHMENTS:**

Amended Bylaw No. 2024-01

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

**BYLAW No. 2024-01**

***A Bylaw for the Appointment of Officers, Committees, Agents, Staff, Volunteers and Other Associations***

**WHEREAS** it is necessary for the Municipal Council to pass bylaws 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 WHEREAS**, the Mayor shall be a member Ex-Officio, of all Committees;

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

- 1.0** That Bylaw No. 2023-01 be hereby repealed.
- 2.0** That Schedule A attached hereto forms part of this Bylaw.
- 3.0** That this Bylaw takes effect on the day of passing.
- 4.0** The Clerk of the Township of North Dundas is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the bylaw and schedule(s) as may be deemed necessary after the passage of this bylaw, where such modifications or corrections do not alter the intent of the bylaw.

**READ and passed in Open Council, signed and sealed this 1st day of February, 2024.**

**Approved as amended this 21<sup>st</sup> day of March, 2024.**

**Approved as amended this 11<sup>th</sup> day of April, 2024.**

**Approved as amended this 9<sup>th</sup> day of May, 2024.**

**Approved as amended this 6<sup>th</sup> day of June, 2024.**

**Approved as amended this 5<sup>th</sup> day of September, 2024.**

**Approved as amended this 7<sup>th</sup> day of November, 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



Schedule A  
Bylaw 2024-01

<b>COUNCIL</b>	
MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR	Tony Fraser Theresa Bergeron Gary Annable John Lennox Matthew Uhrig
COUNTY COUNCIL ALTERNATE	Gary Annable

<b>OFFICERS, AGENTS AND STAFF</b>	
CHIEF ADMINISTRATIVE OFFICER (CAO) EMERGENCY PLANNING ADMINISTRATIVE OFFICIAL HUMAN RESOURCES MUNICIPAL HEAD RELATING TO OMBUDSMAN ACT	Angela Rutley Calvin Pol (Interim)
DIRECTOR OF FINANCE/TREASURER COMMISSIONER OF OATHS	John J. Gareau
DEPUTY TREASURER COMMISSIONER OF OATHS	Logan Stanley
TAX COORDINATOR	Michelle McDonell
DIRECTOR OF CORPORATE SERVICES/CLERK DIVISION REGISTRAR MARRIAGE LICENCE ISSUER CIVIL MARRIAGE OFFICIANT LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS RETURNING OFFICER MUNICIPAL HEAD RELATING TO FREEDOM OF INFORMATION ACT COMMISSIONER OF OATHS COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (a)	Nancy Johnston
DEPUTY DIVISION REGISTRAR DEPUTY MARRIAGE LICENCE ISSUER LOTTERY LICENSING OFFICER COMMISSIONER OF OATHS	Laurie Gibson
DEPUTY CLERK/COMMUNICATIONS CO-ORDINATOR LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS DEPUTY RETURNING OFFICER EMERGENCY INFORMATION OFFICER MARRIAGE OFFICIANT COMMISSIONER OF OATHS	Natalie Charette
DIRECTOR OF DEVELOPMENT SERVICES ZONING ADMINISTRATOR	Calvin Pol
JUNIOR PLANNER COMMISSIONER OF OATHS	Chantal Doyon
EXECUTIVE ASSISTANT TO FIRE AND DEVELOPMENT SERVICES DEPARTMENTS PROPERTY STANDARDS COMMITTEE SECRETARY COMMITTEE OF ADJUSTMENT SECRETARY COMMISSIONER OF OATHS	Lisa Devereaux
CHIEF BUILDING OFFICIAL BUILDING INSPECTOR COMMISSIONER OF OATHS	Preston Stronach

Schedule A  
Bylaw 2024-01

APPLICATIONS EXPEDITOR/BUILDING OFFICIAL	Emily Beach
DEPUTY CHIEF BUILDING OFFICIALS (On Call)	Harry Hutchison Gary Poupart Jacob Forget
BUILDING INSPECTOR INTERIM DEPUTY CHIEF BUILDING OFFICIAL	Jason Forget
BUILDING INSPECTORS (On Call)	Donald Lewis Hilton Cryderman Jacob Forget
MUNICIPAL ENGINEERING CONSULTANTS & ENGINEERING (Roster of firms to be used on an as-needed/when needed basis)	EXP Services Inc. Ainley Graham & Associates JP2G Consulting Inc. CIMA Canada Inc.
TRANSPORTATION SERVICES CONSULTING & ENGINEERING (Roster of firms to be used on an as-needed/when needed basis)	EXP Services Inc, Ainley Graham & Associates. BTE Engineering Inc. CIMA Canada Inc.
GEOTECHNICAL SERVICES CONSULTING & ENGINEERING (Roster of firms to be used on an as-needed/when needed basis)	Ainley Graham & Associates, Paterson Group CIMA Canada Inc. EXP Services Inc.
CIVIL MARRIAGE OFFICIANT DEPUTY MARRIAGE LICENCE ISSUER	MaryLynn Plummer
PATROL SUPERVISOR	Todd Helmer
DIRECTOR OF RECREATION & CULTURE	Meaghan Meerburg
DIRECTOR OF TRANSPORTATION DRAINAGE SUPERINTENDENT	Jamie Cheney
FACILTIES MANAGER	Tom Dekker
RECREATION SUPERVISOR	Brandon Cousineau
DIRECTOR OF ENVIRONMENTAL SERVICES	Danielle Ward
ECONOMIC DEVELOPMENT OFFICER EMERGENCY INFORMATION OFFICER (a)	Stephen Mann
FIRE CHIEF COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (a) REGISTERED AUTHORITY – MINISTRY OF TRANSPORTATION ONTARIO (MTO)	Kreg Raistrick
STATION CHIEFS	Kenneth Byers Raymond Sherrer Daniel Kelly Michael Gruich
STATION DEPUTY CHIEFS	Trevor Carruthers Donald Levere David Lannin Terry Wagner

Schedule A  
Bylaw 2024-01

RIGHTS OF ENTRY – ONTARIO FIRE CODE PARTS 5	Fire Chief Station Chiefs Station Deputy Chiefs
FIRE INSPECTIONS – ONTARIO FIRE CODE PART 6	Kreg Raistrick Kenneth Byers Daniel Kelly Sean Donovan
SENIOR MUNICIPAL LAW ENFORCEMENT OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR	Nicolas Hubble
MUNICIPAL LAW ENFORCEMENT OFFICERS (as determined by the Township of Russell)	Roxanne Garland Millie Bourdeau
AMPS HEARING OFFICER	John Ralko
AMPS SCREENING OFFICERS	Brandon Cousineau Danielle Ward
MUNICIPAL LAW ENFORCEMENT OFFICERS (for the purpose of issuing parking tickets)	Jamie Cheney Daniel Kelly Kreg Raistrick Kenneth Froats Todd Helmer
ANIMAL CONTROL BYLAW ENFORCEMENT OFFICER	Kevin Casselman
LIVESTOCK POUND KEEPER(S)	Richard Scheepers (p)
LIVESTOCK EVALUATORS	Richard Scheepers (p)
FENCEVIEWERS	Brent Copeland (p) Larry Stewart (p) Gerry Boyce (p)
WEED INSPECTOR (Appointed by County)	Philip Duncan Benjamin de Haan (a)
DRAINAGE BOARD	Members as determined by separate bylaw from time to time, governed by the Drainage Act
SITE PLAN REVIEW TEAM	CAO Director of Development Services Economic Development Officer Chief Building Official Director of Transportation Director of Environmental Services Junior Planner (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

Schedule A  
Bylaw 2024-01

	Tony Fleming
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COMMITTEES AND ASSOCIATIONS	
COMMITTEE OF ADJUSTMENT	Councillor Annable (p) (Members as determined by separate bylaw from time to time, governed by the Planning Act)
MUNICIPAL EMERGENCY CONTROL GROUP	(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Transportation Community Emergency Management Coordinator Emergency Information Officer Council Representative Gary Annable (np)
SD&G ACCESSIBILITY COMMITTEE	North Dundas Representative Al Lummiss (np) Shauna Lummiss (a) (np)
EMERGENCY MANAGEMENT PROGRAM COMMITTEE CHAIR COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR (a)	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE	(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Transportation Community Emergency Management Coordinator Emergency Information Officer Council Representative Gary Annable (np)
COMMUNITY IMPROVEMENT PLAN COMMITTEE	Council Representatives (np) Matthew Uhrig Gary Annable (a) Municipal Representative CAO Municipal Representative Director of Development Services Municipal Representative Economic Development Officer Community Representative Vince Zandbelt (np)
MUNICIPAL HERITAGE COMMITTEE	(Members as determined by the Committee from time to time)

Schedule A  
Bylaw 2024-01

DUNDAS COUNTY ARCHIVES COMMITTEE	North Dundas Representatives Darlene Fawcett Brienne Scott Nancy Johnston Tony Fraser Eric Duncan (non-voting member)
PROPERTY STANDARDS COMMITTEE	(Members as determined by separate bylaw from time to time, governed by the Building Code Act)
RECREATION COMMUNITY GRANT REVIEW COMMITTEE	Council Representative(s)(np) Gary Annable Theresa Bergeron CAO Director of Recreation and Culture
RIDEAU VALLEY CONSERVATION AUTHORITY	
SOUTH NATION CONSERVATION AUTHORITY	William Smirle Representative (np)

**COMMITTEES OF COUNCIL**

ART ON THE WATERFRONT COMMITTEE	Council Representative Gary Annable (np) (Members as determined by the Committee from time to time)
CHESTERVILLE GREEN ACTION GANG	Council Representative John Lennox (np) (Members as determined by the Committee from time to time)
CHESTERVILLE CARNIVAL COMMITTEE	Council Representative Matthew Uhrig (np) (Members as determined by the Committee from time to time)
CHESTERVILLE AND DISTRICT HISTORICAL SOCIETY	Council Representative Gary Annable (np) (Members as determined by the Organization from time to time)
DOWNTOWN WINCHESTER COMMITTEE	Council Representative Gary Annable (np) Matthew Uhrig (np) (Members as determined by the Committee from time to time)
DAIRYFEST COMMITTEE	Council Representative Theresa Bergeron (np) (Members as determined by the Committee from time to time)
PARADE OF LIGHTS COMMITTEE	Council Representative Tony Fraser (np) (Members as determined



Schedule A  
Bylaw 2024-01

	by the Committee from time to time)
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Schedule A  
Bylaw 2024-01

MOREWOOD RECREATION ASSOCIATION	Council Representative John Lennox (np) (Members as determined by the Committee from time to time)
GARDEN PARTY MARKET	Council Representative Tony Fraser (np) (Members as determined by the Committee from time to time)

<b>VOLUNTEERS</b>	
NORTH DUNDAS MOVIE COMMITTEE	Aaron Dellah (np)
MARIONVILLE RECREATION ASSOCIATION	(Members as determined by the Associations from time to time)
SOUTH MOUNTAIN RECREATION ASSOCIATION	(Members as determined by the Associations from time to time)

Note: a = alternate; p = paid; np = not paid



**ACTION REQUEST**  
Interim Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Amend Policy 77-2019 Staff Recognition**

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**RECOMMENDATION:**

**THAT Council approve Policy 77-2019: Staff Recognition, as amended this 7<sup>th</sup> day of November, 2024.**

**BACKGROUND:**

In our current staff recognition policy, 77-2019, section 2 sets out formal recognition for employees who achieve years of service milestones. It provides an award “according to the employee’s years of active service (not including leaves of absence).” The exclusion of all leaves of absence in determining years of service is not in compliance with the Employment Standards Act (ESA) that states that service credits continue to accrue during protected leaves. The policy has been changed to remove the exclusion of protected leaves.

**OPTIONS AND DISCUSSION:**

- 1. Approve the recommendation** - recommended. This ensures that the policy is in compliance with the Employment Standards Act.
- 2. Do not approve the recommendation** - not recommended.

**FINANCIAL ANALYSIS:**

There is no financial impact associated with this change.

**ALIGNMENT WITH STRATEGIC PLAN:**

**Priority 1 - Employee Satisfaction**

**OTHERS CONSULTED:**

Human Resources Coordinator

**ATTACHMENTS:**

Revised policy 77-2019 Staff Recognition

<b>POLICY MANUAL</b>	<b>Policy No. 77 - 2019</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: November 7, 2024</b>
<b>Subject: Staff Recognition Policy</b>	<b>Page 1 of 4</b>

The Township recognizes that its employees are its greatest asset. Many of its employees often go above and beyond the regular expectations of their day-to-day responsibilities, and many of its employees have remained dedicated and loyal in serving the residents of North Dundas throughout their career.

This policy’s intent is to provide a framework to pay tribute to these employees based on two pillars of staff recognition: Staff Recognition Awards for special contributions and achievements and years of service. Recognition awards for staff for each of these pillars will occur in conjunction with a regular Council meeting and/or staff training event each year. This policy will be managed and maintained by the Chief Administrative Officer, except where otherwise stated herein.

**1. Staff Recognition Awards**

Staff Recognition Awards provide an opportunity for employees to be duly recognized by their peers for any actions or undertakings that are above and beyond the expectations of their regular job responsibilities. Such contributions may occur in a variety of environments and circumstances that result in new ideas, work processes and/or standards, or policy initiatives that benefit the municipality and its taxpayers. As such, three award categories have been created to reflect this diversity. A maximum of one award will be presented per category, per year. The categories are as follows:

- Customer Service Excellence
- Safety Smart
- Innovation, Sustainability, and Leadership

***Customer Service Excellence (\$50 gift card)***

The intent of this award is to recognize that all Township employees provide customer service to a variety of clientele, whether it is an internal (Council support, payroll and benefit support, etc.), or external (the public or other stakeholders) customer. The Customer Service Excellence award recognizes an employee who:

- Consistently displays high levels of expertise, enthusiasm, and initiative in dealing with internal or external customers;
- Is pro-active in taking action to ensure a customer or client is satisfied before there is a problem;
- Provides a service in which customers or clients express, or show, a high level of satisfaction; and/or
- Displays exceptional follow-through in the handling of requests and/or complaints.

<b>POLICY MANUAL</b>	<b>Policy No. 77 - 2019</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: November 7, 2024</b>
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**Safety Smart (\$50 gift card)**

The Safety Smart award recognizes an employee who:

- Consistently exhibits safe work practices;
- Identifies and reports potential hazards which could affect an employee or group of employees; and/or
- Regularly goes above and beyond the expected safety standards.

**Innovation, Sustainability, and Leadership (\$50 gift card)**

The Innovation, Sustainability, and Leadership award recognizes an employee who:

- Displays outstanding creativity and/or innovation;
- Volunteers their time for the benefit of the community, while portraying a positive image of the Township;
- Has demonstrated superior leadership or mentoring skills with fellow employees; and/or
- Has provided a suggestion that results in increased productivity, reduced expenses, increased revenues or improved services.

Employees who are a recipient of a Staff Recognition Award will be invited to the annual staff recognition ceremony to be duly recognized by Council and senior staff for their contribution to the municipality.

**Governance**

Nominations for Staff Recognition Awards may be made by any staff member or resident of The Township of North Dundas. Nominations must be made by someone who has directly observed the effort and/or contribution made by the nominee, and must be seconded by a colleague concurring with the nomination. Public nominations are not required to be seconded.

Nomination forms can be found as an Appendix to this policy, as well as on the Township server.

Employee nominations for Staff Recognition Awards may only be made in one award category per employee per year. Neither the Chief Administrative Officer (CAO) nor Department Heads are eligible for nomination in any award category.

**Implementation**

Nominations for Staff Recognition Awards will be accepted throughout the course of each year and are to be forwarded to the Clerk, who shall compile the information for the review of the CAO. The application deadline for nominations will be at least three (3) weeks prior to the staff recognition ceremony each year, the date of which will be determined by the CAO.



<b>POLICY MANUAL</b>	<b>Policy No. 77 - 2019</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: November 7, 2024</b>
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Each year a notice will be circulated to all Township Departments to solicit interest in serving on the evaluation panel. The CAO will name the members of the panel from those who express interest.

The evaluation panel should, to the greatest extent possible, reflect a cross-section of Township personnel to fairly assess the contributions of each nomination. Evaluation panel members are not eligible to receive a Staff Recognition Award.

Once the evaluation panel has been formed, selection of the panel chair will be made by its members. There shall be a maximum of one representative from each Department on the evaluation panel. Representation of the evaluation panel will consist of:

Council – 1 representative – Mayor or Mayor’s designate  
Chief Administrative Officer (or designate) – 1 representative  
Department Head or Supervisory staff– 1 representative  
Non-supervisory staff member – 1 representative

Nominations for each of the three Staff Recognition Award categories will be determined by the Staff Recognition Award evaluation panel. In the event of a split decision by the evaluation panel on any matter before it, the panel chair may cast the deciding vote. The evaluation panel may also recommend to the CAO that an award in any category not be granted should the panel believe the applications received do not adequately meet the established evaluation criteria.

Staff support to assist the evaluation panel may be requested by the Chief Administrative Officer. The CAO, or designate, will ensure that a budget for reasonable costs associated with the Staff Recognition Award program and this policy will be brought forward to Council each year.

<b>POLICY MANUAL</b>	<b>Policy No. 77 - 2019</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: November 7, 2024</b>
<b>Subject: Staff Recognition Policy</b>	<b>Page 4 of 4</b>

**2. Years of Service Awards**

The Township formally recognizes all employees achieving specified years of service. A “gift card” will be awarded to employees according to the employee’s years of active service (including leaves of absence that are protected under the Employment Standards Act and excluding unprotected not including leaves of absence) as follows:

<b>Years</b>	<b>Value</b>
5 years of service	\$50 value
10 years of service	\$100 value
15 years of service	\$150 value
20 years of service	\$200 value
25 years of service	\$400 value
30 years of service	\$400 value
35 years of service	\$400 value
40 years of service	\$500 value

40 years is the maximum service that a Township employee will receive financial recognition for.

Individuals who were previously employed by the Township prior to their most recent starting date, and who left its employ voluntarily, will receive credit for all periods of past service in calculating their years of service for eligibility for service awards.

Employees who have reached a Years of Service milestone listed within this policy will be invited to the staff recognition ceremony to be duly recognized for their contributions to the Township.

**Initial Implementation:**

In 2019, employees will be recognized for the highest level of years of service that they have achieved as of December 31, 2019 and presented with the applicable recognition.

Original Policy: Sept 2019

Revised: December 14, 2021

Revised: October 10, 2024

## Staff Recognition Awards Nomination Application

NAME OF NOMINEE: \_\_\_\_\_

Department: \_\_\_\_\_

Award Category:      Customer Service Excellence

                                 Safety Smart

                                 Innovation, Sustainability, and Leadership

Reason for Nomination:

Attachments:

Nominated by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICIAL USE ONLY**

Panel Chair:

Panel

Members:

COMMENTS:

**RECOMMENDATION:**

\_\_\_\_\_

Panel Chair

Date: \_\_\_\_\_



**ACTION REQUEST**  
Interim Chief Administrative Officer

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Revise Vacation Policy 35-2011**

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**RECOMMENDATION:**

**THAT Council approve Policy 35-2011: Vacation, as amended this 7<sup>th</sup> day of November, 2024.**

**BACKGROUND:**

Our current vacation policy determines an employee's vacation entitlement date by adjusting an employee's start date forward by the length of any leave period of 13 weeks or more. This date determines vacation entitlement. This adjustment is not in compliance with the Employment Standards Act (ESA) that states that service credits continue to accrue during protected leaves.

It is intended that all aspects of our policy comply with the ESA. As a result, the definition of Vacation Entitlement Date in Section 2.0 has been revised to delete the adjustment for leaves of absence. Sections 6.1 and 6.2 that dealt with adjusting the vacation entitlement date have also been removed and wording in section 6.3 and 6.4 has been clarified to indicate that the policy is referring to paid vacation credits.

Section 8.0 was added that states that the Township will provide entitlements under the ESA. This ensures that if the ESA changes, the policy will not be immediately out of compliance.

The date adjustment has not resulted in employees receiving less than the Employment Standards Act entitlements, therefore, there is no impact on current employees. This revision ensures that our policy and vacation calculation will be in compliance in the future.

All revisions are highlighted in the attached, revised policy.

**OPTIONS AND DISCUSSION:**

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

**FINANCIAL ANALYSIS:**

There is no financial impact associated with this change.



**ALIGNMENT WITH STRATEGIC PLAN:**

**Priority 1 - Employee Satisfaction**

This ensures that the Township's Vacation Policy meets or exceeds the requirements of the Employment Standards Act.

**OTHERS CONSULTED:**

Assistant Administrator/Human Resources Coordinator

**ATTACHMENTS:**

Revised Policy 35-2011 - Vacation

<b>POLICY MANUAL</b>	<b>Policy No. 35-2011</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: November 7, 2024</b>
<b>Subject: Vacation</b>	<b>Page 1 of 3</b>

**1.0 PURPOSE:**

This Policy is intended to establish a vacation structure that helps the Township of North Dundas attract, retain and motivate quality employees.

**2.0 DEFINITIONS:**

“**Vacation Entitlement Date**” means the date an employee is hired.

**3.0 VACATION YEAR:**

The vacation year runs from January 1<sup>st</sup> to December 31<sup>st</sup> of any given year.

**4.0 ENTITLEMENT:**

**4.1** Vacation leave, with pay, shall be granted to each full-time, permanent employee as per the following:

**4.1.1** In January of each year, employees will be granted vacation, with pay, for the current year as follows:

Vacation Year (Jan-Dec.)	Vacation Entitlement <b>70 hour</b> regular pay period	Vacation Entitlement <b>80 hour</b> regular pay period
Date of hire to December 31 <sup>st</sup> of the year of hire	# of months worked in that year/12 months x 105 hours	# of months worked in that year/12 months x 120 hours
In the calendar year of the 1 <sup>st</sup> to 5 <sup>th</sup> anniversary of your vacation entitlement date	105 working hours	120 working hours
In the calendar year of your 6 <sup>th</sup> to 12 <sup>th</sup> anniversary of your vacation entitlement date	140 working hours	160 working hours
In the calendar year of your 13 <sup>th</sup> to 20 <sup>th</sup> anniversary of your vacation entitlement date	175 working hours	200 working hours
In the calendar year of the 21 <sup>st</sup> anniversary of your vacation entitlement date and each year thereafter	210 working hours	240 working hours

<b>POLICY MANUAL</b>	<b>Policy No. 35-2011</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: October 10, 2024</b>
<b>Subject: Vacation</b>	<b>Page 2 of 3</b>

4.1.2 The CAO and/or Council may vary the above conditions to meet individual hiring situations at their discretion.

4.2 Part-time and contract employees will receive vacation pay in accordance with the Employment Standards Act (ESA), paid with each pay.

**5.0 CARRY OVER OF VACATION TIME:**

5.1 Employees should use their vacation before the end of the vacation year during which it was granted.

5.2 Employees will be permitted to carry over a maximum of one regular week (35 or 40 hours) of vacation to the following vacation year. No additional carryover of vacation will be allowed except under extreme circumstances approved by the Department Head and the Chief Administrative Officer.

**6.0 VACATION CREDITS DURING LEAVES OF ABSENCES:**

6.1 Leaves of absence without pay from the municipality will reduce the entitlement to paid vacation credits during the year as follows (all days based on full months of absence; partial months will be pro-rated).

- 105 or 120 working hour entitlement: -1.25 days per month absent
- 140 or 160 working hour entitlement: -1.67 days per month absent
- 175 or 200 working hour entitlement: -2.08 days per month absent
- 210 or 240 working hour entitlement: -2.50 days per month absent

6.2 For employees who return to work on reduced hours or partial days, the entitlement to paid vacation credits during the year will be calculated as follows by multiplying the total hours worked in the year (as paid by the municipality, including regular hours, sick hours, statutory holiday hours, personal hours and vacation hours) by the appropriate factor below to determine the vacation hours earned for the year:

<b>POLICY MANUAL</b>	<b>Policy No. 35-2011</b>
<b>Township of North Dundas</b>	<b>Current Revision Date: October 10, 2024</b>
<b>Subject: Vacation</b>	<b>Page 3 of 3</b>

105 or 120 working hours entitlement:  $0.0577 \times \text{hours worked} = \text{vacation hours earned}$

140 or 160 working hours entitlement:  $0.0769 \times \text{hours worked} = \text{vacation hours earned}$

175 or 200 working hours entitlement:  $0.0962 \times \text{hours worked} = \text{vacation hours earned}$

210 or 240 working hours entitlement:  $0.1154 \times \text{hours worked} = \text{vacation hours earned}$

**6.3** The period during which sick pay is received directly from the municipality under its sick leave policy will not affect vacation credits or entitlement.

**6.4** The period during which payments from insurance or a government agency are received directly by the employee will be treated as a leave of absence without pay.

**7.0 VACATION PAY ON TERMINATION:**

On termination of employment, an employee will be paid the value of their unused vacation entitlement credits for that year. In the case that an employee has taken his/her vacation entitlement and terminates employment, any vacation pay advanced in excess of the final vacation entitlement calculation for the year will be deducted from the final pay cheque of the employee. If there is still an amount outstanding to the municipality, the employee shall reimburse the municipality the outstanding amount.

**8.0 Compliance with the ESA**

It is intended that all aspects of the policy will comply with the ESA. Employees will, in no case, receive less than their applicable vacation entitlements under the ESA. In the event that the ESA provides a superior entitlement to an entitlement provided for in this policy, employees will be entitled to the entitlement under the ESA, but only to the applicable minimum entitlement.

Original Policy Effective Date: January 1, 2011  
 Revised: April 25, 2023  
 Revised: September 19, 2023  
 Revised: October 10, 2024



## KEY INFORMATION

Development Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Development Services Update**

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### Planning

- Delegated Authority: Three Zoning Amendment Applications (Duncan, House of Lazarus, Winchester Meadows) were accepted as complete and processed in a more timely and efficient manner.
- The Woods subdivision in Winchester is moving forward with an application for site plan control for two 24-unit apartments to be constructed in 2025. Approval for stormwater management is pending from South Nation Conservation.
- Securities related to site plan approvals were returned to property owners as the site work was deemed complete.
- The 1970's Forestwood Heights Subdivision file is finally being closed. A final drainage swale agreement is required to complete the subdivision conditions.
- A new subdivision (Silver Creek Estates - Phase 2) is being proposed in Hallville. A Public Information Session will be held in the Hallville Fire Station on Wednesday November 20, 2024 at 7 pm.
- The transfer of parkland in Hallville is with the Township Solicitor.
- A new version of GIS Explorer mapping software in use, provided by the Counties
- \$8,000 was approved in the 2024 budget for a study of our development charges to add Fire Services as a recipient for capital costs. Last week, the consultant gave a revised quote of \$11,000.00 which now includes revising the definitions and matching the water/sewer capital charges bylaw definitions. An additional \$3,000 will be budgeted in 2025 to cover the inflationary and increased in costs of the study.
- Five new industrial and commercial site plan applications have been approved and agreements drafted. Building permits have been issued to three of them.

### Building

- CBO completed Municipal Law Enforcement Foundations Training Part 1
- Application Expediter & Building Official completed Property Standards Training Part 1
- CBO met with several building and planning managers from municipalities across Canada to discuss and collect information for the implementation of pre-approved building plans. A separate KIR will be presented to Council before the end of year with a report showing the findings and recommendations



Building Services would like to report that a recent court case brought by the Township of North Dundas has been resolved which saw the party in question fined by the court as follows:

- \$10,000 for changing the use of a building without a permit
- \$3,000 for zoning violations, and
- \$1,000 in legal fees

In addition, a prohibition order was placed on the building in question.

This court proceeding took well over a year to complete but is a good reminder to residents that failure to provide safe and healthy living conditions and failing to abide by the various legislations can have serious consequences.

**March to August**

	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>Permits Issued</b>	95	181	157	194	119	112
<b>New Dwellings</b>	29	122	83	94	36	26
<b>Value of Permits</b>	\$18,739,138	\$75,609,907	\$29,428,455	\$32,117,385	\$18,844,918	\$12,987,614
<b>Building Permit Fees</b>	\$138,544	\$339,063	\$142,319	\$171,990	\$85,687	\$83,106
<b>Development Charges</b>	\$183,125	\$499,402	\$439,796	\$364,070	\$182,203	\$121,032

**By-law**

- Municipal Law Enforcement Officer completed Property Standards Training Part 1

**Economic Development**

- Celebrated the grand openings of the Tiny Shiny Rock Shop, the Winchester Heritage Pharmacy I.D.A. and the Video Game Mansion
- Participated in discussions for repurposing options for the existing Dundas Manor once the new facility is completed
- Working with the NDDHS' Studio 138 to secure private investment to support program expansions
- Attended OMAFRA's Community Economic Development 101 course held in South Stormont
- Attended the Ontario East Municipal Conference held in Ottawa
- Attended the first Fall time North Dundas Chamber networking event held at the Maple Ridge Place

- Launched registration for our North Dundas Business Breakfast to be held on October 8th



## KEY INFORMATION

Fire Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Fire Services Current Activities**

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### **North Dundas Fire Services**

- Fire service received natural gas safety training from Enbridge.
- Fire service received training from Ontario Fire Marshall specialist Dale Moore on grow-ops and clandestine labs. These labs include the manufacture of both drugs and explosives.
- Fire service awards banquet

#### **5 Year**

Aaron Lister, Justin Comtois, Kyle Como, Chelsea Hill, Craig Szeifried, Dustin Broadfoot, Taylor Ace, Josh Sealy

#### **10 Year**

Jason Abramovich, Timothy Lacasse, Sean Whelan, Devon Byers

#### **15 Year**

Steve Mattice, Karen Lewin, Tony Wouters,

#### **20 Years**

Ken Byers, Doug McGregor, Chris Helmer

#### **25 Years**

Cameron Grozelle, Mike Gruich, Mark McMillan

#### **35 Years**

Dan Kelly

- Partnering with CEMC (Community Emergency Management Coordinator) to upgrade our existing analog radio communication by applying the Community Emergency Preparedness Grant.

## **Fire Prevention**

- Inspections on two commercial occupancies
- One home visit for smoke alarm checks and installation in Chesterville.
- School visit by Station 3
- Community event (firefighter breakfast) by Station 1
- Situational awareness visit to Extreme Fear Haunted House by Station 4
- Social media posts via township comms department for various fire safety messaging and product safety recall notices.



## **KEY INFORMATION**

Transportation Services

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**To: Mayor and Members of Council**

**Date of Meeting: November 7, 2024**

**Subject: Transportation Services - Activity Report – September & October**

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### **ADMINISTRATION:**

1. Roads Needs Study preliminary report completed.
2. New Ontario DriveOn program registration completed.

### **DRAINAGE:**

1. Fall Municipal Drain maintenance started.

### **ROADS:**

1. 2024 budget culvert replacements complete, plus an additional failed culvert replaced on Forward Rd. South.
2. BDT Bio-resin trials completed on Sandy Row and Spruit Rd.
3. New asphalt on Old Carriage Lane, Rodney Lane and Fawcett Rd. completed.
4. Slurry seal completed on Bridge Street & Lough Rd., South Mountain and South Street, Chesterville.
5. Pulverizing completed on Allen Rd., French Settlement Rd., River Rd.
6. Slurry seal repair to Belmeade Rd.

### **FLEET:**

1. New frame rails in units 3212, 3210.
2. 3273 Trackless Sidewalk Machine refurbished.
3. Wings and plows are being installed on 4 trucks as per the Winter Maintenance Policy.



September 17, 2024

Hon. Francois-Phillip Champagne, Minister of Innovation, Science and Industry of  
Canada, Government of Canada  
Hon. Mary Ng, Minister of Export Promotion, International Trade and Economic  
Development, Government of Canada  
Arpan Khanna, MP  
Ernie Hardeman, MPP

To Whom It May Concern:

Please be advised that the Council of the Town of Tillsonburg, at its meeting on  
September 9<sup>th</sup>, 2024 passed the following resolution:

- A. THAT report EDM 24-029 titled “Cellular Coverage Concerns” be received;
- B. THAT Council of the Town of Tillsonburg endorses the following:
  - a. Whereas the residents of our community are not able to have reliability and confidence in our telecommunications infrastructure for our commercial establishments and economic growth, employment, school, virtual medical appointments, mental health, welfare and emergency services;
  - b. Whereas many areas in and around the Town of Tillsonburg are considered “Dead Zones” causing rural and urban communities to incur prohibitive costs which include roaming and overage fees and/or alternative resources in order to gain basic and limited communication functionality;
  - c. Whereas the Innovation, Science and Economic Development Canada (ISED) has committed to have a reliable Network and states that, “*Reliable telecommunications networks have never been more*



*crucial. They support not only a wide range of economic and social activities but also other critical infrastructure sectors and government services, and they are crucial for emergency services and public safety. They are fundamental to the safety, prosperity and well-being of Canadians.”*

- d. THAT the top priority of the ISED as stated in the Telecommunications Reliability Agenda is, *“Robust Networks and Systems – This means there is robust architecture for telecommunications networks with appropriate redundancy, diversity, and hardening against hazards, with particular care for emergency services. There are systems with controls and monitoring and the telecommunications supply chain including supplier equipment is trusted and secure. Investments are made to support these activities including in rural and remote areas or to address coverage gaps.”*
- C. THAT the Council of the Town of Tillsonburg requests that the Federal Government and ISED make it their priority to push forward with their commitment to provide this crucial infrastructure in a meaningful and time manner and provide action and enforcement on the regulations that mandate timely installation of approved cell tower installations; and
- D. THAT a copy of this resolution be also sent to all Ontario municipalities, SWIFT, local telecommunications providers, the local MP and MPP.

Sincerely,

Laura Pickersgill  
Executive Assistant  
Town of Tillsonburg

Cc: All Ontario Municipalities, SWIFT, Bell Canada



**AMANDA FUSCO**  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[amanda.fusco@kitchener.ca](mailto:amanda.fusco@kitchener.ca)  
TTY: 519-741-2385

September 19, 2024

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 26, 2024, passed the following resolution regarding Renovictions and Safe and Adequate Housing:

"WHEREAS the City of Kitchener adopted the resolution, "Renovictions' - Safe and Adequate Housing" on October 18, 2021, advocating to the Province of Ontario to take additional and meaningful steps to address the ever-increasing problem of Renovictions;

WHEREAS the City of Kitchener is taking meaningful steps to help address the issue with the legislated tools available to municipalities including adopting Inclusionary Zoning By-law and a Rental Replacement By-law;

THEREFORE IT BE RESOLVED that the City of Kitchener supports the resolution adopted by the City of Toronto to urge the Province of Ontario to proclaim and bring into force all regulations pertaining to Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023,

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener supports the resolution adopted by the City of Toronto to request to the Province of Ontario to amend the Residential Tenancies Act, 2006, and/or related regulations to:

- a. reintroduce vacancy control legislation which ties rents to residential units rather than tenancies;
- b. introduce rent control to cover units first occupied after November 15, 2018;
- c. require landlords of residential units to be responsible for finding temporary accommodation or provide sufficient relocation assistance for their tenants for the duration of the renovations if tenants intend to return post - repair/renovation;

- d. require landlords to obtain a building permit before issuing an N13 notice of termination, provide a copy of the applicable permit to tenants together with any N13 notice of termination, require evidence that the permit was delivered with the N13 notice of termination as part of any L2 application to end a tenancy filed on that basis, and require the approved permit be provided to the LTB as part of any L2 application to end a tenancy filed on the basis of an N13 notice of termination;
- e. provide the same rights and compensation afforded to tenants in buildings with five (5) or more units to those in buildings with less than five (5) units;
- f. increase the required compensation for tenants in no-fault evictions;
- g. remove ex parte eviction orders for breached repayment agreements;
- h. require landlords to attach a plain-language tenants' rights information package to N13 eviction notices;
- i. regulate N11s and buy-out agreements; and
- j. amend Above Guideline Increase (AGI) rules to eliminate the eligibility of capital expenditures that constitute general repair and maintenance of the property; add a new subsection requiring landlords to save 10 percent of rental income to be accessed for capital expenditures; and require landlords to notify tenants of the decrease in advance of the date when rent is required to be reduced as specified in an order permitting an AGI related to eligible capital expenses;

THEREFORE BE IT FURTHER RESOLVED that the City of Kitchener supports the resolution adopted by the City of Toronto to urge to the province of Ontario to make the following operational changes to the Landlord Tenant Tribunal (LTB):

- a. allow tenants the right to in-person LTB hearings to eliminate technological barriers for individuals who do not have access to digital devices or reliable internet connection;
- b. simplify LTB notices with plain language so they are easily understood and ensure all forms include a tracking number that is linked to a public registry; and
- c. establish a provincial rental registry that tracks building ownership, rental rates, AGIs and their expiry dates, and LTB eviction filings and their outcomes; and monitor data on N12 and N13 evictions.

THEREFORE BE IT FINALLY RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario, the Region of Waterloo and other Municipalities for their consideration and possible endorsement.”

Yours truly,

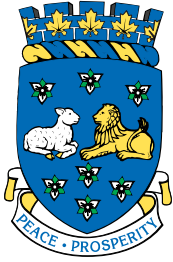


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A. Fusco  
Director of Legislated Services & City Clerk

Cc: Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Colin Best, President, Association of Municipalities Ontario  
Will Short, Clerk, Region of Waterloo  
Ontario Municipalities  
Sloane Sweazey, Senior Policy Advisor, City of Kitchener





September 26, 2024

The Right Honourable Justin Trudeau, Prime Minister of Canada

Dear Prime Minister:

**Re: Solve the Crisis**

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on September 25, 2024, approved the following motion:

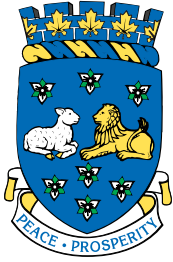
**Whereas there is a humanitarian crisis in cities, large and small, urban and rural, across Ontario. We need immediate action at all levels of government, starting with the Province; and**

**Whereas the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 as well as with an estimated 234,000 Ontarians experiencing homelessness and over 1400 homeless encampments across Ontario communities in 2023; and**

**Whereas the province has provided additional funding for mental health, addictions and homelessness programs, including the recently announced Homelessness and Addiction Recovery Treatment (HART) Hubs, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and**

**Whereas municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and**

**Whereas this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and**



**Whereas there is no provincial Minister focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.**

**Now Therefore be it resolved that the Region of Waterloo supports the Solve the Crisis Campaign;**

**And calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;**

**AND that the province officially makes Homelessness a Health Priority;**

**AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;**

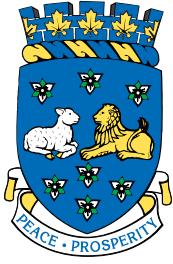
**AND request that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a *Made in Ontario Action Plan*;**

**AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.**

**AND provides the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;**

**And that this Council calls on the residents across the Region of Waterloo to join us in appealing to the provincial and federal governments for support by visiting [SolveTheCrisis.ca](http://SolveTheCrisis.ca) and showing your support;**

**And further that a copy of this motion be sent to:**



- **The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada**
- **The Honourable Doug Ford, Premier of Ontario**
- **The Honourable Sylvia Jones, Deputy Premier and Minister of Health**
- **The Honourable Paul Calandra, Minister of Municipal Affairs and Housing**
- **The Honourable Michael Parsa, Minister of Children, Community and Social Services**
- **The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions**
- **Local and area MPs, MPPs and Heads of Council**
- **The Association of Municipalities of Ontario, Ontario's Big City Mayors and Mayors and Regional Chairs of Ontario**

Please accept this letter for information purposes only. If you have any questions please contact Regional Councillor Dorothy McCabe [Dorothy.McCabe@waterloo.ca](mailto:Dorothy.McCabe@waterloo.ca)

Please forward any written responses to this letter to William Short, Director, Council & Administrative Services/Regional Clerk  
[regionalclerk@regionofwaterloo.ca](mailto:regionalclerk@regionofwaterloo.ca)

Yours sincerely,

William Short, Director Council and Administrative Services/Regional Clerk

cc: Region of Waterloo Councillor Dorothy McCabe [Dorothy.McCabe@waterloo.ca](mailto:Dorothy.McCabe@waterloo.ca)



The Corporation of the City of Temiskaming Shores  
Regular Council Meeting  
Tuesday, September 17, 2024

## Resolution

### **Provincial decision regarding alcohol sales in convenience stores and locations that sell fuel to drivers, and the development of a comprehensive provincial alcohol strategy**

#### Resolution No. 2024-332

Moved by: Councillor Whalen  
Seconded by: Councillor Wilson

Whereas excessive consumption of alcohol has a negative impact on many communities because of detrimental health effects, road safety, and other harms; and

Whereas the number of cases of individuals driving under the influence are increasing in Ontario, and the Timiskaming District has recently seen its highest rate ever for impaired driving infractions with 10 in April of 2024; and

Whereas jurisdictions with broader access to alcohol have higher rates of driving under the influence and crashes associated with alcohol; and

Whereas alcohol causes at least seven types of cancer and is a risk factor for, disease, disability and premature death, and is a direct cause of 4,300 deaths and 195,000 emergency department visits per year in Ontario; and

Whereas alcohol related emergency department visits increased 18 percent after the introduction of alcohol sales in grocery stores in Ontario; and

Whereas 35 percent of youth in grades 10 and 11 in the Timiskaming District have indicated that they consumed alcohol at 13 years or younger; and

Whereas 49 percent of youth in grades 10 and 11 in the Timiskaming District have been drunk at least once in their life; and

Whereas alcohol related harms cost the Ontario economy 7 billion dollars a year; and

Whereas alcohol is a factor in many domestic, sexual and physical assaults in Ontario; and

Whereas most tax revenue generated by the sale of alcohol goes to the province yet the costs and harms that are alcohol related are borne by the municipalities in the form of policing and social services and public health costs.

Therefore be it resolved that Council for the City of Temiskaming Shores requests the Government of Ontario reverse their decision to allow alcohol to be sold in more locations and implement the following recommendations:

1. Permit municipalities to opt out of retail alcohol expansion;
2. Grant municipalities the powers to use zoning to determine where new alcohol retail locations are acceptable;
3. Not permit alcohol sales within 150 m of schools, daycares, or substance use facilities;
4. Prohibit the sale of Alcohol at gas stations;
5. Require health warning labels on all alcohol containers;
6. Dedicate a portion of provincial alcohol revenue to addressing alcohol related harms; and
7. Develop and implement a comprehensive provincial alcohol strategy, in partnership with municipalities, that prioritizes health and safety and considers the costs associated with alcohol consumption.

Further that a copy of this resolution be provided to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; the Honourable Doug Downey, Attorney General; the Honourable Prabmeet Sarkaria, Minister of Transportation; John Vanthof, MPP Timiskaming Cochrane; AMO; FONOM; ROMA; Temiskaming Municipal Association (TMA); Timiskaming Health Unit (Planet Youth Timiskaming); Temiskaming Shores OPP Detachment Board; and all Ontario Municipalities.

**Carried**

Certified True Copy  
City of Temiskaming Shores



Logan Belanger  
Municipal Clerk



The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

**Agenda Number:** 7.4.  
**Resolution Number** 2024-325  
**Title:** Resolution stemming from May 15, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #12  
**Date:** August 14, 2024

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**Moved by:** Councillor Loftus  
**Seconded by:** Councillor Laframboise

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution #26-24 passed by Public Health Sudbury and Districts, regarding recommendations for Government Regulations of nicotine pouches;**  
**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Premier of Ontario, Doug Ford; the Deputy Premier and Minister of Health, Sylvia Jones; our local member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO); the Public Health Sudbury & Districts; and all Ontario Municipalities.**

CARRIED

  
MAYOR



April 22, 2024

VIA ELECTRONIC MAIL

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford:

**Re: Recommendations for Government Regulation of Nicotine Pouches**

In July 2023, Health Canada gave approval to Imperial Tobacco Canada to sell Zonnic under the [Natural Health Product Regulations](#) as a Nicotine Replacement Therapy (NRT) product. Consequently, Zonnic is sold under the Health Canada approval without adhering to the restrictions of the Federal [Tobacco and Vaping Products Act, 1997](#) and the [Smoke-Free Ontario Act, 2017](#).

Since this time, nicotine pouches have become widely available to youth. These flavoured pouches can be legally purchased by those under 18 years of age in Ontario. The unrestricted sale, display, and promotion of nicotine pouches contribute to accessibility, normalization, and potential health hazards. Nicotine is highly addictive and its use, in any form, is unsafe for children<sup>1</sup> and youth<sup>2</sup>. Exposure to nicotine can have adverse effects on the developing brains of children and youth and increases the likelihood of initiation and long-term use of tobacco<sup>2</sup>.

In March 2024, Public Health Sudbury & Districts released an advisory alert to local health system partners sharing concerns related to nicotine pouches. Additionally, letters were sent to education directors, educators, and parents to increase awareness of the availability and risks of nicotine pouches to children and youth.

At its meeting on April 18, 2024, the Board of Health for Public Health Sudbury & Districts took further action and carried the following resolution #26-24:

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
t: 705.370.9200  
f: 705.377.5580

**Chapleau**

34 rue Birch Street  
Box / Boîte 485  
Chapleau ON P0M 1K0  
t: 705.860.9200  
f: 705.864.0820

**toll-free / sans frais**

1.866.522.9200

[phsd.ca](http://phsd.ca)



*WHEREAS Health Canada approved nicotine pouches for sale under the Natural Health Product regulations providing no restrictions on advertising or sale to children and youth; and*

*WHEREAS the unrestricted sale, display, and promotion of nicotine pouches contribute to their accessibility, the normalization of nicotine use, and potential health hazards; and*

*WHEREAS nicotine is highly addictive and its use, in any form, is unsafe for children and youth; and*

*WHEREAS exposure to nicotine can have adverse effects on the developing brains of adolescents and young adults and increases the likelihood of initiation and long-term use of tobacco products; and*

*WHEREAS the emergence of nicotine pouch products occurred rapidly without requiring adherence to the restrictions of the federal [Tobacco and Vaping Products Act, 1997](#), and the [Smoke-Free Ontario Act, 2017](#); and*

*THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly encourage Health Canada to take immediate action to close the regulatory gap that permits the sale of nicotine pouches to youth under 18 years of age; and*

*FURTHER THAT the Board of Health urge Health Canada to strengthen regulations to restrict the sale of new and emerging tobacco and nicotine products, ensuring that nicotine availability to children and youth never occur again; and*

*FURTHER THAT the Board of Health for Public Health Sudbury & Districts strongly encourage the Government of Ontario to exclusively sell nicotine pouches from behind pharmacy counters, limit their display in retail settings, and restrict their promotion, especially to youth; and*

*FURTHER THAT the Government of Ontario expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.*

We strongly encourage the Government of Ontario to follow immediately the Government of British Columbia and the Government of Québec to exclusively sell nicotine pouches in pharmacies, specifically behind the counter. This decision reduces product availability, restricts their promotion, and limits their display in retail settings.

Until tighter restrictions of nicotine pouches are implemented, the widely available and accessible product will continue to expose children and youth to nicotine. The Board of Health for Public Health Sudbury & Districts strongly encourages the Government of Ontario to expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.

We thank you for your speedy attention to this important issue, and we continue to look forward to opportunities to work together to promote and protect the health of Ontarians.

Sincerely,



René Lapierre  
Chair, Board of Health



M. Mustafa Hirji, MD, MPH, FRCPC  
Acting Medical Officer of Health and Chief Executive Officer

cc: Honourable Mark Holland, Minister of Health of Canada  
Honourable Sylvia Jones, Deputy Premier and Minister of Health  
Honourable Ya'ara Saks, Canada's Minister of Mental Health and Addictions and Associate Minister of Health  
Honourable Michael Parsa, Minister of Children, Community and Social Services  
Yasir Naqvi, Parliamentary Secretary to the Minister of Health, Honourable Mark Holland  
Dr. Kieran Moore, Chief Medical Officer of Health of Ontario  
France Gélinas, Member of Provincial Parliament, Nickel Belt  
Jamie West, Member of Provincial Parliament, Sudbury  
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin  
Viviane Lapointe, Member of Parliament, Sudbury  
All Ontario Boards of Health  
Association of Local Public Health Agencies

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<sup>1</sup> U.S. Department of Health and Human Services. (2014). "The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General."

<https://www.ncbi.nlm.nih.gov/books/NBK294308/#ch5.s2>

<sup>2</sup> National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. (2016). "E-cigarette Use Among Youth and Young Adults: A Report of the Surgeon General." Retrieved on January 30, 2024 from

[www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016\\_sgr\\_entire\\_report\\_508.pdf](http://www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016_sgr_entire_report_508.pdf).



April 22, 2024

VIA ELECTRONIC MAIL

The Honourable Mark Holland  
Minister of Health of Canada  
House of Commons  
Ottawa, Ontario K1A 0A6

Dear Minister Holland:

**Re: Recommendations for Government Regulation of Nicotine Pouches**

In July 2023, Health Canada gave approval to Imperial Tobacco Canada to sell Zonnica under the [Natural Health Product Regulations](#) as a Nicotine Replacement Therapy (NRT) product. Consequently, Zonnica is sold under the Health Canada approval without adhering to the restrictions of the Federal [Tobacco and Vaping Products Act, 1997](#) and the [Smoke-Free Ontario Act, 2017](#).

Since this time, nicotine pouches have become widely available to youth. These flavoured pouches can be legally purchased by those under 18 years of age in Ontario. The unrestricted sale, display, and promotion of nicotine pouches contribute to accessibility, normalization, and potential health hazards. Nicotine is highly addictive and its use, in any form, is unsafe for children<sup>1</sup> and youth<sup>2</sup>. Exposure to nicotine can have adverse effects on the developing brains of children and youth and increases the likelihood of initiation and long-term use of tobacco products<sup>2</sup>.

In March 2024, Public Health Sudbury & Districts released an advisory alert to local health system partners sharing concerns related to nicotine pouches. Additionally, letters were sent to education directors, educators, and parents to increase awareness of the availability and risks of nicotine pouches to children and youth.

At its meeting on April 18, 2024, the Board of Health for Public Health Sudbury & Districts took further action and carried the following resolution #26-24:

*WHEREAS Health Canada approved nicotine pouches for sale under*

**Sudbury**

1300 rue Paris Street  
Sudbury ON P3E 3A3  
t: 705.522.9200  
f: 705.522.5182

**Elm Place**

10 rue Elm Street  
Unit / Unité 130  
Sudbury ON P3C 5N3  
t: 705.522.9200  
f: 705.677.9611

**Sudbury East / Sudbury-Est**

1 rue King Street  
Box / Boîte 58  
St.-Charles ON P0M 2W0  
t: 705.222.9201  
f: 705.867.0474

**Espanola**

800 rue Centre Street  
Unit / Unité 100 C  
Espanola ON P5E 1J3  
t: 705.222.9202  
f: 705.869.5583

**Île Manitoulin Island**

6163 Highway / Route 542  
Box / Boîte 87  
Mindemoya ON P0P 1S0  
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34 rue Birch Street  
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t: 705.860.9200  
f: 705.864.0820

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1.866.522.9200

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*the Natural Health Product regulations providing no restrictions on advertising or sale to children and youth; and*

*WHEREAS the unrestricted sale, display, and promotion of nicotine pouches contribute to their accessibility, the normalization of nicotine use, and potential health hazards; and*

*WHEREAS nicotine is highly addictive and its use, in any form, is unsafe for children and youth; and*

*WHEREAS exposure to nicotine can have adverse effects on the developing brains of adolescents and young adults and increases the likelihood of initiation and long-term use of tobacco products; and*

*WHEREAS the emergence of nicotine pouch products occurred rapidly without requiring adherence to the restrictions of the federal [Tobacco and Vaping Products Act, 1997](#), and the [Smoke-Free Ontario Act, 2017](#); and*

*THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts strongly encourage Health Canada to take immediate action to close the regulatory gap that permits the sale of nicotine pouches to youth under 18 years of age; and*

*FURTHER THAT the Board of Health urge Health Canada to strengthen regulations to restrict the sale of new and emerging tobacco and nicotine products, ensuring that nicotine availability to children and youth never occur again; and*

*FURTHER THAT the Board of Health for Public Health Sudbury & Districts strongly encourage the Government of Ontario to exclusively sell nicotine pouches from behind pharmacy counters, limit their display in retail settings, and restrict their promotion, especially to youth; and*

*FURTHER THAT the Government of Ontario expand the Smoke-Free Ontario Strategy to create a comprehensive, coherent public health-oriented framework for the regulation of vaping and all nicotine-containing products.*

We applaud your pledge to take action to review the approval process for flavoured nicotine sales and advertising. We acknowledge the advisory Health Canada issued in March stating nicotine pouches should be used for nicotine replacement therapy in adults and the emphasis on keeping them out of reach of children and youth.

However, only until tighter restrictions of nicotine pouches are implemented, the widely available and accessible product will continue to expose children and youth to nicotine. The Board of Health for Public Health Sudbury & Districts strongly encourages the federal government to take immediate action to close the regulatory gap by restricting the sale of nicotine pouches to those under 18 years of age. We also support Health Canada in their assertion to halt the legal purchasing loophole and ensure that nicotine availability to children and youth never occurs with new and emerging products.

We thank you for your attention to this important issue, and we continue to look forward to opportunities to work together to promote and protect the health of Canadians.

Sincerely,



René Lapierre  
Chair, Board of Health



M. Mustafa Hirji, MD, MPH, FRCPC  
Acting Medical Officer of Health and Chief Executive Officer

cc: Honourable Doug Ford, Premier of Ontario  
Honourable Sylvia Jones, Deputy Premier and Minister of Health  
Honourable Ya'ara Saks, Canada's Minister of Mental Health and Addictions and Associate Minister of Health  
Honourable Michael Parsa, Minister of Children, Community and Social Services  
Yasir Naqvi, Parliamentary Secretary to the Minister of Health, Honorable Mark Holland  
Dr. Kieran Moore, Chief Medical Officer of Health of Ontario  
France Gélinas, Member of Provincial Parliament, Nickel Belt  
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Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin  
Viviane Lapointe, Member of Parliament, Sudbury  
All Ontario Boards of Health  
Association of Local Public Health Agencies

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<sup>1</sup> U.S. Department of Health and Human Services. (2014). "The Health Consequences of Smoking-50 Years of Progress: A Report of the Surgeon General."

<https://www.ncbi.nlm.nih.gov/books/NBK294308/#ch5.s2>

<sup>2</sup> National Center for Chronic Disease Prevention and Health Promotion (US) Office on Smoking and Health. (2016). "E-cigarette Use Among Youth and Young Adults: A Report of the Surgeon General."

The Honourable Mark Holland  
April 22, 2024  
Page 4

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Retrieved on January 30, 2024 from  
[www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016\\_sgr\\_entire\\_report\\_508.pdf](http://www.cdc.gov/tobacco/sgr/ecigarettes/pdfs/2016_sgr_entire_report_508.pdf).



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 23, 2024

<b>Resolution # RC24168</b>	<b>Meeting Order: 11</b>
<b>Moved by:</b> <i>M Hatfield</i>	<b>Seconded by:</b> <i>Cathy Cannon</i>

**WHEREAS** Council of the Municipality of Wawa received correspondence from the Ontario Forest Industries Association dated June 19, 2024 regarding Immediate Action Needed to Support Ontario's Forest Sector;

**NOWHEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa does hereby receive and support the correspondence dated June 19, 2024 from the Ontario Forest Industries Association and urges the Ontario government support all measures targeting the immediate challenges the Ontario Forest sector faces.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	<b>CARRIED</b>	<b>MAYOR AND COUNCIL</b>	<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<b>DEFEATED</b>	Mitch Hatfield		
<input type="checkbox"/>	<b>TABLED</b>	Cathy Cannon		
<input type="checkbox"/>	<b>RECORDED VOTE (SEE RIGHT)</b>	Melanie Pilon		
<input type="checkbox"/>	<b>PECUNIARY INTEREST DECLARED</b>	Jim Hoffmann		
<input type="checkbox"/>	<b>WITHDRAWN</b>	Joseph Opato		

**Disclosure of Pecuniary Interest and the general nature thereof.**

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

<b>MAYOR – MELANIE PILON</b>	<b>CLERK – MAURY O'NEILL</b>
<i>M. Pilon</i>	<i>Maury O'Neill</i>



June 19, 2024

The Hon. Graydon Smith  
Minister of Natural Resources  
Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3

The Hon. Nolan Quinn  
Associate Minister of Forestry  
Whitney Block  
99 Wellesley Street West  
Toronto, Ontario  
M7A 1W3

Submitted via email.

**Re: Immediate Action Needed To Support Ontario's Forest Sector**

Minister Graydon Smith and Associate Minister Nolan Quinn,

Congratulations on your recent appointments within Premier Doug Ford's Cabinet. The Ontario Forest Industries Association (OFIA) looks forward to our productive and continued work together.

Over the last six months, three of Ontario's six pulp and paper mills have permanently closed or idled. Adding to the issue was the closure of a critical softwood pulp market in Quebec. As you know, these facilities served as important consumers of solid-wood byproducts from Ontario sawmills.

The OFIA appreciates the many opportunities we have had to speak with you and senior leadership within Ontario's Ministry of Natural Resources (MNR) and Premier's Office. This includes in-person meetings with members of OFIA's Board Executive Committee on January 19<sup>th</sup>, March 19<sup>th</sup>, and May 28<sup>th</sup>, 2024. During these meetings, the OFIA presented short and long-term actions Ontario could take to address the regional chip and pulpwood market crisis endorsed by the OFIA membership (incl.).

The industry eagerly anticipates government action on this matter, as operating conditions for many have continued to worsen over the past six months. Combined with weak markets for some finished products, many companies struggle to continue their operations. We are now facing an unprecedented challenge in the sector, which could have negative and long-lasting implications for northern and rural communities across Ontario.

Without immediate action in response to OFIA recommendations and, critically, the vetting of potential solutions through the industry to ensure programs truly meet the sector's needs, we fear Ontario could face further curtailments, job losses, and lost economic opportunity.

The OFIA is ready to work with the Ontario government to set the forest products sector on a long-term and stable path towards economic development and prosperity. This includes our



vision of a *Forest Energy Directive* to develop bioheat, district heating, liquid fuels, renewable gases, biocarbon, and electricity generation projects, supporting Ontario's massive forecasted growth in non-emitting energy demands.

We urge you and your colleagues to continue supporting all measures targeting the immediate challenges the Ontario forest sector faces and look forward to future discussions with you.

Sincerely,



Ian Dunn, R.P.F.  
President & CEO  
Ontario Forest Industries Association  
Cell: 647-297-3827

Incl. March 19<sup>th</sup>, 2024 Slide Deck – Summary of Input from the Membership – OFIA Meeting with the Hon. Graydon Smith

May 28<sup>th</sup>, 2024 Slide Deck – Ontario Forest Energy Directive

CC The Hon. Caroline Mulroney, President of the Treasury Board  
The Hon. Peter Bethlenfalvy, Minister of Finance  
The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade  
The Hon. Greg Rickford, Minister of Northern Development and Indigenous Affairs  
The Hon. George Pirie, Minister of Mines  
The Hon. Steven Lecce, Minister of Energy and Electrification  
The Hon. Sam Oosterhoff, Associate Minister of Energy Intensive Industries  
The Hon. Todd Smith, Minister of Education  
The Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
MPP John Yakabuski, Parliamentary Assistant to the Minister of Energy  
MPP Kevin Holland, Parliamentary Assistant to the Minister of Mines  
Deputy Minister Drew Vanderduim, Ministry of Natural Resources  
OFIA Membership

The Corporation of the Municipality of St. Charles  
RESOLUTION PAGE



Regular Meeting of Council

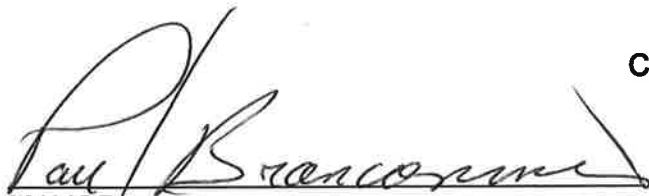
**Agenda Number:** 8.6.  
**Resolution Number** 2024-367  
**Title:** Resolution Stemming from August 14, 2024 Regular Meeting of Council - Item 7.1  
- Correspondence #10  
**Date:** October 16, 2024

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**Moved by:** Councillor Pothier  
**Seconded by:** Councillor Laframboise

**BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution #RC24168 passed by the Municipality of Wawa, regarding Immediate Action Needed to Support Ontario's Forest Sector;**  
**AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Premier Doug Ford; the Minister of Natural Resources and Forestry, Graydon Smith; the Minister of Northern Development, Greg Rickford; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.**

**CARRIED**

  
MAYOR



[www.eowc.org](http://www.eowc.org)

## Eastern Ontario Wardens' Caucus Response to the Minister of Finance's 2024 Fall Economic Statement

**October 30, 2024 - Eastern Ontario** – The Eastern Ontario Wardens' Caucus (EOWC) welcomes the Ontario Government's investment in municipalities and the services that they deliver as part of the [2024 Ontario Economic Outlook and Fiscal Review: Building Ontario for You](#), announced today by Minister of Finance, Peter Bethlenfalvy.

The Ontario Government's plan reduces the deficit and retains a path to balance the budget by 2026–2027. Compared to the 2024 Budget, Ontario is also projected to see both stronger growth in real GDP and employment in 2024.

A highlight for Eastern Ontario's small and rural municipalities includes an increase of \$100 million over the next two years to the [Ontario Municipal Partnership Fund](#) (OMPF). This will bring the OMPF funding to \$600 million by 2026. The OMPF is the Ontario Government's main general assistance grant to municipalities.

Infrastructure that enables housing and supports community vitality is the top priority for the EOWC. The EOWC's [Mind The Gap: Municipal Infrastructure Policy Paper](#) highlights that we are a growing economy that can grow more with strategic investments. The current reality for rural and small-urban Ontario communities across the region is that the municipal infrastructure deficit is growing and has deepened by 58% since 2011. The EOWC hopes to continue working with the Ontario Government to unlock long term, sustainable infrastructure funding that will work for Ontario's rural and small-urban municipalities.

Additionally, under our strategic priority of healthcare, the EOWC is pleased to see investments in the [Learn and Stay Grant](#) program. This will help train and retain family physicians in Ontario and increase overall access to primary care. The EOWC is currently partnering with the [Eastern Ontario Physician Recruitment Alliance](#) (EOPRA), which is a regional-municipal partnership of



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physician recruiters across Eastern Ontario working together to attract Canadians studying abroad as well as international doctors. This alliance supports our region's efforts to ensure people have timely access to primary care.

"On behalf of the Eastern Ontario Wardens' Caucus, I thank Minister Bethlenfalvy for the increased investment in the Ontario Municipal Partnership Fund highlighted in the Fall Economic Statement. This \$100 million boost signifies the Ontario Government's recognition of the unique challenges faced by our 103 rural and small-urban communities. The funding will bolster essential services and also foster growth and resilience across our region," stated EOWC Chair Peter Emon.

## About the EOWC

The EOWC Inc. is a non-profit organization advocating for 103 small urban and rural municipalities across Eastern Ontario. The EOWC covers an area of 50,000 square kilometres, serving 800,000 residents. For more than 20 years, the EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with the government, businesses, non-profit organizations, Indigenous leaders, the media, and the public.

## Media Contacts:

Elected officials:

Peter Emon, 2024 Chair, EOWC (Warden of Renfrew County)

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**Morewood Recreation Association (MRA)**

Date: Oct 10, 2024

Time: 6:00pm to 7:30 pm

Present: Brent, JP, Ed, Derek, Phil, Ethan, Erin, Austin, Michelle

Absent: Shelley, Jay, Danny, Mike, Ian, John,Dean

Previous Minutes:

JP and Phil approved previous minutes.

\*\*Forward to new volunteer members

Park:

Tom may not get the plugs installed and timer for lights fixed until next year-Brent to meet with John in this regard

Lottery- Erin

Over \$1600.00 raised toward the RA goal from lottery [tickets sold for WDMH under WDMH licence] , \$165.00 from the silent auction and \$131.10 from the sale of the key chains.

Budget- JP:

Reserve Fund	JP to check into what criteria must be met to be able to access funds		\$3716.00
Bank Account		\$2463.00	
Monies to be paid out		(\$1260.00)	
			\$1202.00
Petty Cash			\$325.00
Total			\$5243.00

Funds are low due to:

- Cost of purchased food not needed at the Winchester Meet Me On Main.
- Cost of renting the bouncy castle

Tree lighting ceremony sponsors should boost revenue.

Grant: Erin

RA could try to apply for a \$1.00 -\$10,000 grant. Must be for a tangible item.

FALL:

Fall display has been put up

Pumpkin Carving Contest:

Oct 30, 6:30 judging

Each participant provides carved pumpkin

Prizes of 25.00 gift cards provided by: BR Creative, Derek and Phil

We will also have the bonfire and hot chocolate and have extra battery candles for pumpkins.

Asking the following to be the judges for this year:

Nancy from the township

Ken Byers or

Graham or Elaine Duke

Remembrance Day:

Volunteers to gather and place food and clean up for after service

Erin, Rose and Phil and possibly Rick if available

Brent to make up fruit platter from the RA

Brent to lay wreath on behalf of RA

WINTER:

Lawn Tractor Parade:

Brent running into a lot of red tape from the township. Unanimous vote to continue with initiative.

Rick to help Brent with the paperwork required.

List of Upcoming Events:

John to look into list of upcoming events and hopefully deal with paperwork for all-in-one shot.

\*\*Circulate list to new volunteer members.

Carnival:

John to find out when the Marionville carnival is before we book ours.

Need to come up with a team activity to compete against Marionville i.e. log sawing, tug of war etc.

Facebook Page:

Unanimous vote to have Stacie take over the content of the face book page

Roundtable:

Brent welcomed our new volunteer -Austin

Lessons learned from Vendor fair-

Allow outdoor vendors

Earlier advertising and signage to let people know there are both activities taking place

Phil questioning the whereabouts of the money that was reserved for the rink. Cost of rink repair \$120,000.00 and Township was to put aside \$30,000.00 per year. Money was apparently reassigned.

Brent to follow up with Ken re the purchase of a new stove which was to happen in July.

JP is holding a dart tournament sometime in January to raise money for Connor's Army and is looking for volunteers to run the canteen. Phil, Rick and Rose volunteered.

Michelle would like to hold a get together for the members of the RA sometime in December. Needs availability of which dates in December work for members.

Next Meeting

November 7,2024 at 6pm

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## BYLAW No. 2024-74

*Being a Bylaw 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 Bylaw.

**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 Bylaw;

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

- 1.0 That the Minutes of the Special Meetings of the Council of the Township of North Dundas held on September 6, 2024 and October 1, 2024 and the Minutes of the Regular Meeting of the Council of the Township of North Dundas held on September 26, 2024 be hereby adopted.
- 2.0 That the actions of the Township of North Dundas at the Regular Meeting held on November 7, 2024 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 Bylaw.
- 3.0 That where no individual Bylaw 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 7th day of November, 2024.**

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MAYOR

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CLERK