



**Regular Meeting Revised Agenda
Township of North Dundas
(changes are in italics)**

**September 13, 2022, 7:00 PM
636 St. Lawrence St. Winchester, ON**

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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2. In Camera Minutes - August 9, 2022	
3. In Camera Minutes - August 16, 2022	

4. In Camera Discussion

Pursuant to Section 239 (2) of the Municipal Act, 2001:
Subsection (b) personal matters about an identifiable individual,
including municipal or local board employee - re: property taxes;
staff
AND;
Subsection (f) advice that is subject to solicitor-client privilege,
including communications necessary for that purpose - re: staff

7. Open Session

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c. Correspondence

1. SNC Update

13. Boards and Committees

- a. County Council: Mayor Fraser & Deputy Mayor Armstrong
- b. Canada Day: Mayor Fraser
- c. Display of Lights: Mayor Fraser
- d. Fire Steering: Fire Commissioner Armstrong
- e. Art on the Waterfront: Councillor Thompson
- f. Chesterville & District Historical Society: Councillor Thompson
- g. Chesterville Carnival: Councillor Thompson
- h. Chesterville Green Action Gang: Councillor Thompson
- i. Dairyfest: Councillor Bergeron
- j. Winchester Downtown Revitalization: Councillor Annable

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Miscellaneous/Unfinished Business

18. Ratification Bylaw

Bylaw No. 2022-78

19. Adjournment



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS MINUTES

PUBLIC MEETING PURSUANT TO SECTION 7 OF THE BUILDING CODE ACT 1997

Date: August 9, 2022, 6:45 PM
Location: 636 St. Lawrence St. Winchester, ON

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

Staff Present: Treasurer: John Gareau
Director of Recreation and Culture: Meaghan Meerburg
Economic Development & Communications: Stephen Mann
Director of Waste Management: Doug Froats
Director of Planning, Building and Enforcement: Calvin Pol
CAO: Angela Rutley
Director of Corporate Services/Clerk: Nancy Johnston
Executive Assistant/Deputy Clerk: Chloe Preston

1. Call Meeting to Order

A public meeting of Council was held under Section 7 of the Building Code, as amended. The purpose of the meeting was to give the public an opportunity to ask questions, provide comments, and make representations on introducing 15% reduction in administration fees for identical applications as well as to consider adding tiny homes to the bylaw. Mayor Tony Fraser acted as Chairperson and advised that Council would be considering this addendum later this evening.

Resolution No. 2022-01

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Bergeron

THAT the Public Meeting held on August 9, 2022 to discuss proposed changes to building permit fees of the Corporation of the Township of North Dundas be hereby called to order at 7:09 PM.

Carried

2. Presentation

The Chairperson then turned the meeting over to Mr. Pol who then made a power point presentation outlining the proposed building permit fee amendments.

Mr. Pol described the proposal to introduce a 15% reduction in administrative fees for identical applications within a 4-month period (excluding the initial unit). Mr. Pol went on to describe the proposed addition of Tiny House classifications to the bylaw and setting out proposed fees for units built on and off site.

3. Open Discussion

The Chairman opened the meeting to questions and comments.

Comments from the Public

Stephan Kahout - 535 St. Lawrence St, Winchester

Resident asked for clarification regarding the 15% reduction on a building permit. Further asked for clarification on how much this would be?

Response from Mr. Pol: The cost reduction would depend on the square footage of the build as fees are calculated by the size of the project.

Comments from Council:

Where would/could the tiny homes be located? Is there any plan where they might be?

Response from Mr. Pol: In rural area you need an acre minimum. This is a new form of housing being introduced in the building code with 2 types (permanent and mobile). The Building Department is looking at the policies for consideration. Currently they can be put anywhere including on an existing residential property.

There may need to be a review of water/sewer charges for tiny home as there is currently no special rate at this time.

Comments from Staff

None

4. Concluding Remarks - Chairperson Fraser

The Chairperson acknowledged that the Council of the Township of North Dundas will be considering this bylaw at the Regular Meeting later this evening.

5. Adjournment

Resolution No. 2022-02

Moved By: Councillor Bergeron

Seconded By: Deputy Mayor Armstrong

THAT the Public Meeting adjourn to the Call of the Chair at 7:20 PM.

Carried

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

SPECIAL MEETING MINUTES

Date: August 16, 2022, 6:15 pm
Location: 636 St. Lawrence St. Winchester, ON

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

Staff Present: CAO: Angela Rutley
Director of Corporate Services/Clerk: Nancy Johnston
Building Inspector: Emily Beach

1. Call Meeting to Order

Resolution No. 2022-336

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Bergeron

THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:20 PM.

Carried

2. Adoption of Agenda

Resolution No. 2022-337

Moved By: Councillor Bergeron

Seconded By: Deputy Mayor Armstrong

THAT the Agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest and Nature Thereof - NIL

4. Closed Session

Resolution No. 2022-338

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Bergeron

THAT Council proceed In Camera at 6:21 PM pursuant to Section 239 (2) of the *Municipal Act, 2001* Subsection (c) acquisition or disposition of land.

Carried

a. Agenda

1. Declaration of Pecuniary Interest
2. In Camera Discussion

5. Open Session

Resolution No. 20252-339

Moved By: Councillor Bergeron

Seconded By: Deputy Mayor Armstrong

THAT Council return to Open Session at 6:43 PM.

Carried

Resolution No. 2022-340

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council authorize the CAO to proceed as directed in camera.

Carried

6. Action Requests

- a. Asphalt Paving of Various Roads

Budget amendment 2022-15 was amended during Council discussion. Council formalized the moving of funds from existing general working reserves to the general water and sewer reserves to cover the shortfall in revenues from senior-oriented dwellings.

Council would like to see the following work done this year with the new council deciding how to finance any amounts over the \$102,307 which is unfinanced. It was suggested that if there is a surplus in 2022, it could be used to finance the amount.

- Pave Development Road - 6.5m wide and 50 mm thick
- Pave short section of Kerr's Ridge Road & County Road #43
- Pave short section of Church Road & County Road #43

A brief update was provided by the CAO on the construction of Wincrest Avenue. With Township assistance, a construction road can be built within budget in 2022.

Resolution No. 2022-341

Moved By: Councillor Annable

Seconded By: Deputy Mayor Armstrong

THAT Council authorizes changes in the scope of work for Tender PW-2022-01 and approves an increase of up to \$ 102,307;

AND THAT Council approves budget amendment #2022-15

Carried

7. Tenders and Quotations

8. By-Laws

9. Key Information

10. Ratification By-Law

a. Bylaw No. 2022-76

Resolution No. 2022-342

Moved By: Councillor Bergeron

Seconded By: Councillor Annable

THAT Bylaw No. 2022-76 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 16th day of August, 2022.

Carried

11. Adjournment

Resolution No. 2022-343

Moved By: Councillor Annable

Seconded By: Councillor Bergeron

THAT Council adjourn at 7:08 PM to the call of the Chair.

Mayor

Clerk



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

SPECIAL MEETING MINUTES

Date: August 31, 2022, 1:40 pm
Location: 636 St. Lawrence St. Winchester, ON

Council Present: Mayor: Tony Fraser
Councillor: Gary Annable
Councillor: Theresa Bergeron

Council Absent: Deputy Mayor: Allan Armstrong
Councillor: John Thompson

Staff Present: CAO: Angela Rutley
Director of Corporate Services/Clerk: Nancy Johnston
Executive Assistant/Deputy Clerk: Chloe Preston

1. Call Meeting to Order

Resolution No. 2022-344

Moved By: Councillor Annable
Seconded By: Councillor Bergeron

THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 2:00 PM.

Carried

2. Adoption of Agenda

Resolution No. 2022-345

Moved By: Councillor Bergeron
Seconded By: Councillor Annable

THAT the Agenda be adopted as presented.

Carried

3. Disclosure of Pecuniary Interest and Nature Thereof - NIL

4. Action Requests

a. Extended Road Closure – September Winchester Bike Night

Resolution No. 2022-346

Moved By: Councillor Bergeron
Seconded By: Councillor Annable

THAT Council approve the additional road closures for Winchester Bike Nights held either September 8th or September 15th from 4:00pm to 9:00pm as follows:

- **Winchester Main Street from Christie Lane to Gladstone Street – Closed – Local Traffic Only with 2 Lanes Open**
- **Winchester Main Street from Gladstone Street to Nation River Health Clinic (512a Winchester Main Street) – Closed – Local Traffic Only – 1 Lane Open**
- **Louise Street from Winchester Main Street to Church Street – Closed – Emergency Access Only**
- **Centre Street from Winchester Main Street to Queen Street – Closed Emergency Access Only**

Carried

5. Ratification By-Law

Resolution No. 2022-347

Moved By: Councillor Annable

Seconded By: Councillor Bergeron

THAT Bylaw No. 2022-77 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 31st day of August, 2022.

Carried

6. Adjournment

Resolution No. 2022-348

Moved By: Councillor Bergeron

Seconded By: Councillor Annable

THAT Council adjourn to the Call of the Chair at 2:05 PM.

Carried

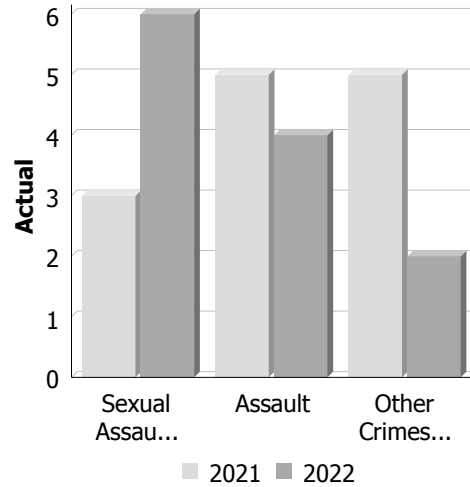
Mayor

Clerk

**Police Services Board Report for Township of North Dundas
Records Management System
January to March - 2022**

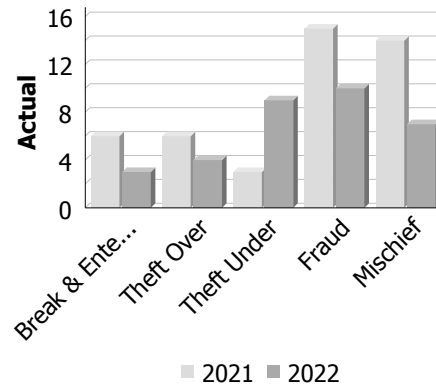
Violent Crime

Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	3	6	100.0%	3	6	100.0%
Assault	5	4	-20.0%	5	4	-20.0%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	5	2	-60.0%	5	2	-60.0%
Total	13	12	-7.7%	13	12	-7.7%



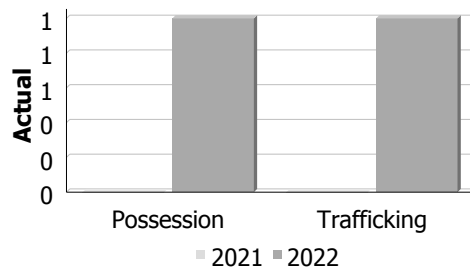
Property Crime

Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Arson	0	0	--	0	0	--
Break & Enter	6	3	-50.0%	6	3	-50.0%
Theft Over	6	4	-33.3%	6	4	-33.3%
Theft Under	3	9	200.0%	3	9	200.0%
Have Stolen Goods	0	0	--	0	0	--
Fraud	15	10	-33.3%	15	10	-33.3%
Mischief	14	7	-50.0%	14	7	-50.0%
Total	44	33	-25.0%	44	33	-25.0%



Drug Crime

Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Possession	0	1	--	0	1	--
Trafficking	0	1	--	0	1	--
Importation and Production	0	0	--	0	0	--
Total	0	2	--	0	2	--



Clearance Rate

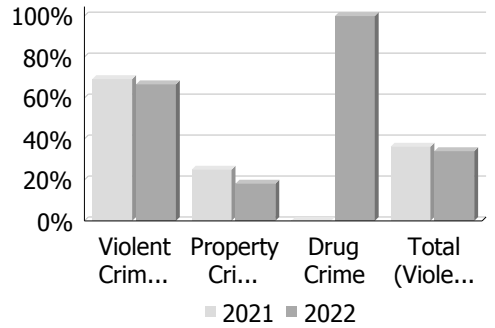
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Location code(s): 3I00 - STORMONT DUNDAS and GLENGARRY
Area code(s): 3203 - North Dundas
Data source date: 2022/08/27

Report Generated by:
 Anthony, Darlene

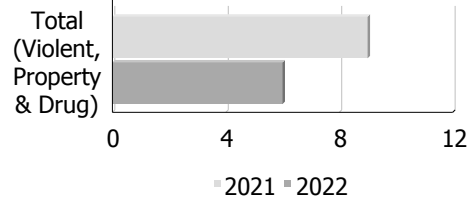
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**Police Services Board Report for Township of North Dundas
Records Management System
January to March - 2022**

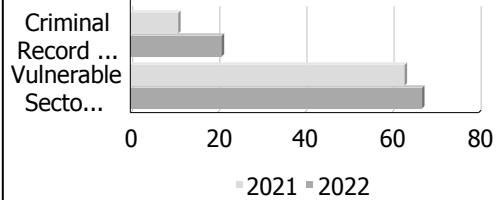
Clearance Rate	January to March			Year to Date - March		
	2021	2022	Difference	2021	2022	Difference
Violent Crime	69.2%	66.7%	-2.6%	69.2%	66.7%	-2.6%
Property Crime	25.0%	18.2%	-6.8%	25.0%	18.2%	-6.8%
Drug Crime	--	100.0%	--	--	100.0%	--
Total (Violent, Property & Drug)	36.2%	34.0%	-2.2%	36.2%	34.0%	-2.2%



Unfounded						
Unfounded	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Total (Violent, Property & Drug)	9	6	-33.3%	9	6	-33.3%



Criminal Record and Vulnerable Sector Screening Checks						
Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Criminal Record Checks	11	21	90.9%	11	21	90.9%
Vulnerable Sector Screening Checks	63	67	6.3%	63	67	6.3%



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 3I - STORMONT DUNDAS and GLENGARRY
Location code(s): 3I00 - STORMONT DUNDAS and GLENGARRY
Area code(s): 3203 - North Dundas
Data source date: 2022/08/27

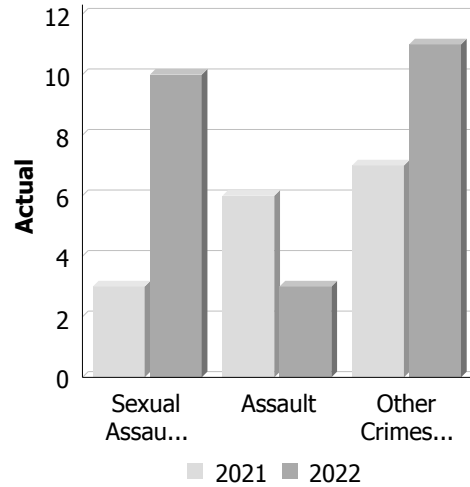
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Police Services Board Report for Township of North Dundas
Records Management System
April to June - 2022

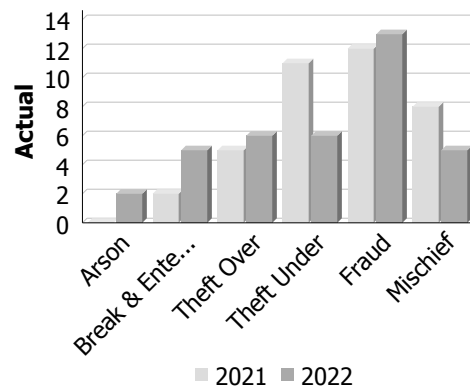
Violent Crime

Actual	April to June			Year to Date - June		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	3	10	233.3%	6	16	166.7%
Assault	6	3	-50.0%	11	7	-36.4%
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	7	11	57.1%	12	13	8.3%
Total	16	24	50.0%	29	36	24.1%



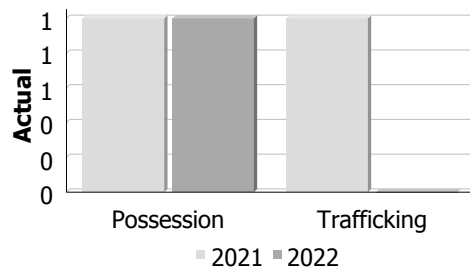
Property Crime

Actual	April to June			Year to Date - June		
	2021	2022	% Change	2021	2022	% Change
Arson	0	2	--	0	2	--
Break & Enter	2	5	150.0%	8	8	0.0%
Theft Over	5	6	20.0%	11	10	-9.1%
Theft Under	11	6	-45.5%	14	15	7.1%
Have Stolen Goods	0	0	--	0	0	--
Fraud	12	13	8.3%	27	23	-14.8%
Mischief	8	5	-37.5%	22	12	-45.5%
Total	38	37	-2.6%	82	70	-14.6%



Drug Crime

Actual	April to June			Year to Date - June		
	2021	2022	% Change	2021	2022	% Change
Possession	1	1	0.0%	1	2	100.0%
Trafficking	1	0	-100.0%	1	1	0.0%
Importation and Production	0	0	--	0	0	--
Total	2	1	-50.0%	2	3	50.0%



Clearance Rate

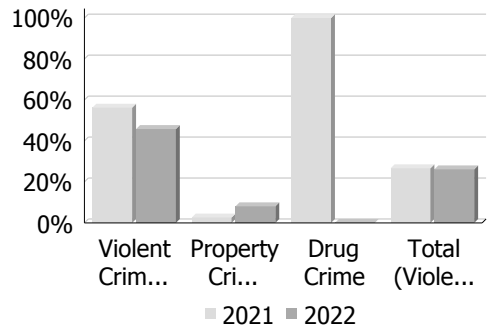
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Location code(s): 3I00 - STORMONT DUNDAS and GLENGARRY
Area code(s): 3203 - North Dundas
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 Anthony, Darlene

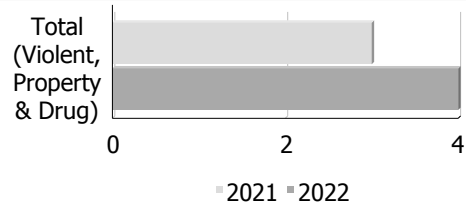
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**Police Services Board Report for Township of North Dundas
Records Management System
April to June - 2022**

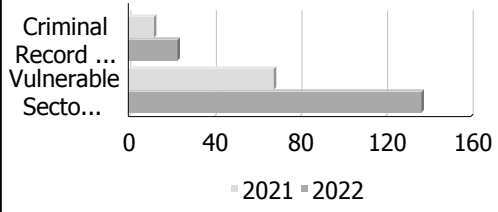
Clearance Rate	April to June			Year to Date - June		
	2021	2022	Difference	2021	2022	Difference
Violent Crime	56.2%	45.8%	-10.4%	62.1%	52.8%	-9.3%
Property Crime	2.6%	8.1%	5.5%	14.6%	12.9%	-1.8%
Drug Crime	100.0%	0.0%	-100.0%	100.0%	66.7%	-33.3%
Total (Violent, Property & Drug)	26.7%	26.2%	-0.5%	31.4%	29.5%	-1.9%



Unfounded						
Unfounded	April to June			Year to Date - June		
	2021	2022	% Change	2021	2022	% Change
Total (Violent, Property & Drug)	3	4	33.3%	12	10	-16.7%



Criminal Record and Vulnerable Sector Screening Checks						
Actual	April to June			Year to Date - June		
	2021	2022	% Change	2021	2022	% Change
Criminal Record Checks	12	23	91.7%	23	44	91.3%
Vulnerable Sector Screening Checks	68	137	101.5%	131	204	55.7%



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 3I - STORMONT DUNDAS and GLENGARRY
Location code(s): 3I00 - STORMONT DUNDAS and GLENGARRY
Area code(s): 3203 - North Dundas
Data source date: 2022/08/27

Report Generated by:
 Anthony, Darlene

Report Generated on:
 Aug 30, 2022 12:53:30 PM
 PP-CSC-Operational Planning-4300



ACTION REQUEST

Clerk

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Livestock Valuator Compensation

RECOMMENDATION:

THAT Council approves the revised part-time wage schedule which increases the Livestock Valuers compensation to \$100 per claim and adds new categories for seasonal labourers and plow truck drivers;

AND THAT the Livestock Valuers and Trappers be paid mileage as per the rate established by the Canada Revenue Agency;

AND THAT these changes take effect as of August 1, 2022.

BACKGROUND:

The Ontario Wildlife Damage Compensation Program (OWDCP) has clearly defined requirements that farmers must meet to receive compensation when their animals are killed by predatory wildlife. A program tip sheet is attached.

Part of this process requires a livestock valuator to visit the farm, complete an investigation and submit the required documentation to the Township. We pay the valuator a flat fee of \$51.50 (adjusted annually by CPI) for his/her services. We then submit the completed documentation to OMAFRA, and if approved, receive \$50.00. This amount was just recently increased from \$30.00

We currently have only one on-call livestock valuator who also works for other neighbouring municipalities who pay more. Travel time to the municipalities is a factor in the compensation and we are fortunate that the individual lives in North Dundas. See below:

- One pays \$125.00 plus mileage.
- One pays \$75.00 plus mileage. This rate is under review and is sometimes paid on a per visit basis if more than one trip is required for a claim.

To remain competitive and ensure we have a livestock valuer available when required, we are recommending that we increase the flat fee to \$100/occurrence and also pay mileage as established by The Canada Revenue Agency (CRA). The CRA establishes a per kilometre (km) rate for the use of privately-owned vehicles driven for business travel. This rate is reviewed quarterly. The current rate is \$0.61/km for the first 5,000 km and then \$0.55/km thereafter.

The Counties SDG and South Dundas use a sliding scale based upon gas prices where rates are adjusted \$0.01 per kilometer for every \$0.10 increase or decrease in fuel prices (see attached). The remainder of our neighbouring municipalities use the CRA rates. South Stormont recently changed from the sliding scale to the CRA method.

We are also requesting the CRA rate be used for mileage for our Trappers. Currently they are receiving \$0.50 per kilometre. They have approached our Drainage Superintendent for an increase in the mileage rate to offset the rising cost of fuel. Their hourly rate and mileage is also under review with neighbouring municipalities.

Additionally, we have added two categories to this schedule: seasonal plow truck driver and seasonal labourer to coincide with the job advertisements.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The financial impact on the municipality will be minimal as we do not have many claims livestock valuations claims as indicated in the chart below:

Year	Number of Livestock Claims	Mileage Claimed for Trappers
2022	2 – both in August	1763 (last claim June)
2021	4	1842
2020	6	
2019	4	

Increase in mileage at \$0.61 vs \$0.50 for trappers

2021=1842X\$0.11=\$202.62
 2022=1763X\$0.11=\$193.93

OTHERS CONSULTED:

SDG Clerks
 CAO
 Drainage Superintendent

ATTACHMENTS:

OWDCP Tip Sheet
 Part-time Wage Schedule
 Sliding scale for gas mileage

Ontario Wildlife Damage Compensation Program

HOW IT WORKS



1. DISCOVER

Owner informs the municipality within 48 hours of discovery if predation is believed to be the cause of injury or death and sufficient evidence exists.



2. NOTIFY

Municipality must immediately inform the investigator.



3. INVESTIGATE & DOCUMENT

Investigator is required to conduct a thorough investigation within 72 hours of being notified. The investigation must ensure all relevant evidence is documented through detailed colour photos and a completed application form.



4. SUBMIT

Investigator must submit a completed application to the municipality within 7 business days of conducting the investigation. The owner can also submit additional evidence that may be relevant (e.g. registration documents or photos) to the municipality within 7 business days of the on-site investigation.



5. APPLY

Municipality must submit the complete application to OMAFRA, along with any additional evidence provided by the owner, within 7 business days of the on-site investigation.



6. ASSESS & ASSIGN COMPENSATION

OMAFRA will review the application for completeness and eligibility. Compensation will be assigned and the owner will be informed of the decision within 30 business days of submitting a complete application.



7. ACCEPT OR APPEAL

Owner has 20 business days to appeal the outcome of their application.



8. PAY

If no appeal is requested within 20 business days of the decision letter being issued, **OMAFRA** will notify the municipality.



9. REIMBURSE

OMAFRA will provide reimbursement to municipalities equal to the value assigned in the decision letter. Additional compensation will be provided to the municipalities to assist with administrative costs associated with the program.

For more information on the Ontario Wildlife Damage Compensation Program visit:

ontario.ca/predation

Part-Time Wages (Hourly)

Effective August 1, 2022

Position Title	Term 1	Returning 2nd Term	Returning 3rd term
Outdoor Pool Coordinator	\$18.93	\$19.31	\$19.69
Head Lifeguard	\$17.88	\$18.23	\$18.60
Lifeguard/Swim Instructor	\$16.83	\$17.16	\$17.51
Junior Administrative Assistant	\$15.00	\$15.30	\$15.61
Accounting Assistant	\$18.93	\$19.31	\$19.69
Accounting Clerk	\$22.31	\$22.74	\$23.20
Maintenance/Parks Labourer/Shift Supervisor	\$16.83	\$17.16	\$17.51
Maintenance/Engineering Student	\$16.83	\$17.16	\$17.51

Position Title	Hourly Rate
Casual/Part-Time Lifeguard	\$15.78
Maintenance/Parks Labourer	\$15.00
Facilities Attendant	\$15.00
Bartender	\$15.00
Crossing Guard	\$18.54
Trapper	\$20.60
Municipal Services Assistant	\$16.48
Senior Municipal Services Assistant	\$19.57
Communications Officer	\$30.90

Plus Mileage at CRA Rate

Position Title	Per Call Rate
Livestock Valuer	\$100.00

Plus Mileage at CRA Rate

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

Appendix 3

MILEAGE RATE – SDG Counties/North Stormont/South Dundas

This policy outlines a process for determining mileage reimbursement rates based on a sliding scale per kilometer where rates are adjusted \$0.01 per kilometer for every \$0.10 increase or decrease in fuel prices.

The following table depicts the ranges in the sliding scale:

Sliding Scale Mileage Reimbursement			
Gas Price per Litre			Reimbursement Rate per Kilometer
\$0.90	to	\$0.949	\$0.435
\$0.95	to	\$0.999	\$0.440
\$1.00	to	\$1.049	\$0.445
\$1.05	to	\$1.099	\$0.450
\$1.10	to	\$1.149	\$0.455
\$1.15	to	\$1.199	\$0.460
\$1.20	to	\$1.249	\$0.465
\$1.25	to	\$1.299	\$0.470
\$1.30	to	\$1.349	\$0.475
\$1.35	to	\$1.399	\$0.480
\$1.40	to	\$1.449	\$0.485
\$1.45	to	\$1.499	\$0.490
\$1.50	to	\$1.549	\$0.495
\$1.55	to	\$1.599	\$0.500
\$1.60	to	\$1.649	\$0.505
\$1.65	to	\$1.699	\$0.510
\$1.70	to	\$1.749	\$0.515
\$1.75	to	\$1.799	\$0.520
\$1.80	to	\$1.849	\$0.525
\$1.85	to	\$1.899	\$0.530
\$1.90	to	\$1.949	\$0.535
\$1.95	to	\$1.999	\$0.540
\$2.00	to	\$2.049	\$0.545



ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Surplus 2004 721D Front End Loader – Unit 3295

RECOMMENDATION:

THAT Council declares Unit #3295, a 2004 721D Front-End Loader, to be surplus to the needs of the Township;

AND THAT Council authorizes it to be advertised on the GovDeals surplus auction website via sealed bids, with a minimum bid of \$20,000.

BACKGROUND:

With Council's approval on May 31, 2022, a new 2022 Deer 624P Front End Loader was purchased and added to the fleet in mid-August of 2022. Hence, our Shop Foreman has advised that Unit #3295 has been removed from the fleet, as it is no longer required.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The cost of the new Front-End Loader was higher than the approved budget of \$270,000, hence, on May 31, 2022 Council approved Budget Amendment 2022-06 (attached) to cover the budget shortfall of \$44,600.00.

The financing for the new loader included an estimate of \$20,000 from the sale of the old loader (Unit #3295). If the proceeds from the sale exceed the budgeted \$20,000, the transfer from reserves will be reduced accordingly.

OTHERS CONSULTED:

Dave Sheldrick, Shop Foreman

ATTACHMENTS:

Budget Amendment 2022-06

Township of North Dundas
Addendum to Budget Resolution - May 31, 2022

Budget Amendment - 2022-06 - Transportation

Project	Account No.	2022 Original Budget	Revised Budget	Budget Amend- ment
Costs				
Purchase of Loader	1-5-3101-8104	270,000	314,600	44,600
		\$ 270,000	\$ 314,600	\$ 44,600
Financing				
Taxation		34,000	34,000	-
Sale of Assets	1-4-3000-8000	20,000	20,000	-
Transfer from Reserve - Previous Year Surplus (1-3-2000-9670)	1-4-3101-9000	-	44,600	44,600
Unfinanced Capital	1-4-3101-9999	216,000	216,000	-
		\$ 270,000	\$ 314,600	\$ 44,600



ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Road Closures – Timmins Road and Sandy Row Road

RECOMMENDATION:

THAT Council approve the closure of a portion of Timmins Road from the intersection of Sandy Row Road for approximately 178 metres north-west. In addition, that Sandy Row Road from Kirkwood Road to Baldwin’s Bridge be closed, but remain open to local traffic only, from 7:00 am to 4:00 pm on September 22, 2022.

BACKGROUND:

A cross culvert on Timmins Road located near the intersection of Timmins Road and Sandy Row Road is scheduled to be changed on September 22, 2022. In order to complete the work without complications from traffic, we are requesting Council’s approval these road closures. The portions of the roads being closed will not interfere with residents’ access to homes or farm fields on the related stretches of Timmins Road and Sandy Row Road. A detour route, shown in the attachment, will take drivers down Kirkwood Road to County Road 5 or Timmins Road to Moore Road and up to County Road 3.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

This work was included in the approved 2022 Budget under Line Item 1-5-3023-2010.

OTHERS CONSULTED:

ATTACHMENTS:

Road Closure and Detour Map





ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Road Closure - River Road

RECOMMENDATION:

THAT Council approve the temporary closure of a portion of River Road, from Rae Road to Nation Valley Road, to enable a culvert replacement, from 7:00 am to 4:00 pm on September 26, 2022.

BACKGROUND:

A cross culvert on River Road located approximately 300 metres west of civic 12551 is scheduled to be changed on September 26, 2022. In order to complete the work without complications from traffic, we are requesting Council's approval for the road closure. The portion of the road being closed will be open to local traffic and not interfere with residents' access to homes or farm fields on the related stretch of River Road. Detour routes, shown in the attachment, will take drivers down either Nation Valley Road or Rae Road to Baker Road.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

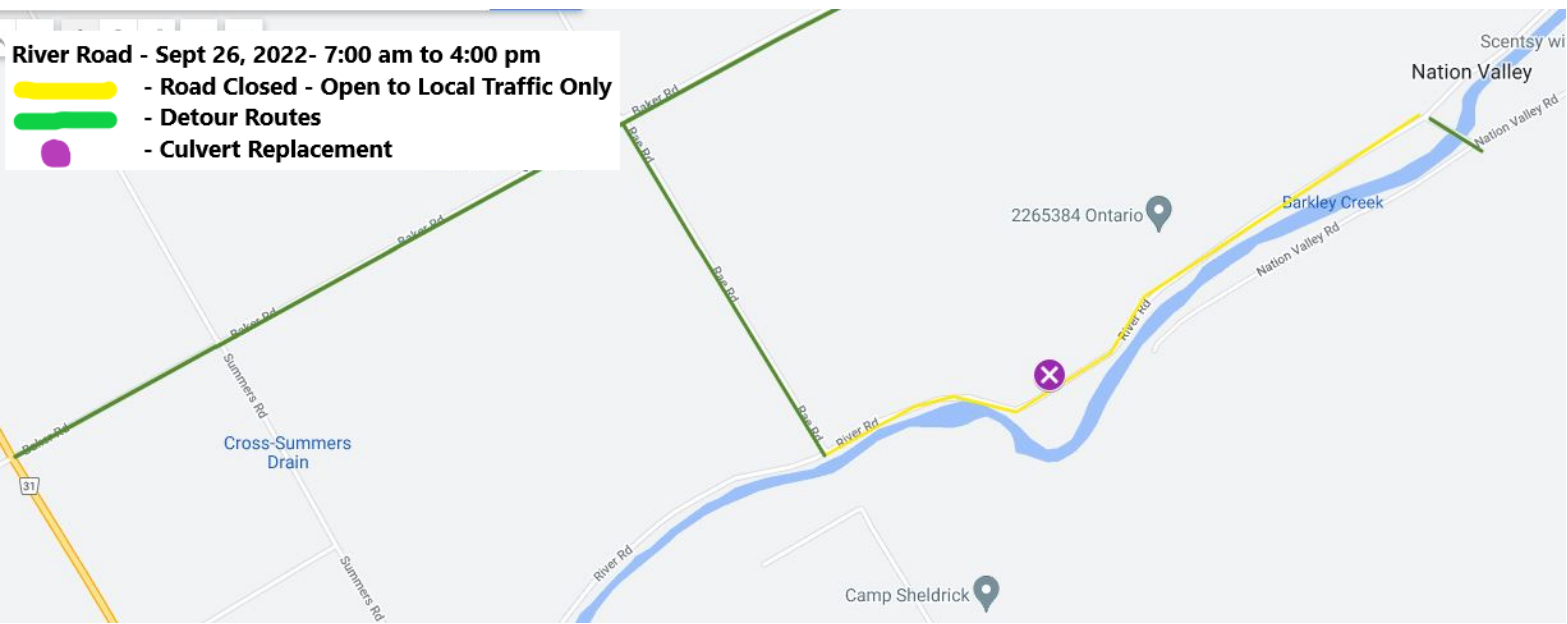
This work was included in the approved 2022 Budget under Line Item 1-5-3023-2010.

OTHERS CONSULTED:

ATTACHMENTS:

Road Closure and Detour Map

River Road - Sept 26, 2022- 7:00 am to 4:00 pm
- Road Closed - Open to Local Traffic Only
- Detour Routes
- Culvert Replacement





ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Road Closure – Day of Mourning

RECOMMENDATION:

THAT Council approve the temporary road closure of a portion of Louise Street from Clarence Street to York Street on Monday September 19, 2022 from 10:30am until 11:30am to facilitate the Day of Mourning Parade and Ceremony in honour of Her Majesty Queen Elizabeth II.

BACKGROUND:

The Winchester Legion is planning to host a parade and ceremony on Monday September 19 in honour of the Day of Mourning for Her Majesty Queen Elizabeth II. A parade will commence around 10:45am at the corner of Louise Street and Clarence Street with a march south on Louise Street into the Winchester Memorial Hospital Cenotaph. A wreath laying ceremony will follow at approximately 11am.

The Legion is requesting a road closure of a portion of Louise Street from York Street to Clarence Street to accommodate the ceremony.

WDMH staff were contacted by the Legion and by township staff to consider options for the event. WDMH staff had public safety concerns regarding access to the emergency room by ambulances and the public as well as access to scheduled appointments by the public. The Legion has agreed to provide crowd control to ensure that the entrance loop to the hospital would remain accessible while also ensuring that York Street would remain unblocked.

WDMH is providing the legion with a podium and limited chairs for the event. The Legion requests from the Township the use of the portable PA system for the ceremony and assistance in advertising the ceremony to the public on the website, social media and on the Sam Ault Arena Sign.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:



CAO

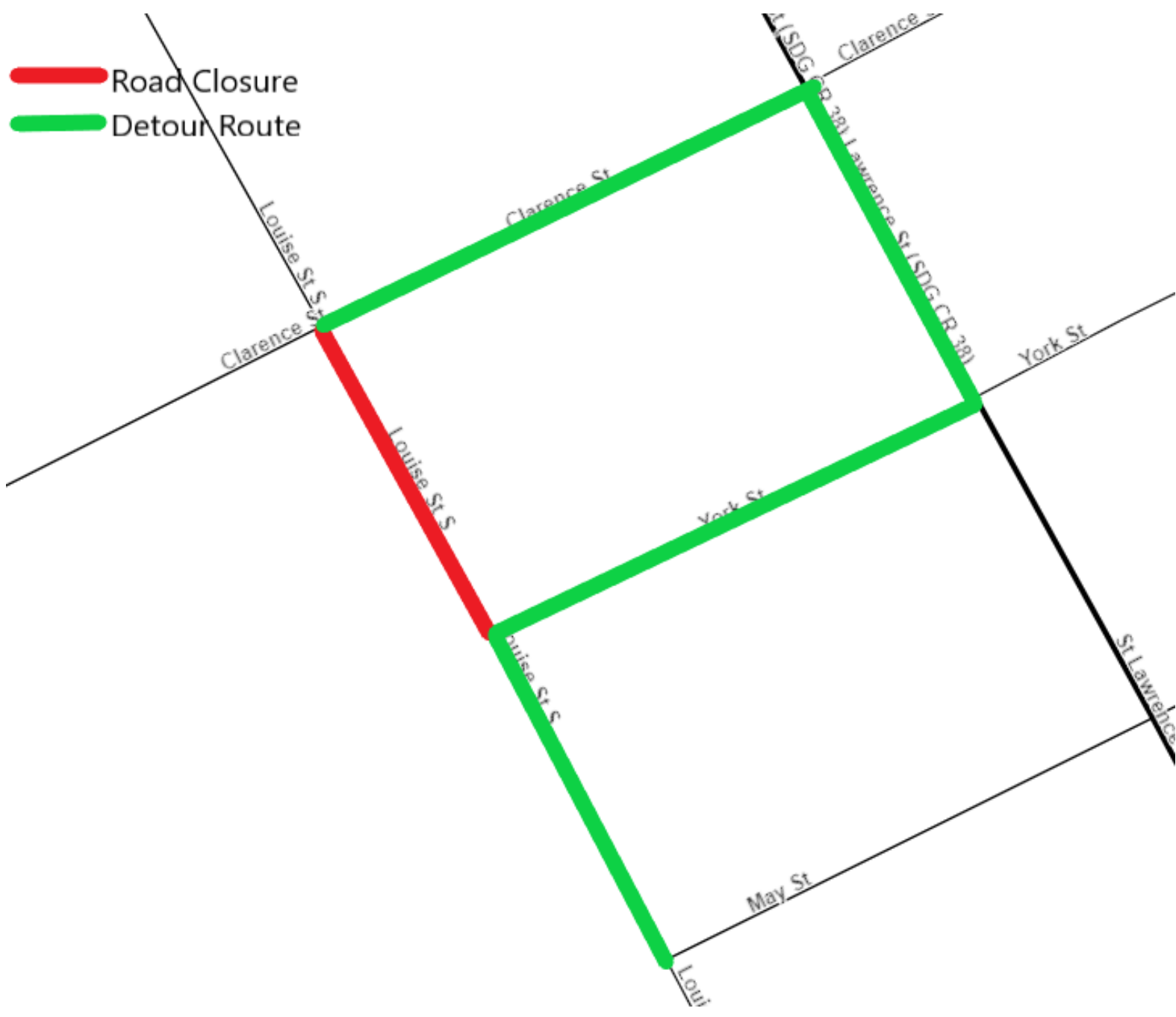
WDMH Administration

Recreation Coordinator

ATTACHMENTS:

Day of Mourning Parade – Road Closure Map

-  Road Closure
-  Detour Route





ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Hallville Community Park – Concept Plan and Phasing

RECOMMENDATION:

THAT Council approve Option B Concept Plan for the Hallville Community Park;

AND THAT Council authorize staff to commence Phases 1 & 2 of park development.

BACKGROUND:

A public open house was held to present the draft concept plans and related budgets that are proposed for the development of the Hallville Community Park and to obtain public input regarding the preferred concept plan and amenities. The comment forms that were collected, established that Option B was the preferred concept plan.

In accordance with the phasing breakdowns provided, the phases are planned to include the following:

Phase 1 (2022):

- Tendering for engineering services for the parkland development
- Engineered design work and planning
- Any additional required surveys and testing
- Installation of a culvert to connect Celeste St. with the parkland
- Tendering for the purchase and installation of a play structure (installation in 2023)

Phase 2 (2023-2024):

- Site preparation, drainage, park entrance, parking, pathways and fencing within the Phase 2 area outlined on the selected concept plan
- Pathway & 2 crosswalks with visual and audible alarms, along Reids Mills Road
- Well drilling
- Maintenance & washroom building including main water, electrical, and control room for the park amenities
- Playground surfacing and structure installation
- Outdoor rink/tennis/pickleball /basketball courts construction
- Park furnishings (picnic tables, park benches, garbage receptacles)

Phase 3 (2025-2026):

- Site preparation, drainage, park entrance, parking, pathways and fencing within the Phase 3 area outlined on the selected concept plan
- Construction of pavilion
- Development of entrance to park from Kelso Street, as well as Phase 3 parking area

- Construction of optional amenity/amenities selected

Notably, Phase 1 includes tendering for a multi-disciplinary engineering firm that will review the selected concept plan and associated Class D project estimates that were provided by the landscape architect firm. The engineering firm will be asked to provide more precise budget projections for the development of park, including costing for the optional amenities that are being considered for Phase 3 – a splash pad, ball diamond, and soccer field. Council has not yet selected between the optional amenities for Phase 3, as more accurate costing was requested by Council, before a decision will be made. Updated information regarding Phase 3 development will be brought forward for Council consideration once available, so that Council may direct staff on how to proceed.

OPTIONS AND DISCUSSION:

- 1. Accept Option B Concept Plan for the Hallville Community Park and authorize staff to commence Phases 1 & 2 of park development** – recommended. Based on community feedback, Concept Plan B is the preferred option and includes the amenities that the community desires for the park. Approving Phases 1 & 2 will allow the project to get underway and will provide more accurate costing for Phase 3 development options.
- 2. Do not approve Option B Concept Plan and Phases 1 & 2** - not recommended. This will set back the project.

FINANCIAL ANALYSIS:

\$1,091,476.50 was committed by the Federal Government for the project. \$909,472.79 was committed by the Provincial Government. \$727,741.96 was committed by the Township of North Dundas Council, for a total of \$2,728,691.25 in project funding.

The ICIP: Community, Culture and Recreation Stream – Rehabilitation and Renovation Intake grant representative has confirmed that if the park development project is underway and it is determined that the Township of North Dundas will not have sufficient funds for Phase 3, staff can apply for a project descope to have elements from Phase 3 removed from our project description, while keeping funding the same.

If the descope request is not approved, the Township would be held to completing the Phase 3 work as originally approved. Any cost overruns would be the responsibility of the Township.

In the past, the Township has been successful in negotiating and obtaining approval for changes to project scope on other projects with Federal and Provincial grants.

The ICIP Funding has an eligibility deadline of March 31, 2027. To be eligible for the grant, expenses must be incurred before the deadline.

OTHERS CONSULTED:

CAO

ATTACHMENTS:

APPENDIX 1 - HALLVILLE COMMUNITY PARK FINANCIAL ANALYSIS
APPENDIX 2 – CONCEPT PLAN OPTION B

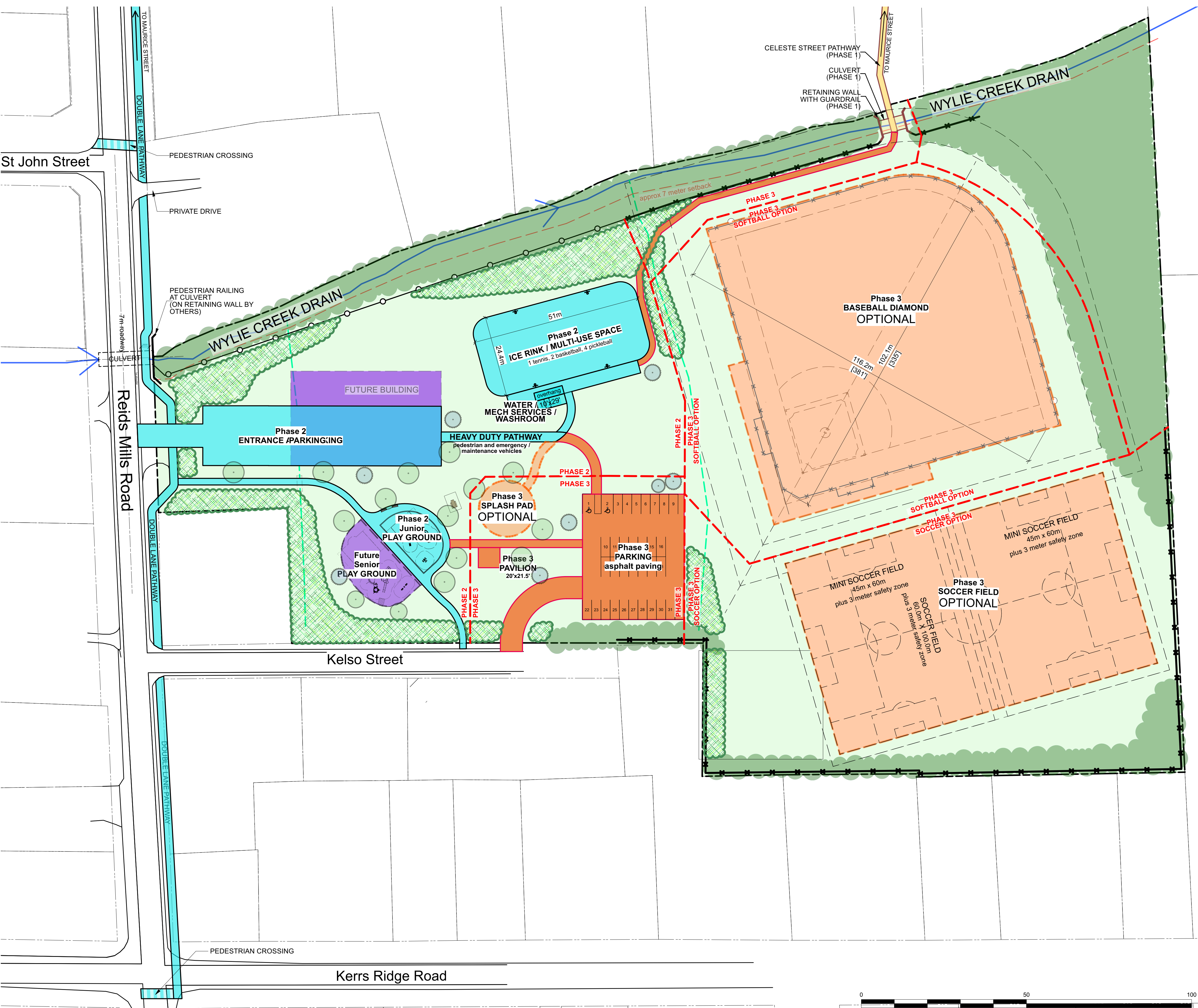
Budget Highlights Based on Class D Estimates from Landscape Architect

\$1,091,476.50 Federal Government commitment
 \$909,472.79 Provincial Government commitment
 \$727,741.96 Township of North Dundas commitment
 \$2,728,691.25 Total project funding

\$65,422.50 Cost difference between Phases 1-3 in Options A & B with Option B estimated to be the higher priced option

OPTION A		OPTION B	
\$2,144,565.49	Preliminary estimates for phases 1-3	\$2,209,987.99	Preliminary estimates for phases 1-3
\$584,125.76	Remaining project funding after phases 1-3	\$518,703.26	Remaining project funding after phases 1-3
<u>Preliminary Estimates for Optional Features:</u>		<u>Preliminary Estimates for Optional Features:</u>	
\$478,170.00	Splash Pad	\$478,170.00	Splash Pad
\$727,925.00	Baseball Diamond	\$727,925.00	Baseball Diamond
\$803,522.50	Soccer Field	\$803,522.50	Soccer Field
<u>Options & Preliminary Estimated Budgetary Impacts</u>		<u>Options & Preliminary Estimated Budgetary Impacts</u>	
Option 1 – Splash Pad		Option 1 – Splash Pad	
\$2,144,565.49	Phases 1-3	\$2,209,987.99	Phases 1-3
\$478,170.00	Splash Pad	\$478,170.00	Splash Pad
\$2,622,735.49	Total Funding Required	\$2,688,157.99	Total Funding Required
\$105,955.76	Funding Balance	\$40,533.26	Funding Balance
Option 2 – Baseball Diamond		Option 2 – Baseball Diamond	
\$2,144,565.49	Preliminary estimates for phases 1-3	\$2,209,987.99	Preliminary estimates for phases 1-3
\$727,925.00	Baseball Diamond	\$727,925.00	Baseball Diamond
\$2,872,490.49	Total Funding Required	\$2,937,912.99	Total Funding Required
-\$143,799.24	Funding Balance	-\$209,221.74	Funding Balance

Option 3 – Soccer Field		Option 3 – Soccer Field	
\$2,144,565.49	Preliminary estimates for phases 1-3	\$2,209,987.99	Preliminary estimates for phases 1-3
\$803,522.50	Soccer Field	\$803,522.50	Soccer Field
\$2,948,087.99	Total Funding Required	\$3,013,510.49	Total Funding Required
-\$219,396.74	Funding Balance	-\$284,819.24	Funding Balance
Option 4 – Splash Pad & Baseball Diamond		Option 4 – Splash Pad & Baseball Diamond	
\$2,144,565.49	Preliminary estimates for phases 1-3	\$2,209,987.99	Preliminary estimates for phases 1-3
\$478,170.00	Splash Pad	\$478,170.00	Splash Pad
\$727,925.00	Baseball Diamond	\$727,925.00	Baseball Diamond
\$3,350,660.49	Total Funding Required	\$3,416,082.99	Total Funding Required
-\$621,969.24	Funding Balance	-\$687,391.74	Funding Balance
Option 5 – Baseball Diamond & Soccer Field		Option 5 – Baseball Diamond & Soccer Field	
\$2,144,565.49	Preliminary estimates for phases 1-3	\$2,209,987.99	Preliminary estimates for phases 1-3
\$727,925.00	Baseball Diamond	\$727,925.00	Baseball Diamond
\$803,522.50	Soccer Field	\$803,522.50	Soccer Field
\$3,676,012.99	Total Funding Required	\$3,741,435.49	Total Funding Required
-\$947,321.74	Funding Balance	-\$1,012,744.24	Funding Balance
Option 6 – Splash Pad, Baseball Diamond & Soccer Field		Option 6 – Splash Pad, Baseball Diamond & Soccer Field	
2,144,565.49	Preliminary estimates for phases 1-3	\$2,209,987.99	Preliminary estimates for phases 1-3
\$478,170.00	Splash Pad	\$478,170.00	Splash Pad
\$727,925.00	Baseball Diamond	\$727,925.00	Baseball Diamond
\$803,522.50	Soccer Field	\$803,522.50	Soccer Field
4,154,182.99	Total Funding Required	4,219,605.49	Total Funding Required
-\$1,425,491.74	Funding Balance	-\$1,490,914.24	Funding Balance



- LEGEND**
- PROPOSED TREES
 - PROPOSED REFORESTATION
 - EXISTING VEGETATION TO REMAIN
 - PHASE 1 ELEMENTS
 - PHASE 2 ELEMENTS
 - PHASE 3 ELEMENTS
 - PHASE 3 OPTIONAL ELEMENTS
 - POSSIBLE FUTURE ELEMENTS
 - CREEK
 - DRAINAGE DITCH
 - PROPERTY LINE
 - 7m SETBACK
 - FENCE (PHASE 2)
 - FENCE (PHASE 3)
 - FENCE (BASEBALL OPTION)
 - ACCESSIBLE PICNIC TABLE

HALLVILLE PARKLAND

CONCEPT PLAN OPTION B



ACTION REQUEST

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Community Improvement Plan

RECOMMENDATION:

THAT Council accept the draft Community Improvement Plan dated September 13, 2022;

AND THAT Council authorize the Economic Development Officer to submit the draft Community Improvement Plan to the Ministry of Municipal Affairs and Housing.

BACKGROUND:

This report is a continuation from the August 9th Council meeting key information report that proposed amendments to the current Community Improvement Plan (CIP) for Council consideration.

The draft CIP is now before Council for their approval. The green highlighted items correspond to the amendments previously approved by Council and the yellow highlighted items correspond to administrative edits. Following Councils' approval, the draft CIP will be provided to the Ministry of Municipal Affairs and Housing for their 60- day review period.

Additional Amendments:

(a) Removed the eligibility criteria previously discussed allowing non-profit organizations and charities to be able to apply, as upon further review it was determined that the intended applicants of this type already qualify for the CIP and satisfy the commercial use and commercial zoning requirements, thus making it not necessary to include this additional eligibility criteria.

(b) Further to the Phase II ESA Grant previously discussed, I had discussions with the consulting firm that designed the South Stormont CIP, and they suggested that we consider adding additional eligible related brownfield studies to our CIP, namely Remediation Action Plans, Risk Assessments and other studies as part of the regulatory submission requirements. These have now been added to the CIP with no change in funding.

A notice of public meeting will be advertised in a public newspaper and on our website starting on November 10th, in adherence to the 20-day public notice period, for the public meeting that will be held on December 6th prior to the Council meeting to present the draft CIP for adoption. If there are no objections, the new CIP will be in full effect as of December 6th. There is a 20-day appeal period following Council's adoption of the CIP, if no appeals are received then the decision is final.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

None

OTHERS CONSULTED:

CAO

ATTACHMENTS:

Draft CIP dated September 13, 2022



Community Improvement Plan



DRAFT COPY September 13, 2022

About the Community Improvement Plan

The Township of North Dundas is pleased to offer a community initiative that works toward improving our existing commercial industry. The Community Improvement Plan (CIP) offers business Owners and tenants, within the designated Community Improvement Area, the opportunity to access funding through the form of grants and loans to improve their commercial building and property.



Finding the resources to improve an existing commercial business, whether it is improving an exterior façade, installing new signage, interior renovations or landscaping, can be difficult. Through the CIP, grant and loan money will be made available to assist with eligible projects that improve the exterior facade, signage, interior and property improvements.

The Environmental Site Assessment Grant program that is a part of the CIP offers financial assistance by assisting with the cost of site assessments of brownfield properties.

Applications for this program are available through the Township office, as well as on the Township website. A Review Committee appointed by Council is responsible for the review of each application and the awarding of grants. Repayable loans and grants are subject to Council approval.

This plan is a guide for business Owners and tenants of commercial properties to use when considering funding options for their projects. The plan lays out the eligibility criteria for each specific program as well as general guidelines to consider when undertaking an improvement project.

The United Counties of Stormont, Dundas and Glengarry (SDG Counties) has developed a Regional Incentives Program (RIP) that is supported and funded through the Counties. The RIP is inserted into the CIP as Section 2. The focus of the RIP is to stimulate investment in tourism and in the agricultural sector by funding diverse on-farm expansions and agri-tourism, to encourage the redevelopment and private sector investment in existing building stock and increase the amount of permanent roofed accommodations within the County.

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1.0 Section 1- Introduction

The Township of North Dundas is a growing municipality bordering the City of Ottawa and is the perfect place to live or locate your business. North Dundas is home to a population of approximately 12,000 people that enjoy a mix of rural and urban lifestyles, excellent health care facilities, including a hospital, essential municipal services, positive population growth, natural heritage and much more.



2.0 Community Improvement Plan

2.0.1 Overview

A Community Improvement Plan (CIP) is a tool that allows a municipality to direct funds and implements policy initiatives toward a specifically defined project area. Section 28 of the Planning Act gives municipalities that have enabling policies in their Official Plans, the ability to prepare and enact, through Bylaw(s), Community Improvement Project Areas and a CIP. The CIP is intended to encourage rehabilitation initiatives and/or stimulate development. Once implemented, the plan allows municipalities to provide grants and/or loans to assist in the rehabilitation of properties and/or buildings within the defined boundaries of a Community Improvement Project Area.

2.0.2 Purpose

The purpose of the CIP is to provide existing commercial businesses with financial incentives to improve their exterior facade, signage, building interior and/or property. Financial incentives will be in the form of grants and/or loans as made available through the CIP for eligible Applicants.

2.0.3 Goals and Objectives

The objectives of the CIP include, but are not limited to:

- a) To maintain the well-being of downtowns and main streets in urban and rural settlement areas.
- b) To provide a safe, vibrant, pedestrian friendly environment.

- c) To provide an attractive and inviting environment.
- d) To enhance and reinforce linkages to the Chesterville Waterfront.
- e) To provide a cleaner, healthier, safer environment.
- f) To increase employment, economic activity and investment.
- g) To provide for a balanced opportunity for growth and settlement.
- h) To ensure that community improvement projects are carried out within the built-up areas of the Township (i.e. Winchester, Chesterville, South Mountain, Morewood etc.).
- i) To ensure the maintenance of the existing building stock.
- j) To encourage private sector investment and the strengthening of the economic base.
- k) To enhance the visual appearance of CIP Areas.
- l) To revitalize the Urban Settlement Areas, being the Villages of Winchester and Chesterville, as commercial nodes and vibrant shopping destinations.
- m) To encourage the continued commercial vitality and economic viability throughout all seasons of the year.
- n) To integrate the conservation of heritage resources within development and infrastructure decisions which may affect those resources.
- o) To create an attractive image of the Township that reflects the historic character and heritage of the community.
- p) To protect and enhance the heritage character of the Village centres.



3.0 Community Improvement Areas

The CIP is composed of a single Community Improvement Project Area encompassing the Township of North Dundas in its entirety.



Relevant Legislative Definitions:

“Community Improvement”

means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

“Community Improvement Plan”

means a plan for the community improvement of a community improvement project area;

“Community Improvement Project Area”

means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

Planning Act R.S.O. 1990, c. P.13, s. 28 (1); 2001, c. 17, s. 7 (1, 2); 2006, c. 23, s. 14 (1).

4.0 Legislation

4.0.1 Municipal Act

Section 106 of the Municipal Act prohibits a Municipality from providing assistance:

- (1) *Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).*
- (2) *Without limiting subsection (1), the municipality shall not grant assistance by,*
 - a) *giving or lending any property of the municipality, including money;*
 - b) *guaranteeing borrowing;*
 - c) *leasing or selling any property of the municipality at below fair market value; or*
 - d) *giving a total or partial exemption from any levy, charge or fee. 2001, c. 25, s. 106 (2).*

Section 106 (3) provides an exception to the above:

- (3) *Subsection (1) does not apply to a council exercising its authority under subsection 28 (6), (7) or (7.2) of the Planning Act or under section 365.1 of this Act. 2001, c. 25, s. 106 (3); 2002, c. 17, Sched. A, s. 23; 2006, c. 23, s. 34.*

4.0.2 Planning Act

Section 28 (1) of the Planning Act permits municipalities to approve a Community Improvement Plan. The Act defines a Community Improvement Plan as:

“a plan for the community improvement of a community improvement project area.”

Section 28 (2) explains the process under which a Community Improvement Plan can be established:

Where there is an Official Plan in effect in a local municipality or in a prescribed upper-tier municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area. R.S.O. 1990, c. P.13, s. 28 (2); 2006, c. 23, s. 14 (3).

The Act further identifies provisions with respect to grants, loans, agreements and maximum eligibility. It additionally requires the municipality to have provisions set out in their Official Plan.

Section 28 (7.3) of the *Planning Act* states:

The total of the grants and loans made in respect of particular lands and buildings under subsections (7) and (7.2) and the tax assistance as defined in section 365.1 of the Municipal Act, 2001 or section 333 of the City of Toronto Act, 2006, as the case may be, that is provided in respect of the lands and buildings shall not exceed the eligible cost of the community improvement plan with respect to those lands and buildings. 2006, c. 23, s. 14 (8); 2006, c. 32, Sched. C, s. 48 (3).

4.0.3 Official Plan of the United Counties of Stormont, Dundas and Glengarry

County Council, on July 17, 2017, adopted a new United Counties of Stormont, Dundas and Glengarry Official Plan, which was approved by the Ministry of Municipal Affairs and Housing on February 4, 2018. Community Improvement Plans, are addressed as follows in the new document:

8.12.5 Community Improvement – Section 28

A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community

improvement plan, on such terms as council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:

- a. The extent or deficiencies in public services, public service facilities or infrastructure;*
- b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;*
- c. The presence of vacant buildings/lands that could be developed, redeveloped or converted to another use;*
- d. The opportunity to expand the supply of housing;*
- e. The need to improve the streetscape or aesthetics of an area;*
- f. The presence of incompatible land uses; and*
- g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.*

The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas.

4.0.4 Township of North Dundas Economic Development Action Plan

The Township of North Dundas adopted an Economic Development Strategic Action Plan in May 2012.

Priority Action 4.1 Investing in Infrastructure:

3. Create the business case and funding model to finance the creation and servicing of the business park.

7. Track all industrial and commercial property investment opportunities. Priority Action 4.2 Fostering Entrepreneurship has the desired result of: Increase the amount of local businesses being created and flourishing in North Dundas.

Priority Action 4.3 Developing a Community:

4. Undertake community revitalization projects such as Community Improvement Plans, design guidelines, streetscape plan, implementation and incentives.

The Township of North Dundas updated its Economic Development Strategy and Action Plan in December 2016, which outlined capacity building actions.

Strategic Goal 2: Small Business and Entrepreneurship

Objective 4: Invest in the development of a local entrepreneurship ecosystem recommends:

4.4 Engage with local and regional partners to identify gaps in local entrepreneurial programs and services.

Strategic Goal 3: Readiness

Objective 7: Expand the contributions of the Community Improvement Plan recommends:

7.1 Continue to promote the existing CIP and introduce new local improvement levies and grant and loan programs to encourage current and future development to invest in their current buildings to encourage expansions in footprints.

7.2 Advocate for a county-wide CIP program that compliments local CIP programs.

7.3 Advocate for the development of a county-wide community toolkit that encourages businesses and organizations to participate in local and regional CIP programs.

Objective 8: Continue to encourage the development of existing and new tourism opportunities recommends:

8.1 Continue to support cultural tourism opportunities by encouraging the use of the existing CIP program to enhance heritage and culture-based assets.

5.0 Commercial Building Improvement Grants and Loan Program

5.0.1 Purpose

To encourage and provide a program for exterior and interior design changes and property improvements to stimulate redevelopment and revitalization of the Urban Settlement Area, Rural Settlement Areas and fringe commercial areas.

To encourage and provide a program to rehabilitate existing commercial/mixed use buildings. This will promote improvement of the physical exterior conditions, signage and interior improvements, as well as property improvements that would otherwise be considered cost prohibitive by a building/property Owner/tenant.

5.1 Facade Improvement and Signage Grant Program

The Township is providing two different grant programs for which a commercial building/property Owner/tenants can apply for, specifically Facade and Signage/Awnings Improvements. The grants are meant to improve the exterior conditions of existing structures within the designated Community Improvement Project Areas and provide funding for new signage and awnings. The Facade and Signage/Awning Grants are only applicable to existing buildings. A maximum grant of \$6,700 is available: \$5,000 for facade improvements and \$1,700 for signage/awnings.

Facade Improvement Grant

A matching grant of 50% to a maximum of \$5,000 is available to assist commercial building/property Owners/tenants to improve the facade. Applicable design fees and building permit fees are eligible costs. Grant Applicants shall consider the entire facade of the building. Improvements directly related to improving accessibility are eligible for 75% coverage to a maximum of \$5,000.

Signage and Awning Grant

A matching grant of 50% up to a maximum of \$1,700 is available to assist commercial building Owners/tenants to improve or install appropriate signage or awnings on an existing commercial building.

General Terms

- i. Works as set out in the Agreement must be completed prior to the grant portion being distributed and upon submission of proof of payment.
- ii. An Owner/tenant of a building/property may conduct the proposed works themselves, however, the Township will not grant funds for labour by the Owner/tenant.
- iii. Works must be completed within 1-year of the approved Agreement unless otherwise approved by Council.
- iv. Grant funds are released once the work is completed and upon presentation of proof of payment for the work.
- v. Applications will be reviewed as they are submitted, subject to available budgeted funding.
- vi. Renderings of the new signage/awning must be provided.
- vii. Despite the permit fees contained in the Building Bylaw, the permit fees for signs approved under a CIP grant shall be waived.

5.2 Commercial Improvement Loan Program

The purpose of Commercial Improvement Loan Program is to provide an interest-free loan to commercial building/property Owners. All successful Applicants must enter into an Agreement with the Township in order to receive the loan. Applicants can apply for a loan for exterior facade improvements, signage, interior and property improvements.

Commercial Improvements

In addition to exterior facade improvements and signage, Owners of an eligible commercial building/property can apply for an interest-free loan of up to a maximum of \$17,000 to help finance the restoration, repair or renovation of their building, as well as property improvements. Only Owners of the building/property

are able to apply to this program. Applicable design fees and building permit fees are eligible costs. Interior improvements are only eligible under the loan program.

General Terms

- i. An interest-free loan up to a maximum of \$17,000 repayable over 5-years is available to assist commercial property/building Owners to improve their building/property in accordance with the CIP.
- ii. An Owner of a building/property may conduct the proposed work themselves, however, the Township will not grant funds for labour by the Owner.
- iii. Only the Owner of a building/property can apply for the loan program.
- iv. The loan portion is repayable over a 5-year period, interest-free as set out in the Agreement.
- v. Works must be completed within 1-year of the approved Agreement unless otherwise approved by Council.
- vi. Loan funds are released when invoices are presented for the completed work.
- vii. Applications will be reviewed as they are submitted, however, availability of loans cannot be guaranteed.

5.3 Design Guidelines

The following design guidelines are to help the commercial property Owners/tenants embarking on a restoration or improvement project. All applications are subject to committee review. The following design guidelines are meant to provide an overview of what the Review Committee is looking for, the Applicant is not limited to these suggestions.

Facade Improvement Guidelines

Facade improvements are meant to restore and improve the aesthetic looks of an existing building. The purpose of facade improvements may be to restore heritage features that have been covered up over time, to improve the quality of the materials or to enhance the street appeal of a business. The following recommendations for exterior facade improvements will be considered when reviewing an application.

- a) Repainting, cleaning or re-facing of the front facade and the side facades as long as the sides are consistent with the front facade improvements being completed and only for a reasonable distance from the front of the building considering sightlines from the street.
- b) Repair or restoration of facade masonry, brickwork or wood.

- c) Exterior woodwork.
- d) Replacement, repair or restoration of cornices, eaves, parapets and other architectural features. **Eavestroughs and downspouts are ineligible.**
- e) Paint (including removal, surface preparation, cleaning and/or painting).
- f) Installation or repair of exterior lighting.
- g) Restoration of historic features.
- h) Continuity with existing/surrounding buildings.
- i) Entranceway modifications that improve the appearance and/or access to the commercial units.
- j) Replacement or repair of windows and doors with improved energy efficiency as part of a comprehensive façade improvement.
- k) Installation of parklets at licensed food trucks.**
- l) Community art, murals and information plaques.**
- m) Installation of grass, trees, plants and flowers as part of a more comprehensive facade improvement.**
- n) Architectural or design fees may be eligible up to \$500 as part of the total grant awarded for completed construction.



Signage Guidelines

Commercial signage is one facet of improving the facade of an existing building. Signs help identify the location of a business as well as attract and draw in customers. **The following recommendations for signage improvements will be considered when reviewing an application.**

- a) Signs must conform to Section 3.15 of the Building Code, as amended.
- b) Signs attached to the same building should be located at similar height and be of similar size.
- c) Large neon signs, internally lit signs and/or flashing signs are strongly discouraged.
- d) Signs that are to be located along a County Road must obtain a sign permit from the United Counties of Stormont, Dundas and Glengarry.
- e) Signs that are not attached to a building must be less than 3.5 metres in height from the ground and must not block a public right-of-way.
- f) Signs should not cover up decorative, architectural and/or heritage features on a building.
- g) Shielded light sources are encouraged for the illumination of signs.
- h) Signs should not consume more than 25% of a window's surface.
- i) For buildings that are two storeys or greater in height, signs must be located no higher than the ceiling height of the first storey.
- j) Historic signs on existing buildings should be restored and reused if possible.
- k) Fascia signs are considered as primary signs. Projecting/hanging signs are considered as secondary.
- l) **Roof top signage and single post pylon lite signs are not eligible.**
- m) **Signs must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.**



Examples of unacceptable forms of signage (backlit and neon signs)

Awnings Guidelines

Awnings can add a decorative and historic touch to the front of a building. Awnings can also be used to further attract attention through the incorporation of signage.

- a) Awnings should not cover up decorative, architectural and/or heritage features.

- b) Awnings must comply with the building code.
- c) The installation or repair of canopies and awnings are encouraged.
- d) Signage may be incorporated into an awning for use as a secondary sign.
- e) Awnings should be used to project over individual windows or doorways.
- f) Retractable awnings and shed type awnings are encouraged.
- g) Awnings must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.



Example of an acceptable form of awning (Retractable Awning)

Commercial Improvement Loan Guidelines

The following recommendations detail the types of improvements that are considered eligible costs under the commercial improvement loan program. Applicants are not limited to the following guidelines. Further suggestions/proposals will be subject to the discretion of the Review Committee.

- a) Entrance modifications to provide barrier-free accessibility.
- b) Installation/upgrading of fire protection systems.
- c) Repair/replacement of roof.
- d) Structural repairs to walls, ceilings, floors and foundations.
- e) Water/flood/weatherproofing.
- f) Repair/replacement of windows and doors.
- g) Installation of parklets.
- h) Eavestroughs and downspouts are ineligible.
- i) Paving and parking lot repairs must include additional improvements. Standalone paving and parking lot repair applications will not be accepted.
- j) Landscaping improvements as part of a more comprehensive building and/or property improvement.

- k) Extension/upgrading of plumbing and electrical services for the creation of retail or office space.
- l) Installation of new or improvements to heating and ventilation and air conditioning systems.
- m) Other similar repairs/improvements related to health and safety issues, as may be approved.
- n) Architectural or design fees may be eligible up to \$500 as part of the total loan awarded for completed construction.
- o) Improvements must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.

6.0 Environmental Site Assessment Grant Program

6.0.1 Purpose

Brownfields are abandoned, vacant, derelict, or underutilized commercial and industrial properties, where past actions have resulted in actual or perceived contamination. The Environmental Site Assessment Grant Program is intended to provide financial assistance by assisting with the cost of site assessments. The improved environmental conditions of such lands will enhance the economic and social vitality of the Township of North Dundas.

6.1 Brownfield Legislative Framework

6.1.1 Brownfield Statute Law Amendment Act, 2001

The Brownfields Statute Law Amendment Act of 2001 revised a number of Ontario statutes with the specific purpose of providing regulatory and financial support to remediation of contaminated lands. There were essentially three pillars of the legislative framework involving changes to the Environmental Protection Act, the Planning Act, and the Municipal Act. Together these and other legislative revisions provided scoped changes which affect the treatment of contaminated lands in terms of environmental orders (regulatory matters), gave protections to property owners, municipalities and fiduciary interests, and provided alternative means of financial support through the Ontario property tax system.

6.1.2 Provincial Policy Statement (PPS), 2020

The PPS requires the following policies to be pursued with respect to brownfield redevelopment:

1.1.3.3: Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

1.6.3: Before consideration is given to developing new infrastructure and public service facilities:

a) the use of existing infrastructure and public service facilities should be optimized; and

b) opportunities for adaptive re-use should be considered, wherever feasible.

1.7.1: Long-term economic prosperity should be supported by:

f) promoting the redevelopment of brownfield sites;

3.2.2: Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects.

6.1.3 The United Counties of Stormont, Dundas and Glengarry Official Plan, 2018

The Official Plan of the United Counties of Stormont, Dundas and Glengarry provides a detailed set of planning policies that reflect provincial, county and local interests. The Official Plan supports and encourages the redevelopment of brownfield properties through the following policies:

2.4: Naturally occurring hazards (e.g. flooding, erosion, unstable slopes, unstable soils) and humanmade hazards (e.g. contaminated sites, mineral extraction operations) may have a serious impact on development...Human-made hazards include sites contaminated by past or current industrial, commercial or waste management activities and past producing mineral extraction operations. Remediation will be the basis for restoring "brownfield" and other sites while sites of mineral extraction will be rehabilitated to a safe condition prior to their subsequent use for other purposes.

3.5.2.6: Infilling and redevelopment can occur on vacant lots of record or 'brownfields', on underutilized sites (e.g. surplus municipal properties, railway properties, church sites, school or other institutional sites), or by expanding or converting existing buildings.

6.3.5: Local Municipalities are encouraged and may provide for the reuse or redevelopment of brownfield sites by using any of a variety of tools including:

1. The preparation of community improvement plans under Section 28 of the Planning Act of which a component may be a program to issue grants or loans for rehabilitation;

8.12.5: A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community... In establishing a Community Improvement Area, consideration shall be given to the following matters:

g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment.

6.2 Environmental Site Assessment Grant (ESA) Program

The program encourages redevelopment of brownfield sites by providing properties for which a Phase I ESA exists, with further assistance to specify the extent and nature of environmental contamination through a Phase II ESA study or any remediation action plan.

Studies which do not contribute to the prescribed regulatory process will not be approved for funding support. The Phase II ESA and other subsequent analysis must conform in methodology, content and reporting with the requirements of Ontario Regulation 153/04.

A matching grant of 50% of up to a maximum of \$10,000 per property is offered. Only commercial and industrially zoned properties are eligible.

General Terms

- i. The Phase II ESA or other subsequent analysis must be completed within 1-year of the approved Agreement unless otherwise approved by Council.
- ii. Applications will be reviewed as they are submitted, subject to available budgeted funding.
- iii. Grant funds are released once the Phase II ESA or other subsequent analysis is completed and upon presentation of proof of payment and a copy of the report.

- iv. Only the Owner of a building/property can apply to the grant program.
- v. Eligible costs include a Phase II ESA study, Remediation Action Plans, Risk Assessments or other studies part of the regulatory submission requirements to enable a Record of Site Condition acknowledged by Ministry of Environment, Conservation and Parks. Requirements of Regulation 153/04, as amended by Regulation 511/09, to the Environmental Protection Act apply in all circumstances.
- vi. Improvements must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.

7.0 Eligibility

The following criteria will be used when evaluating and considering an application made to the Commercial Building Improvement Grant, Commercial Building Improvement Loan and the Environmental Site Assessment Grant Programs.

- a) Must be located within the Commercial Improvement Area.
- b) Properties must have a commercial/industrial use and are either commercially/industrially zoned and/or commercially/industrially assessed (either fully or partially).
- c) Successful Applicants/properties may reapply for grants and loans. New Applicants/properties may receive priority for funding. Only one CIP loan can be outstanding on a property.
- d) Applicants must be commercial/industrial building/property Owners or tenants of the buildings who operate a business within the CIP area. Applications from tenants must include the Owner authorization page with their application form.
 - i. Applicants for the CIP Grant program may be the Owners of the building/property or tenants of a building/property with the authorization of the Owner.
 - ii. Applicants for the CIP Loan program must be the building/property Owners.
 - iii. Applicants for the Environmental Site Assessment Grant Program must be the building/property Owners. Properties must have a commercial/industrial zoning to be eligible.
- e) Building and property improvements must be only for buildings and properties owned or leased by the Applicant.
- f) The Applicant is required to enter into an Agreement with the Township.

- g) Applications to the Community Improvement Plan program for grants and/or loans must be consistent with the Official Plan and the Community Improvement Plan's goals and objectives.
- h) The provision of grants and/or loans is subject to funding availability and yearly budget allocation from Township Council. However, the Township of North Dundas is committed to offering financial incentives for this term of Council, and the Township's level of commitment will be revisited at the beginning of each new term of Council.
- i) Works completed or started prior to approval by the Township are not eligible. Costs in excess of the Agreement are the responsibility of the Owner/Applicant.
- j) Equipment, tools, supplies, non-permanent signage and tables are ineligible.
- k) Applications will be accepted and reviewed as they are submitted, subject to availability of funds and approval by Council.
- l) Total value of all grants and loans under the program cannot exceed the value of the work done.
- m) Stacking of grants is allowed (funding provided through the CIP may be used in partnership with other private, Regional, Provincial or Federal funding).
- n) Applicants may apply for both the grant and loan programs. Interior improvements are only eligible under the loan program.
- o) Building/property Owners who are in arrears of taxes, water and sewer, or any other municipal accounts receivable are not eligible to receive a grant or loan, including tenants of such buildings/properties.
- p) To be eligible, all outstanding work orders must be satisfied, and the Applicant may not have any outstanding building permit or Bylaw infractions with the Township of North Dundas or with the United Counties of Stormont, Dundas and Glengarry.
- q) Despite the permit fees contained in the Building Bylaw, the permit fees for signs approved under a CIP grant shall be waived.
- r) If the Applicant is in default of any of the general or program specific requirements, or any other requirements of the Township, the Township may delay, reduce or cancel the approved grant/loan and require repayment of the approved grant/loan.

- s) The Township may discontinue any of the programs contained in this CIP at any time, but Applicants with approved grants/loans will still receive said grant/loan, subject to meeting the general and program specific requirements.
- t) Eligible Applicants can apply for one, for multiple, or for all of the incentive programs contained in this CIP, but no two programs may be used to pay for the same eligible cost. Also, the total of all grants and loans provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property.
- u) Photographs of the properties/buildings that receive a grant/loan may be used by the Township to enable the monitoring and marketing of the CIP.
- v) Development must conform with the approved Official Plan, Zoning Bylaw and all other Municipal Bylaws, County Bylaws, legislation and supporting regulations/approvals by other levels of government.
- p) Improvements must be in accordance with the applicable Township, County, Provincial and Federal policies, Bylaws, provisions, standards and guidelines.
- w) Eligible facade, signage/awning and property improvements include, but are not limited to the guidelines as set out in Section 5.3.
- x) To be eligible for funding, proposed projects must demonstrate a noticeable level of improvement over the existing conditions and not simply represent a life-cycle improvement.

7.1 Application and Approval Process

Application Submission	Application Review and Evaluation	Application Approval	Payment of Funds
<ul style="list-style-type: none"> • Applicant submits application with supporting documents. 	<ul style="list-style-type: none"> • Review Committee reviews the application in the context of the goals and objectives of the CIP. • Review Committee recommends the application to Council or denies it. 	<ul style="list-style-type: none"> • If an application is approved by Council, an agreement is executed between the Township and the Applicant. • Depending on the program, a Bylaw may be required. 	<ul style="list-style-type: none"> • Applicant demonstrates that work has been completed as per the agreement. • Funds are released to the Applicant on completion of work.

- a) Applicants are required to complete the application form. Applicants are required to pre-consult with the Township prior to submitting an application.

- b) Applicants are required to submit supporting documentation such as specifications of the proposed project including plans, drawings, photographs of the existing building, past photos or drawings.
- c) A minimum of two quotes are required for the requested works for all applications. Consideration will be taken if the Owner is completing the work themselves; however personal labour of the Applicant or via a company of a person associated with the Applicant is not an eligible cost under this program.
- d) Applicants are required to obtain all necessary building, encroachment or work permits.
- e) Applications may be circulated to any internal municipal departments for review and comment.
- f) The Review Committee will also consider the following criteria when reviewing applications: location, total project value, project necessity for business continuation and whether funding was previously granted to the applicant or property.
- g) If the application meets all relevant criteria, the Review Committee will recommend approval of the application to Council. A business plan may be a requirement by the Review Committee.
- h) Final decisions on applications, extensions and allocation of funds shall be made by Council.
- i) Where the Review Committee has refused the application, the Applicant may re-submit the application for reconsideration by Council, provided that the Applicant has made consideration of the Review Committee's reasons for refusal. A staff report will be prepared for Council detailing the Committee's decision and reasoning.
- j) Upon approval by Council, the Applicant will be required to sign a site-specific Agreement with the Township. Council will approve or refuse any incentive or combination of incentives.
- k) Upon completion of the facade, awning and signage works as set out in the Agreement and upon payment by the Applicant, they are to submit proof of payment to the Township along with photos of said works.
- l) Upon completion of the Phase II ESA, Remediation Action Plans, Risk Assessments or other studies as defined by the CIP and as set out in the Agreement and upon payment by the Applicant, they are to submit proof of payment to the Township along with a copy of the report.

- m) Final grant totals will be determined according to the following: 50% of the total invoices (75% of total invoices for accessible facade improvements) up to the maximum established with the Agreement. Taxes are not eligible for reimbursement. Additional expenditures incurred by the Applicant exceeding the amounts specified in the funding Agreement do not qualify for funding. Final grant totals will be adjusted to reflect the amount established within the funding Agreement or final invoices, whichever is less.
- n) Required proof of payment includes a bank account or credit card statement detailing the payments; or a signed standard statutory declaration, in addition to payment confirmation by the vendors.
- o) Upon completion of the commercial improvement loan work, Applicants are to submit copies of the relevant invoices to the Township along with photos of said works.
- p) The Review Committee will review the documentation, photos and conduct a site inspection.
- q) If the Review Committee is satisfied with the completed works as outlined in the Agreement, a cheque requisition will be submitted as set out in the Agreement.
- r) The cheque requisition will be part of the next available cheque disbursement by the Township.
- s) All work approved by Council must be started within 6-months and completed within 1-year of the date of the Agreement or the Agreement shall be null and void, except where special permission is granted given circumstances. Funds can be released after the 1-year time frame, though all final documents must be submitted within the 1-year time frame. A one-time 6-month extension can be granted upon approval.
- t) The Regional Incentives Program (RIP) is a collaborative effort between the SDG Counties and the Township of North Dundas. Applications will generally be received by the local municipality and reviewed and approved by the Counties. The Counties will host a Regional Incentive Program Approvals Meeting, made up by the Regional Incentives Program Approvals Committee (RIPAC). This committee of SDG County Council is composed of two lay appointees and three county councillors. Staff from the County and local municipality act as supporting members of this committee, but they do not have the ability to vote. The RIPAC committee makes recommendations to SDG County Council, which is responsible for formally approving all projects. Funding for approved applications will flow directly from SDG Counties to the local municipality, who will then forward eligible payments to the applicant.

- u) Where a building/property is eligible for CIP funding, the RIP funding will not be available for the same improvement. However, the RIP may fund a different type of improvement on the same building/property, as part of the overall project. All work included on an RIP application that is approved, whether fully or partially funded is not eligible for the CIP.
- v) Upon completion of work, businesses are required to display provided signage for at least a 6-month period, which will indicate that the work received funding from the CIP program.

7.1.1 Terms of Loan Repayment

- a) The Recipient(s) shall repay the Loan as follows:
 - i. The term of the loan shall be 5-years and the annual principal amount of the loan coming due in each year shall be added to the Recipient(s)' municipal tax account and collected in the same manner as taxes as described in the Schedule B attached to the site-specific agreement.
 - ii. The loan shall be interest-free for the term of the loan, unless the loan is in default. The outstanding amount will be added to the recipient(s) tax account and collected in the same manner as taxes as described in the Schedule B attached to the site-specific Agreement.
- b) The Recipient(s) acknowledges that the loan and any interest thereon shall form a lien or charge upon the property until the loan has been repaid in full.
- c) Should the property be sold prior to the fulfillment of the terms of the Agreement, the financial obligation shall immediately become due and payable, and shall be paid in full by the Recipient(s) before legal title can be transferred to the purchaser.
- d) The loan Agreement is non-transferable.

8.0 Monitoring Program

The CIP is intended to provide a proactive approach to the redevelopment of commercial properties within the Township of North Dundas. The CIP is an opportunity for job retention and creation, as well as increasing assessments.

The Township will monitor:

- a) Job created/maintained.
- b) Approved applications.

- c) Unapproved applications and the reasons.
- d) Increase in municipal property tax.
- e) Compile participant comments on their experience.
- f) Monitor visual appearance of the community.

9.0 Marketing the CIP

The successful implementation of the CIP depends on the ability of the initiatives and funding opportunities to be effectively communicated to property Owners, business Owners, and community organizations. The CIP and the application forms are available at the Township office and on the Township website. Upon completion of work, businesses that have received CIP funding are required to display Township provided signage for at least a 6-month period, indicating that the work received funding from the CIP program.

10.0 Amendments to the CIP

As the plan is implemented, the Plan may be refined to best meet the goals and objectives outlined in this plan. The programs may be altered at any time without an amendment to the plan. An expansion of the CIP area or an increase to the value of the financial programs would require amendment of the Plan in accordance with Section 28 of the Planning Act.

11.0 Review of the CIP

This CIP will be valid for 5-years from the date of Council adoption. The Township will have an opportunity to review the plan and bring forward recommendations prior to the lapsing of the 5-year period as to whether the program should continue.

12.0 Definitions

Agreement shall mean the terms, duration and default provisions of the grant/loan between the building/property Owner/tenant and the Township. The Agreement is also subject to approval by Council.

Applicant shall mean the registered Owner, assessed Owner or tenants of properties/buildings within the Community Improvement Project Area and any person to whom such an Owner or tenant has assigned the right to receive a grant or loan.

Brownfield Properties mean vacant or underutilized places where past industrial or commercial activities may have left contamination (chemical pollution) behind, including: factories, gas stations and waterfront properties formerly used for industrial or commercial activities.

Community Improvement means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary;

Community Improvement Plan (CIP) means a plan for the community improvement of a community improvement project area;

Community Improvement Project Area means a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

Community Improvement Plan Review Committee is comprised of Township staff, a member of Council and a member of the community. The Review Committee reviews the applications submitted and makes recommendations to Council for approval.

Eligible Costs shall include the cost of materials, equipment, building permits and planning fees, and contracted labour. The cost of a study to determine the feasibility of undertaking the rehabilitation project may be eligible subject to consultation with the Township.

Environmental Site Assessment (ESA) means the study of a property to determine if contaminants are present and, if so, the location and concentration of these contaminants.

Life-Cycle Replacement refers to a change to a building/property that is not a material improvement. Put another way, replacing "like for like" is considered a life-cycle replacement. What is a life-cycle replacement is strictly within the purview of the Review Committee.

Owner means the registered owner of the property/building and includes any successors, assignees, agents, partners and any affiliated corporations.

Phase I ESA means an assessment of property conducted in accordance with the regulations by or under the supervision of a qualified person to determine the likelihood that one or more contaminants have affected any land or water on, in or under the property.

Phase II ESA means an assessment of property conducted in accordance with the regulations by or under the supervision of a qualified person to determine the location and concentration of one or more contaminants in the land or water on, in or under the property.

Township means The Corporation of the Township of North Dundas.



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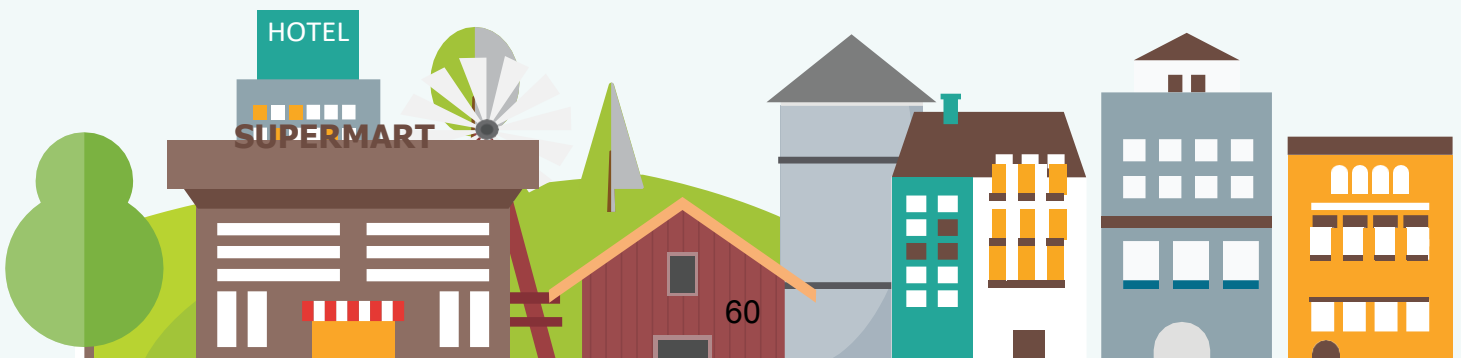




REGIONAL INCENTIVES PROGRAM – March 2021



Where Ontario Began



1 INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG or the County). The County developed these regional incentives as part of a progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG provides regional funding through this Program to advance economic priorities with demonstrable County-wide benefits.

Regional economic initiatives focus on projects linked to **agriculture-related uses**, Adaptive re-use of **commercial, industrial, and institutional buildings/structures**, and the development of **roofed accommodations** across the County. The County offers customized financial programs within these areas based on the annual priorities of County Council.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

Section 28 of the *Planning Act* permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security, and otherwise, as the council considers appropriate. This can only be done if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for the entire region. This Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement

Local municipalities may undertake community improvement projects as authorized under Section 28 of the Planning Act (see Section 8.12.5). County Council may also make grants or loans to the Council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate.

8.12.5 Community Improvement

1. A Local municipality may, subject to the provisions of the Planning Act, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:

- a. The extent or deficiencies in public services, public service facilities or infrastructure;
 - b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;
 - c. The presence of vacant buildings/lands that could be developed, re-developed or converted to another use;
 - d. The opportunity to expand the supply of housing;
 - e. The need to improve the streetscape or aesthetics of an area;
 - f. The presence of incompatible land uses;
 - g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment;
2. The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas. A local Municipality may implement measures for Community Improvement including, but not limited to:
- a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.
 - b. Scheduling community improvement projects in accordance with municipal budgets.
 - c. Enforcement of the Property Standards By-law.
 - d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
 - e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
 - f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
 - g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
 - h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
 - i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
 - j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
 - k. Providing grants or loans to the registered **Owners** or assessed **Owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
 - l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.

1.2 REGIONAL CONTEXT

The SDG Regional Incentives Program and Action Plan was implemented in 2018 after a year of review and public consultations. The program supports strategic economic development initiatives in the following areas:

- Tourism, agriculture-related, agri-tourism uses, and facility improvement projects.
- Adaptive re-use of commercial, institutional, and industrial buildings.
- Development of permanent, roofed accommodations.

Regional financial incentives are available in the following municipalities:

- The Township of North Dundas
- The Municipality of South Dundas
- The Township of North Stormont
- The Township of South Stormont
- The Township of North Glengarry
- The Township of South Glengarry

The SDG Regional Incentives Program is incorporated into each local municipal Community Improvement Plan (CIP) and offers additional economic development tools. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria outlined in Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

1. Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
2. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
3. Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered **Owners** or **Tenants** (upon written consent of the **Owner**) of land or buildings within the Program area.

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that providing 50% matching grant funding is one of the most direct, predictable, and simplest ways to stimulate private sector investment; attract and retain businesses; and increase taxable



assessment within the region. These grants are available to eligible property *Owners* and authorized *Tenants*, including bona fide non-profit organizations. While some bona fide non-profit organizations are eligible for funding, **local municipalities and other governmental or quasi-governmental organizations; including conservation authorities, schools, hospitals, libraries, etc., are not eligible for funding.** See Section 2.2 for further details.

Where a property is eligible for local municipal funding through one element of the local CIP (e.g. Façade improvement), Regional Incentives Program funding will generally not be available for the same improvement. *However*, the County may fund a different type of improvement on the same property (e.g. landscaping), as part of the overall project.

An application for any financial incentive program contained within the Regional Incentives Program must include plans, estimates, contracts, reports and other details, as required to satisfy the **Regional Incentives Program Approvals Committee and Council.**

Funding under the Regional Incentives Program will flow to the local municipality where the successful application is situated and not to the applicant. Eligible grants will then be dispersed from the municipality to the applicant(s).

Grant payments will be allocated upon completion of the Program works, final inspection and approval, and/or issuance of any required certificates.

2.1 REGIONAL FINANCIAL GRANTS

The following grants are available under this Program, subject to the availability of County resources:

1. Façade, Signage, and Property Improvement Grant.
2. Building Improvement/Restoration Grant.
3. Building Conversion/Expansion Grant.
4. Feasibility, Design, and Study Grant.
5. Planning Application and Permit Fees Grant.

The Regional Incentives Program is a collaborative effort between the County and its local municipalities. Applications will generally be received and initially reviewed by staff of the local municipality. Subsequently, applications will be reviewed by County staff and forwarded to the Regional Incentives Program Approvals Committee. The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Tourism grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.

The composition of the Regional Incentives Program Approvals Committee is as follows:

- Three (3) members of County Council (must include the Warden or Warden's designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.
- Two lay members, who are residents of SDG, appointed by County Council for a 2-year term.

County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters

before the Committee.

Meetings will be subject to the protocols followed by Committees of Council.

Detailed information about each type of incentive is found in Section 2.3. Each year, the Regional Incentives Program Approvals Committee will determine specific intake dates and amounts available for each intake date.

2.2 GENERAL CRITERIA

- a) Eligible **Owners** and authorized **Tenants** of lands and buildings within the area designated within the local By-law may for funding under the Regional Incentives Program
- b) The type of property or use subject to an application must be clearly identified as eligible. Generally, this includes properties with a full or partial commercial designation, or properties designated as agricultural, outdoor/recreational, etc.
- c) To be eligible for funding, proposed projects must demonstrate some level of improvement over the existing conditions and not simply represent a **Life-cycle replacement**.
- d) All projects must demonstrate consistency with one or more of the SDG Regional Economic Goals identified in Section 1.3.
- e) All proposals must demonstrate conformity with the Official Plan and local Zoning By-law.
- f) To be eligible for funding, non-profit organizations must be incorporated.
- g) Non-profit organizations, whose annual budgets are comprised of greater than 50% funding from the County or a local municipality, are ineligible under this Program.
- h) Local municipalities, other governmental or quasi-governmental organizations are ineligible under this Program.
- i) **All applicants are required to disclose all project funding sources.** This Program will not fund the portion of a project being funded by a local CIP. However, complementary aspects of the same project may be eligible for funding.
- j) Successful applicants are required to enter into an Agreement with the County and the local municipality.
- k) A property may be eligible for multiple grants (See Section 2.1), however **the total combined value of all grants approved for a single project will not exceed \$50,000 per property.**
- l) Successful applicants are ineligible to participate in the Program again for two (2) calendar years.
 - o *By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.
- m) With the exception of the *Feasibility, Design, & Study Grant* and the *Planning Application and Building Fee Grant*, grants will not be applied retroactively to works started prior to the application intake date.
- n) For grant programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed. Proof of payment will be required during the final reporting processes.
- o) At the time of application, applicants must demonstrate that there are no outstanding building permit(s), property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable.
- p) All outstanding building permits, property standards orders, property tax arrears, or any other

outstanding municipal/County accounts receivable on the subject property must be rectified before grant money will be distributed to an Applicant.

- q) All works approved under this Program shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- r) All works approved for funding under this Program must be completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality.
- s) Applicants may apply in writing to the Review Committee for an extension to complete their projects however the maximum extension is six (6) months (i.e. 18-months from the date of execution of the funding Agreement).
- t) The County reserves the right to discontinue any of the grant programs at any time. Notwithstanding, Applicants with approved grants will receive funding, provided they complete their project in accordance with their funding Agreement.
- u) Funding will not be provided for any labour supplied by the Applicant, either personally or via a company or person associated with the Applicant.
- v) Applicants must submit at least (2) written estimates for all work.
- w) Final grant totals will be determined according to the following:
 - 50% of the total invoices up to the maximum established within the funding Agreement.
 - Taxes are not eligible for reimbursement.
 - Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
 - Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, **whichever is lower**.

2.3 Regional Financial Grants Details

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's **Façade** or **signage**, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount and Details

Façade Improvement Project – may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project; and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

Eligible Façade Improvement costs may include:

- 1) Enhancements or improvements to exterior building treatments such as brickwork, cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings.
- 2) Exterior painting where a clear enhancement is made.

- 3) Chemical or façade cleaning.
- 4) The installation of permanent Outdoor Art; including items such as murals; sculptures; paintings; local heritage-based art pieces and displays; and other types of artwork that will promote local heritage, improve aesthetics and enhance tourism.
- 5) Redesign of entrances including changes to improve accessibility.
- 6) Other similar improvements or repairs required to enhance a building **Façade**.

Signage improvement project – For a signage improvement project, improvements to the main storefront sign of buildings are eligible. A grant may cover 50% of eligible costs to a maximum of \$2,500. The maximum value may increase to \$5,000 if the building has more than one street address and/or storefront; more than one wall visible from a public street; or fronts onto a laneway or parking lot.

Signage Improvement grants are intended to assist applicants with the replacement and updating of existing commercial signage and to help new business owners to implement new commercial signage elements. Commercial signage must be representative of the business’ activities; and must comply with all respective municipal requirements and Building Code Standards.

Property improvement project - may cover 50% of eligible costs to a maximum of \$10,000.

Eligible Property Improvement costs may include:

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation.
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting.
- 3) *Addition of new parking/upgrades to existing parking areas.
- 4) *Improvements to rear building entrances and rear parking areas.
- 5) Addition of walkways.
- 6) Such other similar improvements and repairs that may be necessary to improve a property.
- 7) Property Improvements to facilitate new build construction, for the purpose of business expansion, including such elements as excavation work, land clearing and private water and waste-water installation (wells, septic tanks).

*Note that standalone parking lot improvement (e.g. asphaltting) will not be approved. Applications involving parking lot improvements must be part of an application involving other property improvements.

2.3.2 Building Improvement/Restoration Grant

Objective:

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility.

Grant Amount and Details

Building Improvement/Restoration project - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible. Note that project elements deemed to be **Life-cycle replacements** will not be funded.

Eligible Building Improvement costs may include:

- 1) Structural repairs to walls, ceilings, floors, and foundations.
- 2) Interior restoration and design.
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors.
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems.
- 5) Weatherproofing.
- 6) Accessibility improvements.
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.
- 8) The services of a professional engineer, architect or planner to design and implement the project.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with the large-scale conversion, or expansion, of existing vacant space into new commercial, industrial, or mixed-use, agricultural-related uses, etc.

Grant Amount and Details

- a) **Projects under 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$20,000.
- b) **Projects over 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$50,000.

Eligible Building Conversion and Expansion costs may include:

- 1) Conversion of upper-storey space (whether vacant, office, commercial or other non-residential use) into new residential units.
- 2) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast.
- 3) Expansion of existing eligible uses to increase the gross floor area.
- 4) Environmental studies which are related to the conversion.
- 5) The services of a professional engineer, architect or planner to assist with the design and implementation of the project.

2.3.4 Feasibility, Design, and Study Grant

Objective

To financially assist with the completion of studies and plans to support a new business or development project.

Grant Amount and Details

50% of eligible costs to a maximum of \$2,000 for the following types of plans or studies:

Eligible Feasibility, Design and Study costs may include:

- 1) Concept plans.
- 2) Site plan drawings.

- 3) Feasibility studies.
- 4) Environmental studies.
- 5) Structural analyses.
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems.
- 7) Traffic Impact Assessments.
- 8) Market analyses.
- 9) Business plans.
- 10) Any other study or plan as approved.

2.3.5 Planning Application and Building Permit Fee Grant

Objective

To assist with a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount and Details

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments.
- Municipal building permit fees or change of use permits.

3 MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist with the implementation of the Regional Incentives Program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment to the local CIP in accordance with Section 28 of the *Planning Act*.

4 DEFINITIONS

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

Agri-tourism include farm-related tourism uses, including limited accommodations such as a bed and breakfast establishments, that promote the enjoyment, education or activities related to the farm operation, in accordance with the Provincial Policy Statement.

Façade refers to the front of a building and/or other exterior walls that are exposed to the public. Refers to

the overall or multiple design element(s) of a building, not a single aspect.

Life-cycle replacement refers to a change to a building or property that is not a material improvement. Put another way, replacing “like for like” is considered a life-cycle replacement. Examples include:

- a) Replacing worn-out windows is a life-cycle replacement. However, restyling, returning heritage features, or making the windows more attractive can be considered a material property improvement.
- b) Replacing worn-out shingles is a life-cycle replacement. However, changing a roofline or covering an extension or remodel could be considered a material property improvement.

What is a life-cycle replacement is strictly within the purview of the Regional Incentives Program Approvals Committee.

Roofed Accommodations are defined as four-season short term, permanent fixed roof accommodations within or as an extension to existing buildings and includes premises such as hotels, motels, and Bed and Breakfast establishments.

Owner refers to the registered owner of the lands and includes any successors, assignees, agents, partners or affiliated corporations.

Tenant refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.

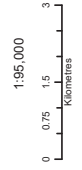
14.0 Schedule A: Map of Community Improvement Area



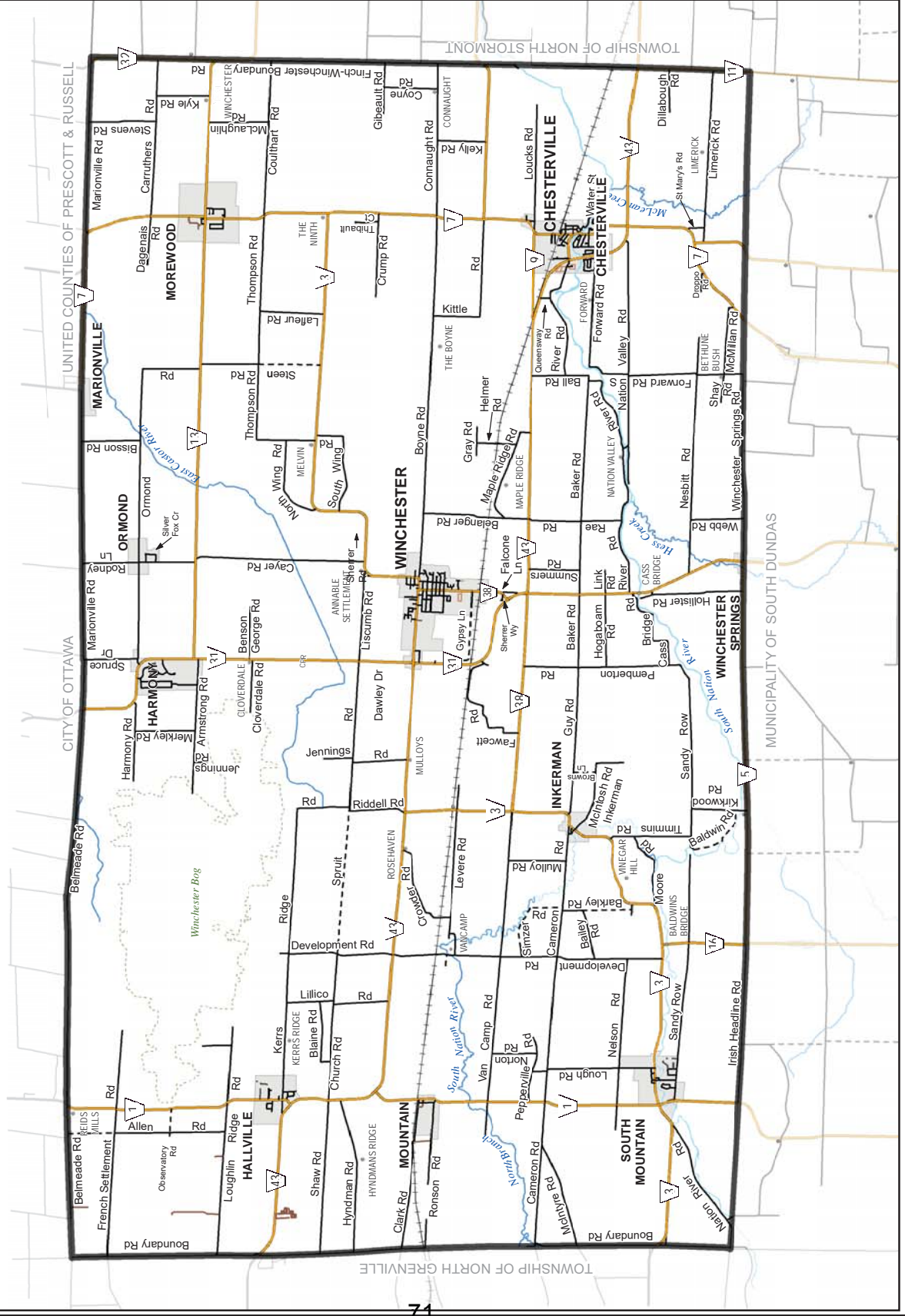
TOWNSHIP OF
North Dundas

Township of
North Dundas

- Legend**
- Regional Incentives Program Area
 - Highway
 - County Road
 - Township Road
 - Private/Other Road
 - Road Allowance / Seasonal Road
 - Under Construction
 - Railroad
 - Settlement Area
 - Township Boundary



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ACTION REQUEST
Chief Administrative Officer

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Interim Duties – Waste Management

RECOMMENDATION:

THAT in recognition of additional tasks and responsibilities that will be assumed upon the retirement of the Director of Waste Management, Council approves appointing Robert Durant to the position of Acting Waste Management Supervisor with compensation at Grade 6 and increasing compensation for Executive Assistant /Deputy Clerk, Chloe Preston to Grade 5, Level 7 effective September 24th, until further notice.

BACKGROUND:

Our Director of Waste Management, Doug Froats, will be retiring effective September 23, 2022. Doug has been with the municipality for 28.5 years and has provided excellent waste management service to North Dundas residents and businesses throughout that time.

Following Doug's retirement, the position will be reviewed to determine the best alignment of waste management administration and whether the responsibilities can be combined with the proposed contract CET position in Public Works, to create a permanent full-time position.

In the interim, the Waste Management Lead Hand and the Executive Assistant to the CAO/Deputy Clerk will be splitting the duties. Waste Management Lead Hand, Robert Durant, will be supervising the staff and the operations on site. Executive Assistant/ Deputy Clerk, Chloe Preston will be responsible for mandatory reporting requirements and administrative co-ordination, with administrative support from the Public Works Administrative Assistant.

During this time, it is recommended that the Waste Management Lead Hand be promoted to Waste Management Supervisor with compensation at Grade 6 and that compensation for Executive Assistant/Deputy Clerk, Chloe Preston be increased to Grade 5, Level 7.

On a related note, the posting for the Director of Public Works position closed on September 12th. Two members of Council traditionally participate on the hiring committee. It would be appreciated if Council would determine who those members will be so that they can be included in the hiring process.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

The increases in compensation will result in an annual increase of approximately \$14,000 pro-rated for the period of time that is applicable. This increase will be funded through the vacancy in the Director position.



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Tender No. RC2022-07 – Supply of One 1 Ton Crew Cab Truck with Dump Box

RECOMMENDATION:

THAT the Council of the Township of North Dundas award Tender No. RC2022-07, for the supply of a 2023 Chevrolet Silverado 3500HD CC 2WD Crew Cab with a 9 ft Dump Box, to Myers Cadillac Chevrolet Buick GMC Inc. for the stipulated price of \$85,820 + HST;

AND THAT Council approve budget amendment #2022-16 for the reallocation of up to \$17,000 of capital funds.

BACKGROUND:

A tender for the sale and supply of a 2022 or 2023 1 Ton Crew Cab truck with a 9 ft dump box was advertised. An email was sent to various dealerships, advising them of the tender, in order to generate more interest in the bidding process.

One single bid was received by the deadline of Tuesday, September 6th. A thorough review of the bid was conducted by the Shop Foreman, as well as both the Director of Recreation & Culture and the Facilities Manager. The review and discussion concluded that the bid submission meets the requirements of the tender specifications and is well suited to the performance needs of the Recreation & Culture Department.

OPTIONS AND DISCUSSION:

- 1. Award the sale and supply of one 2023 Chevrolet Silverado 3500HD CC 2WD Crew Cab with a 9 ft Dump box to Myers Cadillac Chevrolet Buick GMC Inc. for the stipulated price of \$85,820 + HST and approve budget amendment #2022-16 the reallocation of up to \$17,000 of capital funds - recommended.**
- 2. Do not approve the recommendation - not recommended.** This vehicle has been tendered a total of 3 times. Re-tendering will cause further delays and result in possible price increases.

FINANCIAL ANALYSIS:

\$70,000 was included in the 2022 budget for the purchase of this new vehicle. The bid submission from Myers Cadillac Chevrolet Buick GMC Inc., came in at \$85,820, which is \$15,820 over the allotted budget. Licensing is estimated to cost up to \$500, bringing the

additional funding required, to \$16,320; however, it is recommended that funding be approved of up to \$17,000.

\$53,000 was budgeted in 2022 for replacement of the Master Control Center in the Chesterville & District Arena. The tender was awarded at the price of \$33,112 and additional costs are anticipated, bringing the total capital project cost to an estimated \$34,000. It is recommended that up to \$17,000 of the remaining funds from taxation, be reallocated to the purchase of the new one-ton truck.

OTHERS CONSULTED:

Shop Foreman
Facilities Manager

ATTACHMENTS:

Budget Amendment 2022-16 – Crew Cab Truck

**Township of North Dundas
Addendum to Budget Resolution - September 13, 2022**

Budget Amendment - 2022-16 - Recreation - Cab Truck

Project	Account No.	2022 Amended Budget	Revised Budget	Budget Amend- ment
Costs				
Purchase of new crew cab truck	1-5-7762-8000	70,000	87,000	17,000
		\$ 70,000	\$ 87,000	\$ 17,000
Financing				
Master Control Center (MCC)	1-5-7150-8000	53,000	36,000	17,000
		\$ 53,000	\$ 36,000	\$ 17,000

Notes:

To transfer budgeted cost funding to alternate project.



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Tender No. RC2022-09 - Sale of Surplus Tractor

RECOMMENDATION:

THAT Council approve the award of Tender No. RC2022-09, for the sale of the 1971 John Deere tractor to Blair Auctions & Equipment Sales Ltd. for the stipulated price of \$1,601 + HST.

BACKGROUND:

During the July 12th meeting of Council, the 1971 John Deere tractor was declared surplus to the needs of the municipality. A tender was created, with a reserve bid of \$1,500 + HST.

One single bid submission was received by the deadline of Monday, August 8th and it meets the tender specifications. It is therefore recommended that the sale be awarded to Blair Auctions & Equipment Sales Ltd. for the stipulated price of \$1,601 + HST.

OPTIONS AND DISCUSSION:

- 1. Award the sale of the 1971 John Deere Tractor to Blair Auctions & Equipment Sales Ltd. for the stipulated price of \$1,601.00 + HST - recommended.**
- 2. Do not approve the recommendation - not recommended.**

FINANCIAL ANALYSIS:

\$1,000 was included in the 2022 budget as anticipated revenue from the sale of the tractor. The reserve bid in the tender was advertised as \$1,500 + HST. The bid submitted by Blair Auctions & Equipment Sales Ltd. was for \$1,601.00 + HST, which results in additional revenue of \$601.00. The additional funds will be used to decrease the impact on taxation for the new, larger and multi-functional tractor that was purchased in June of this year.

OTHERS CONSULTED:

Shop Foreman, Head Mechanic
Facilities Manager



ACTION REQUEST

Public Works

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Tender PW2022-11 – Snow Loading Along Sidewalks and Roadways

RECOMMENDATION:

THAT Council approve the award of Tender No. PW2022-11 for Snow Loading Along Sidewalks and Roadways for the three winter seasons of 2022 through 2025, to Camouflage Property Maintenance.

AND THAT Council authorize the Acting Director of Public Works, Jamie Cheney to enter into the associated contract agreement.

BACKGROUND:

Tender PW2022-11 closed on September 1, 2022 and four (4) bids were received. Three (3) of the bids were considered complete. These three (3) bid submissions were analyzed and it is recommended to award Tender PW2022-11 to Camouflage Property Maintenance, as they submitted the lowest rate for a tractor and blower and were in conformance with all of the requirements.

The Township of North Dundas staff typically plow snow from Township roadways and sidewalks in the winter season. After a certain duration, the plowed snow forms banks between sidewalks and roadways. Township staff endeavor to remove the snow banks to the extent possible. However, during major storm events or when needed, the Township sometimes calls a stand-by contractor to remove snow banks between the sidewalks and roadways and from any parking areas, due to limited Township staff and equipment availability.

The current level of service is to remove snow banks upon call-in to allow customers from shops and businesses to access their parked cars in the business sections/main streets of a village. If a storm continues to persist, the Township may require further snow loading alongside roads in Winchester, Chesterville and South Mountain. Snow hauling will be performed or arranged by the Township of North Dundas.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation to award the Tender to Camouflage Property Maintenance - recommended.**
- 2. Do not approve the recommendation - not recommended.**

FINANCIAL ANALYSIS:

The 2022 approved budget for snow contracts is identified under line item #1-5-3051-4010 in the amount of \$35,000. The rate for a tractor and blower submitted by Camouflage Property Maintenance in this tender, is the same as the rate that was charged for this work done last season by the previous contractor.

OTHERS CONSULTED:

ATTACHMENTS:

None



ACTION REQUEST – BYLAW

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Bylaw No. 2022-74 Enbridge Gas Inc. Franchise Agreement

RECOMMENDATION:

THAT the Council of the Township of North Dundas approves draft Bylaw 2022-74 and Franchise Agreement with Enbridge Gas Inc. and authorizes the submission hereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the *Municipal Franchises Act*.

AND THAT Council requests the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the draft bylaw and franchise agreement pertaining to the Corporation of the Township of North Dundas is not necessary pursuant to the provisions of Section 9(4) of the *Municipal Franchises Act*.

BACKGROUND:

The current franchise agreement between the Township of North Dundas and Enbridge Gas Inc. expires on June 23, 2023. Provincial legislation requires a franchise agreement between the municipal corporation and the gas company serving that municipality. Enbridge Gas has been providing gas services within the Township of North Dundas since approximately 1962, and currently provides services to approximately 1,850 customers as shown in the attached gas service map.

The Ontario Energy Board (OEB) has directed that the current 2000 Model Franchise Agreement be used as the model for such agreements. Enbridge Gas Inc. has provided us with the renewal Agreement and wishes to commence the process to renew another 20-year franchise agreement using the approved model. This entire process to get a franchise agreement approved by the OEB can be quite lengthy and may take up to eight months.

The renewal process requires the municipality to draft a new bylaw with the Franchise Agreement attached and repeal any previous bylaw. This new bylaw is to receive first and second reading only. Third and final reading should not be performed until Enbridge Gas applies for and is in receipt of a Decision and Order from the OEB, at which time the date of the OEB Decision will be inserted into the second paragraph of the draft bylaw and given third and final reading.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

N/A

OTHERS CONSULTED:

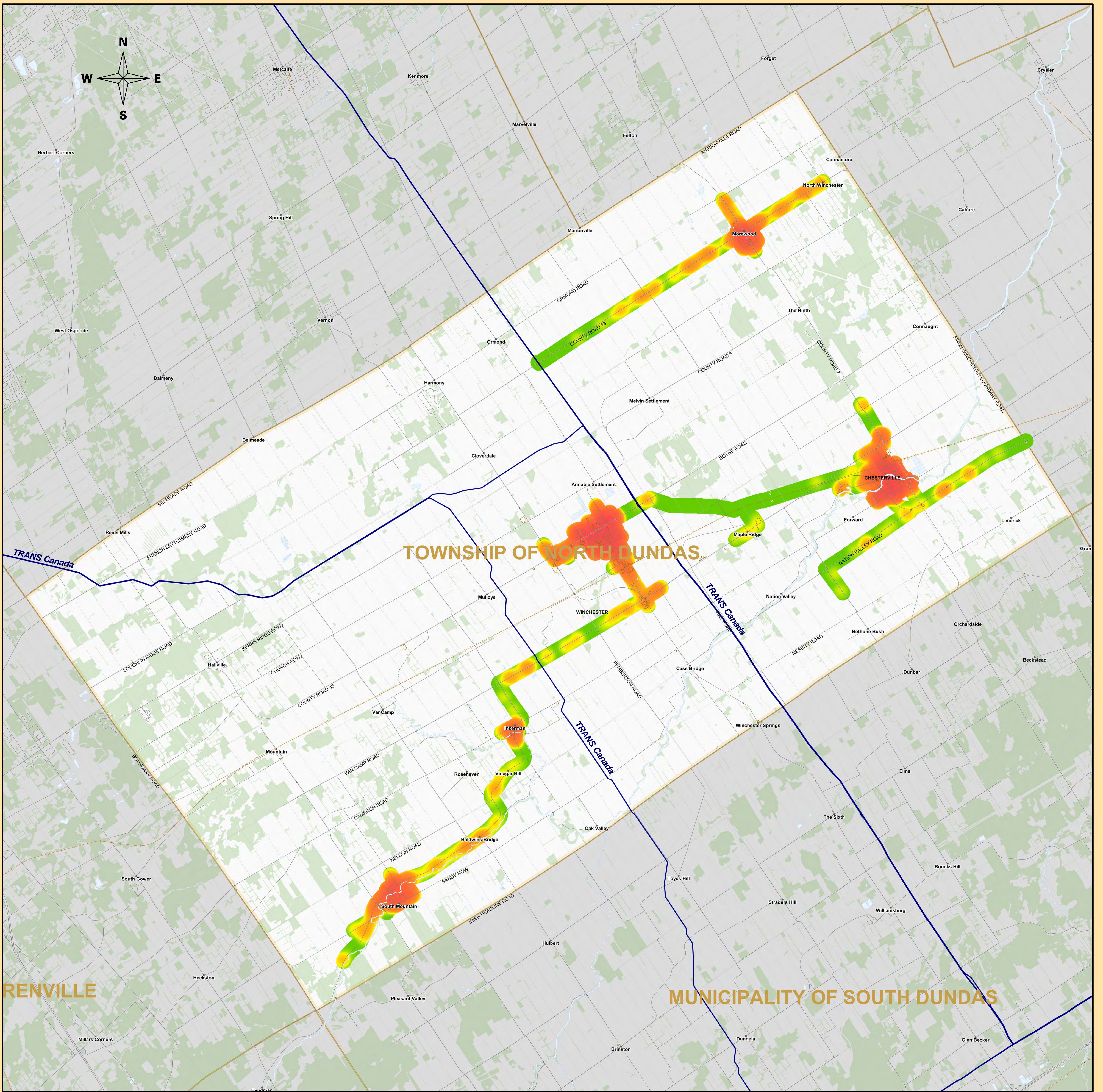
Clerk

ATTACHMENTS:

Gas Service Map

Draft Bylaw 2022-74

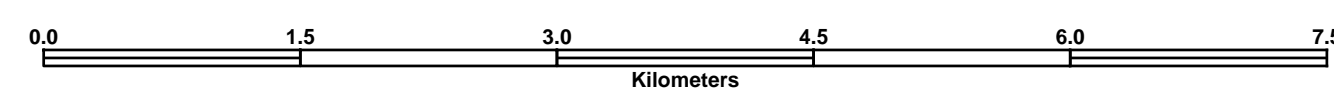
Draft Franchise Agreement



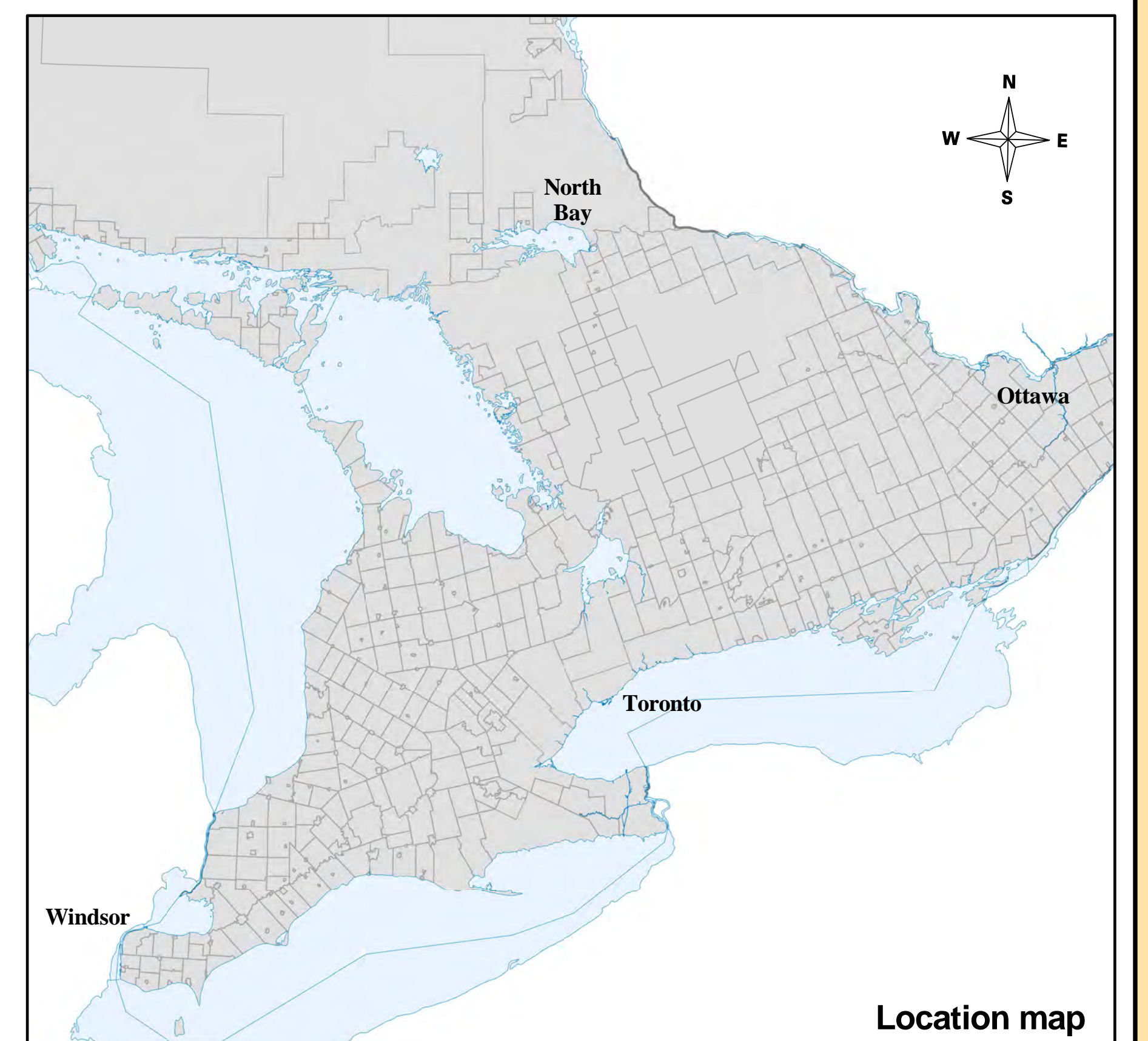
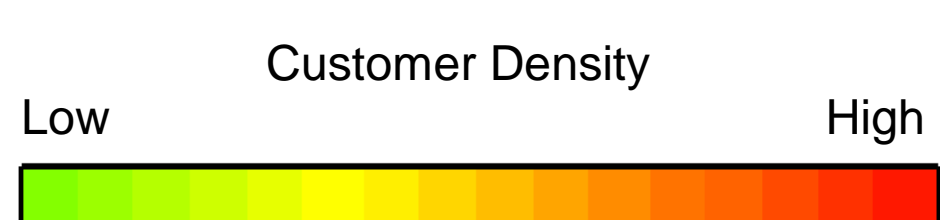
Township of North Dundas

Legend

- Enbridge Gas Pipeline Coverage Area
- Township of North Dundas
- Trans Canada Pipelines
- Roads
- Railways
- Municipal and Township Boundaries
- First Nation Boundaries



Disclaimer:
 The map is provided with no warranty express or implied and is subject to change at any time. Any Person using the Density Map shall do so at its own Risk and the Density Map is not intended in any way As a tool to locate underground infrastructure for the purposes of excavation



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 2022-74

Being a Bylaw to Authorize a Franchise Agreement Between the Corporation of the Township of North Dundas and Enbridge Gas Inc.

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 Council of the Corporation of the Township of North Dundas deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Enbridge Gas Inc.;

AND WHEREAS the Ontario Energy Board by its Order issued pursuant to the Municipal Franchises Act on the ____ day of _____, 20__ has approved the terms and conditions upon which the period for the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect by this Bylaw is not necessary;

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

- 1.0** That the Franchise Agreement between the Corporation of the Township of North Dundas and Enbridge Gas inc. attached hereto as "Schedule A" and forming part of this bylaw, is hereby authorized and the franchise provided for therein is hereby granted.
- 2.0** That the Mayor and Clerk be hereby authorized and instructed on behalf of the Corporation of the Township of North Dundas to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this Bylaw.
- 3.0** That Bylaw 2003-06 is hereby repealed.
- 4.0** That this Bylaw shall come into force and effect as of the final passing thereof.

READ a first and second time this 13th day of September, 2022.

MAYOR

CLERK

READ a third and final time, signed and sealed this ____ day of _____ 2023.

MAYOR

CLERK

- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

Part II - Rights Granted

2. To provide gas service

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

3. To Use Highways

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

4. Duration of Agreement and Renewal Procedures

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7th anniversary and on the 14th anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

Part III – Conditions

5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
 - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
 - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

6. **As Built Drawings**

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

7. **Emergencies**

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

8. **Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

9. **Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

10. **Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

11. **Alternative Easement**

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

12. **Pipeline Relocation**

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
 - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
 - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
 - (iii) the amount paid by the Gas Company to contractors for work related to the project,

- (iv) the cost to the Gas Company for materials used in connection with the project, and
 - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

Part IV - Procedural And Other Matters

13. Municipal By-laws of General Application

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

14. Giving Notice

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

15. Disposition of Gas System

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system as the Corporation may require for such purposes and neither party shall have recourse against the other for any loss, cost, expense or damage occasioned thereby. If the Gas Company has

not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

16. **Use of Decommissioned Gas System**

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
 - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
 - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
 - (i) the third party has entered into a municipal access agreement with the Corporation; and
 - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

17. **Franchise Handbook**

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

18. **Other Conditions**

None.

19. **Agreement Binding Parties**

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

Per: _____
Tony Fraser, Mayor

Per: _____
Nancy Johnston, Clerk

ENBRIDGE GAS INC.

Per: _____
Mark Kitchen, Director, Regulatory Affairs

Per: _____
Jean-Benoit Trahan, Director, Eastern Region Operations & Gazifère

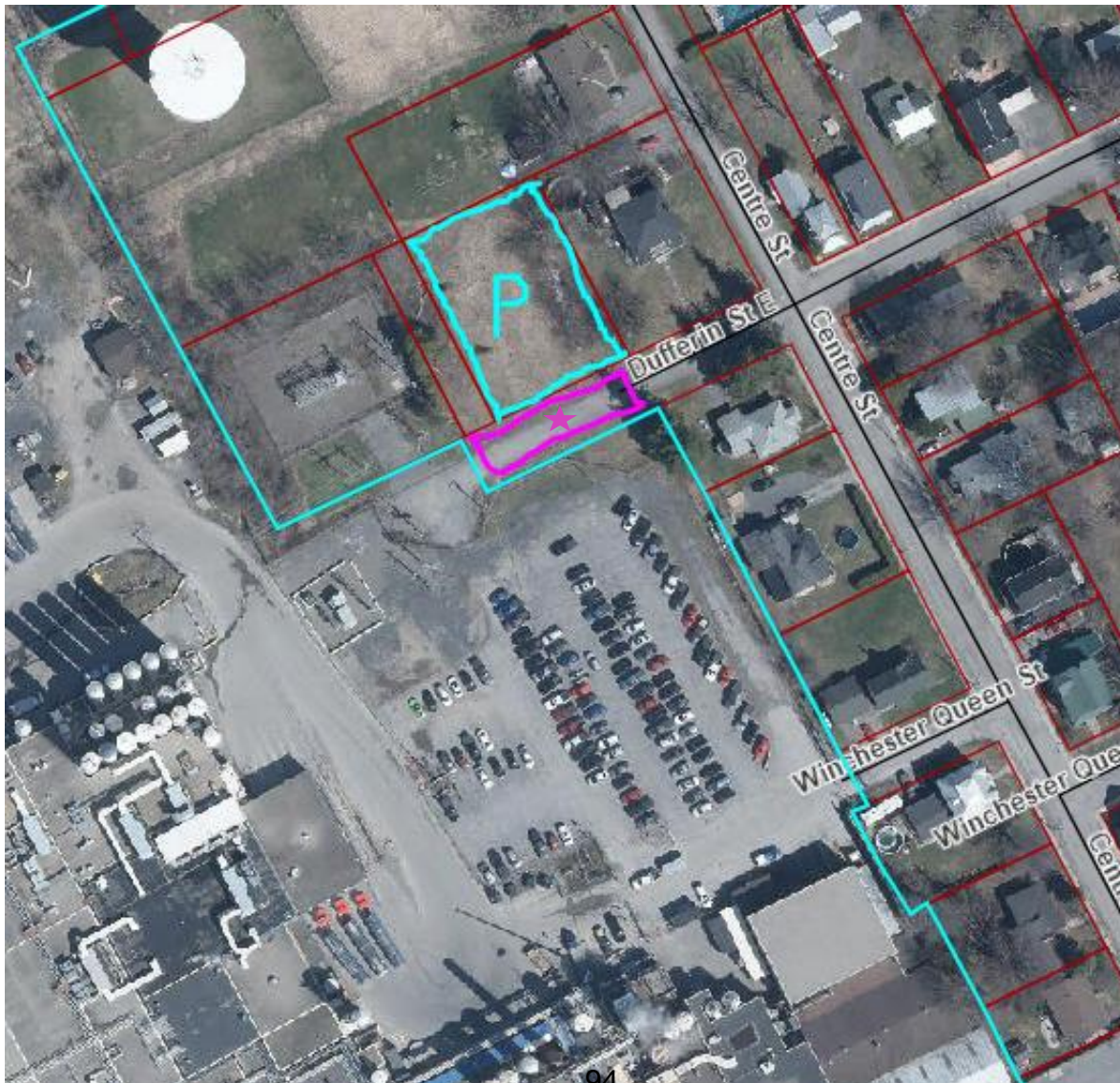
To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Dufferin Street East

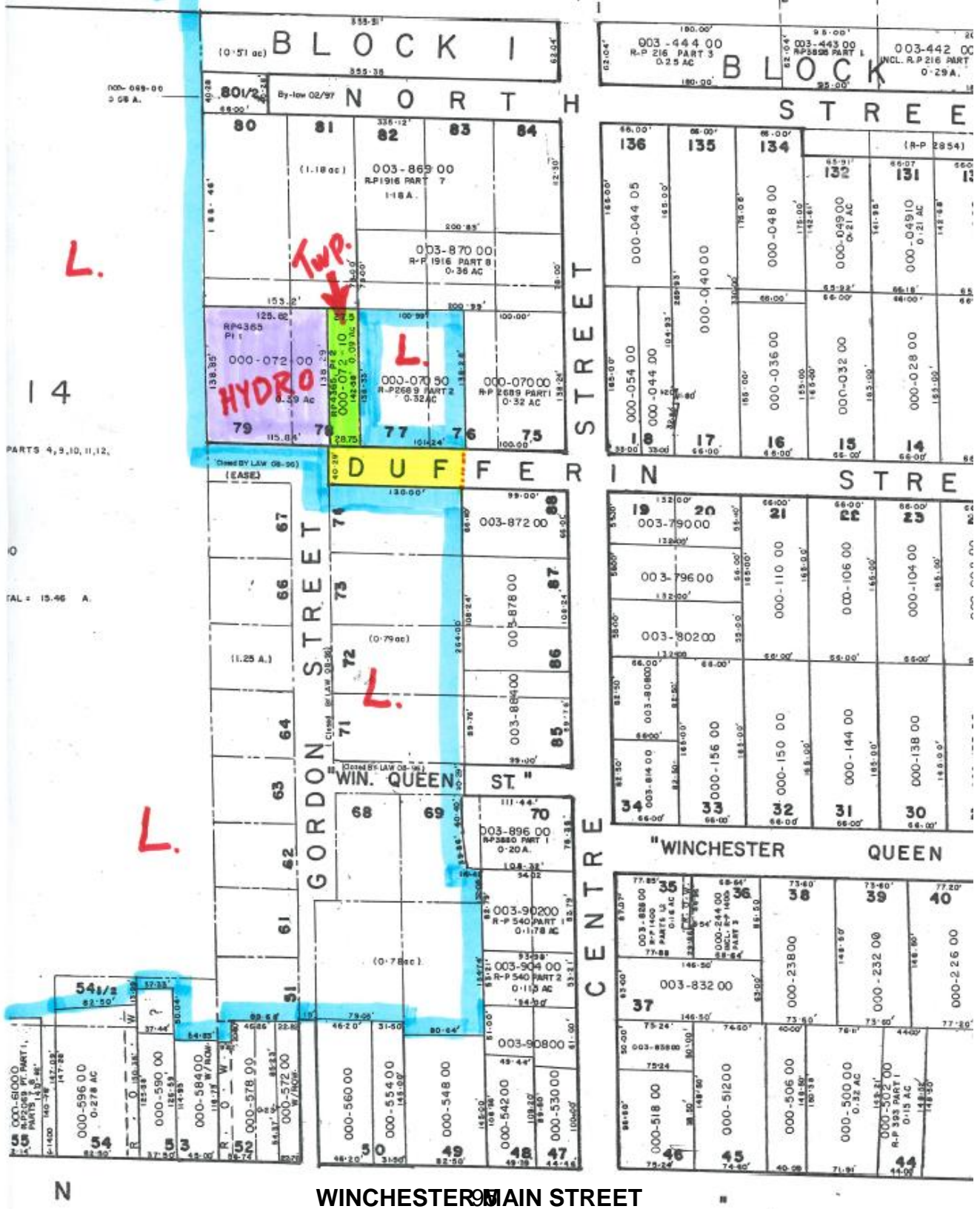
SUMMARY

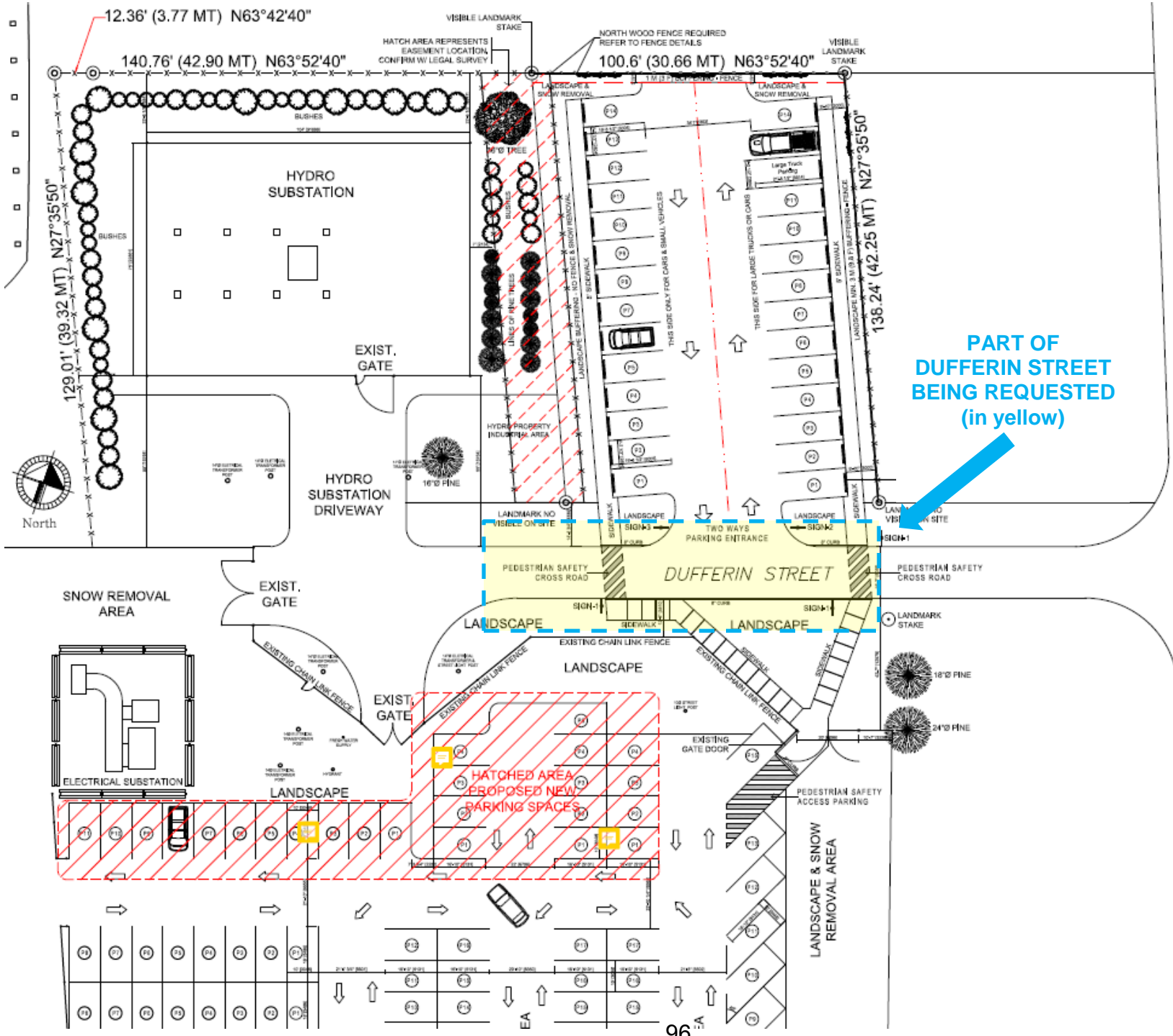
On August 5, 2022, the Township of North Dundas received a request from Lactalis Canada Inc. to transfer part of Dufferin Street East (area shown in **fuchsia**) to Lactalis, similar to other road allowances that have been transferred to Lactalis in the past (Gordon Street). Lactalis recently purchased and rezoned the lot on the north side of Dufferin (rectangle shown in **aqua**) for a parking lot (“**P**”).



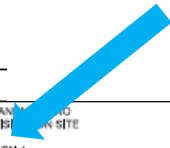
BACKGROUND

- The part of Dufferin Street requested by Lactalis is highlighted in yellow below.
- Lactalis lands are shown in aqua with a red "L."
- Township property with water main, from the water tower, is shown in green.
- Hydro substation is shown in purple.





**PART OF
DUFFERIN STREET
BEING REQUESTED
(in yellow)**



**HATCHED AREA
PROPOSED NEW
PARKING SPACES**



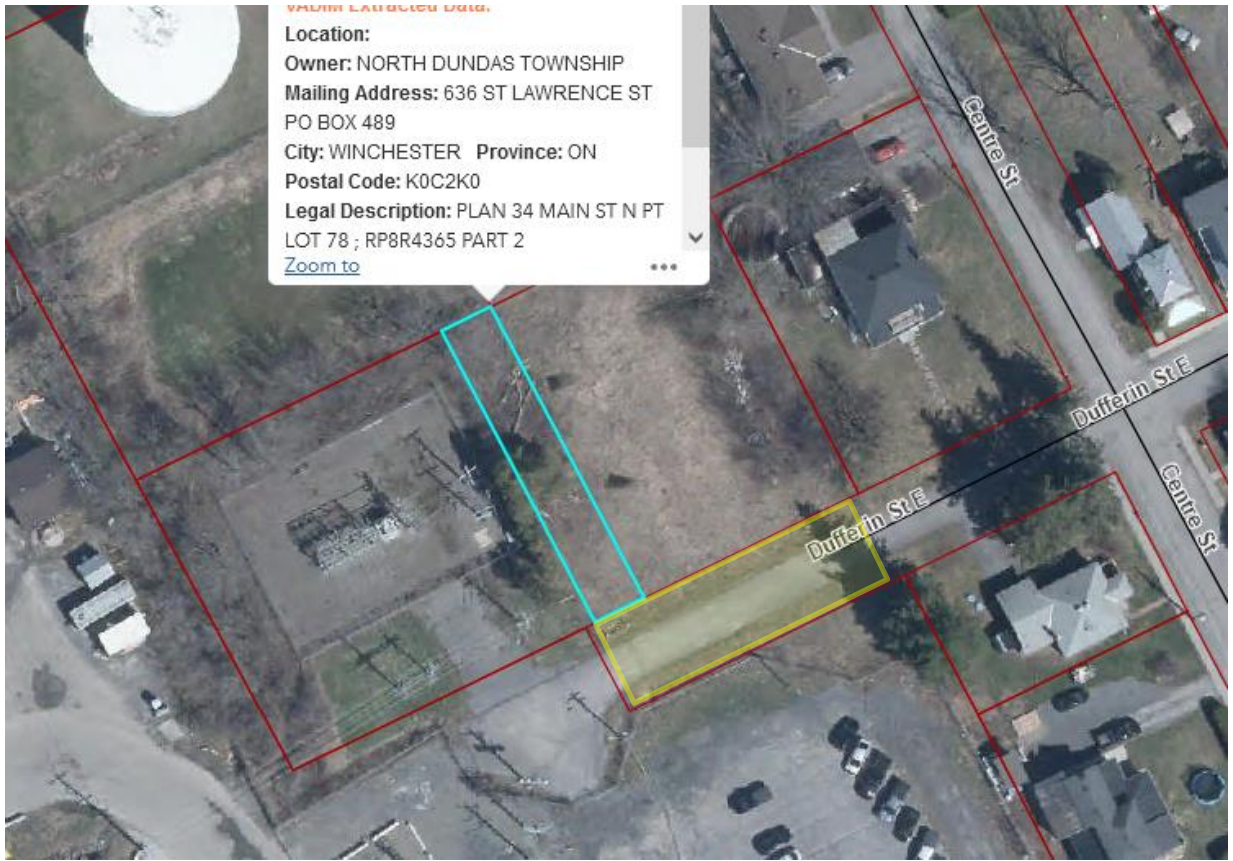
Dufferin Street



Dufferin Street

CONSIDERATIONS:

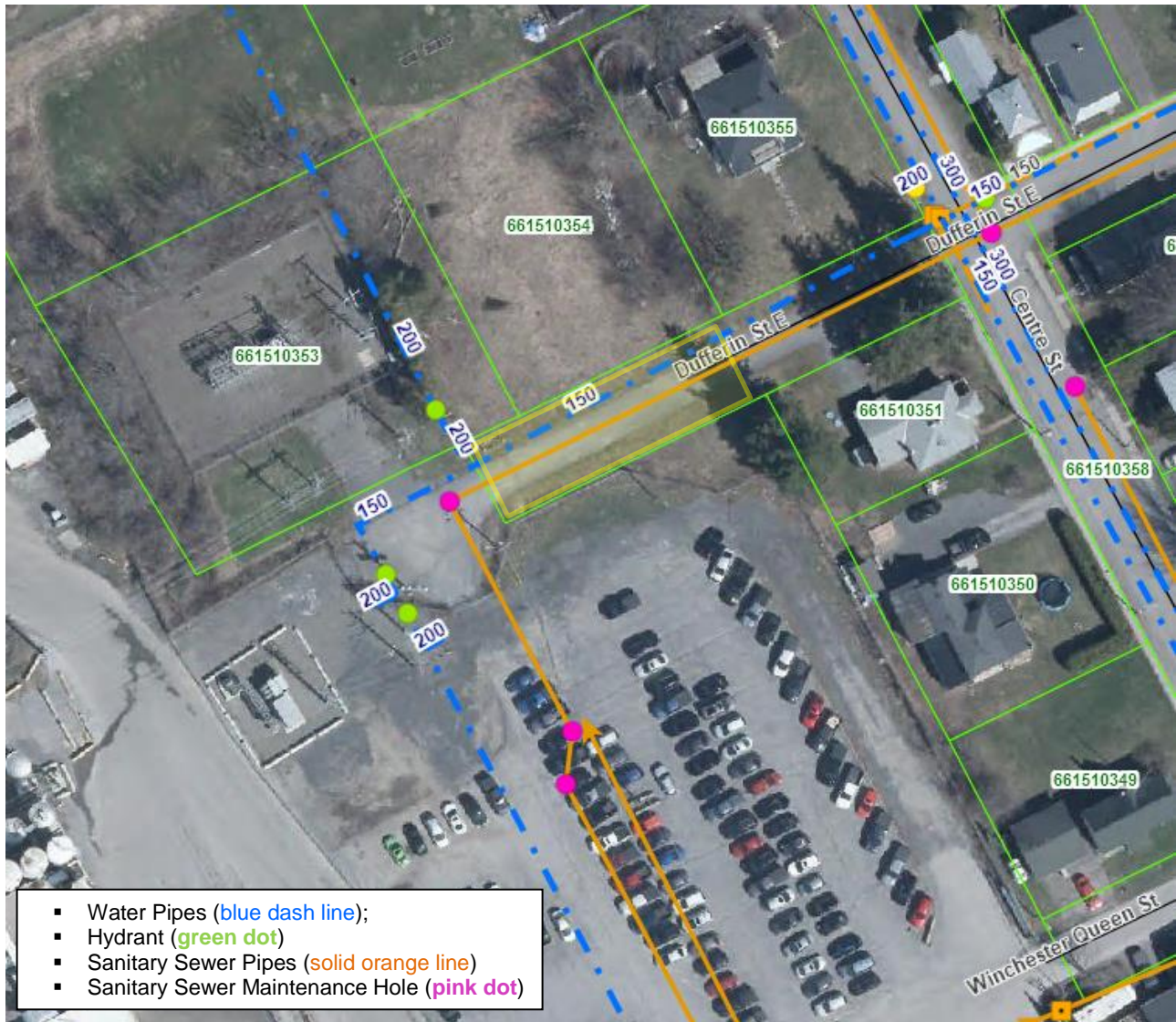
1. North Dundas Township owns Part 2 on Registered Plan 8R4365 (shown below) which has a waterline from the water tower. An easement would be required for accessing this waterline.



2. Hydro One Networks Inc. owns the property beside the Township waterline. An easement to their driveway would also be required (see below).



3. An easement would be required for existing infrastructure.



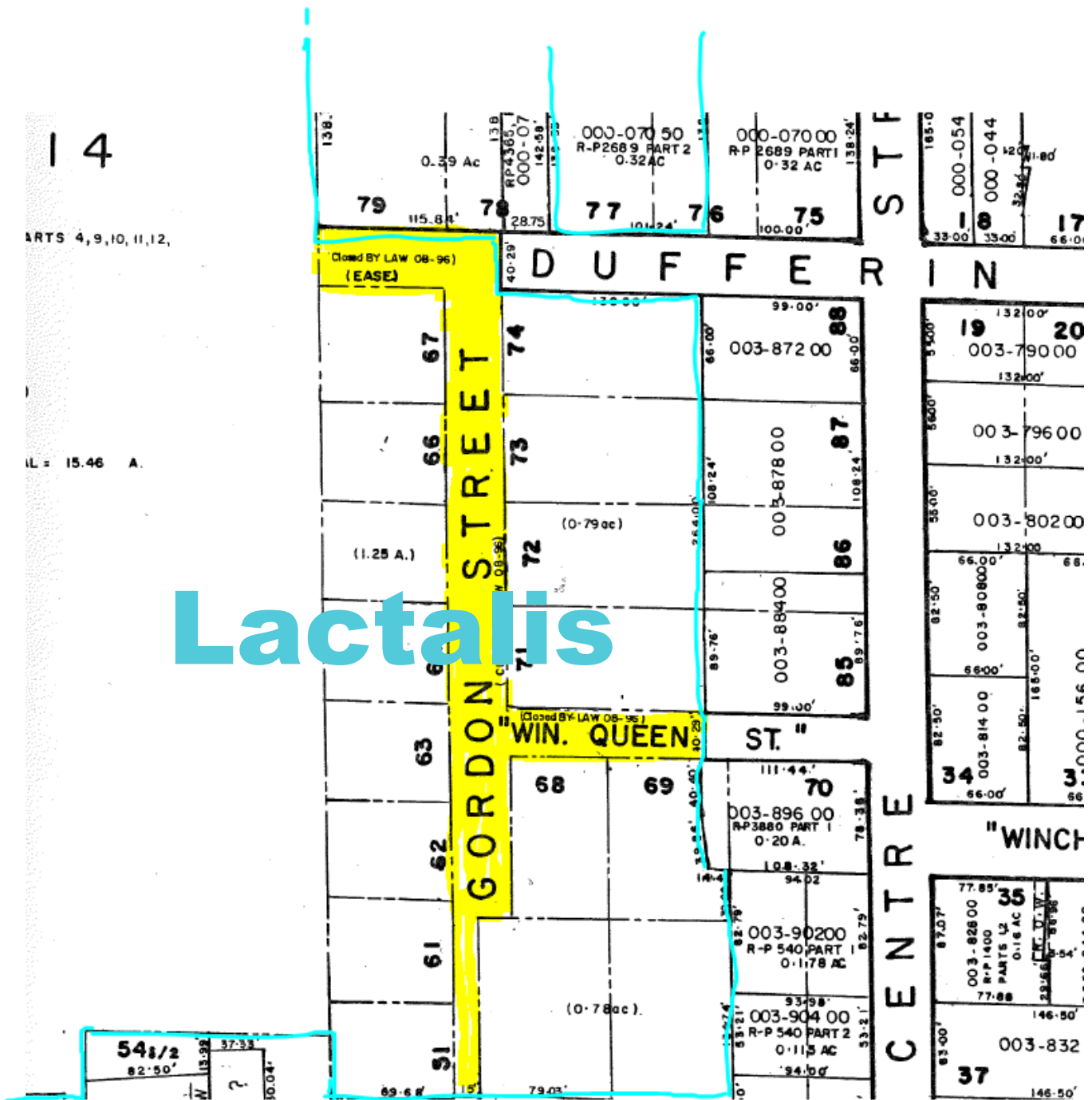
4. Lactalis is willing to take full responsibility for maintaining this section of Dufferin Street, along with providing any easement/access that is required due to underground services and providing hydro access.

5. Part of Dufferin Street, including access to the existing side yard driveway from 476 Centre Street would remain in Township ownership (See arrows →).

6. A survey and bylaw would be required to stop-up and close this section of Dufferin Street East.



7. Township would no longer be responsible for maintenance on part of Dufferin Street East, including snow removal, asphalt repairs, road side drainage, etc.
8. The new Lactalis parking lot on the north side of Dufferin Street would be connected to the existing plant. Lactalis would be better able to control access to their facility.
9. Easements would protect access to the Township and Hydro properties.
10. Other sections of former roads have become part of the Lactalis property (Gordon Street, part of Queen Street, and part of Dufferin Street (see below).



To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: Survey of Travelled Road (Summers Road)

Earlier this year, a resident that lives on Link Road contacted the Township to discuss the matter of a travelled road, referred to as “Summers Road”. Mr. Graham Link, an abutting landowner to the South of the travelled road, expressed that his lawyer had concerns regarding ownership of the travelled road. The Township has erected stop signs at both ends of the travelled road and erected signs stating “Unmaintained Road”.



The Township Solicitor stated that: *it is a “travelled road” which means years ago, the Township laid out a road.*” Based on a preliminary review, it appears that the travelled road does not exist under the new registry system (no PIN Number was assigned to it).

As noted above, the Township has erected stop signs at either end and has posted four (4) signs stating “UNMAINTAINED ROAD - USE AT YOUR OWN RISK” (see photographs on the following pages – yellow arrow pointing down at each sign). There appears to be an acceptance that the travelled road belongs to the Township. However, based on an email from the Ontario Registry Office, the travelled road does not in fact exist.

The Assistant Examiner of Surveys for the Ministry of Government and Consumer Services reviewed the paperwork for the unmaintained travelled road and determined that a survey is required for them to recognize this travelled road. She reviewed the existing deeds and legal descriptions and found “no mention of a road and no documents registered that are related to a road existing in this location”. She goes on to say: “If it is fenced and the Municipality wants it, the easiest way for them to obtain title is by transfer.”

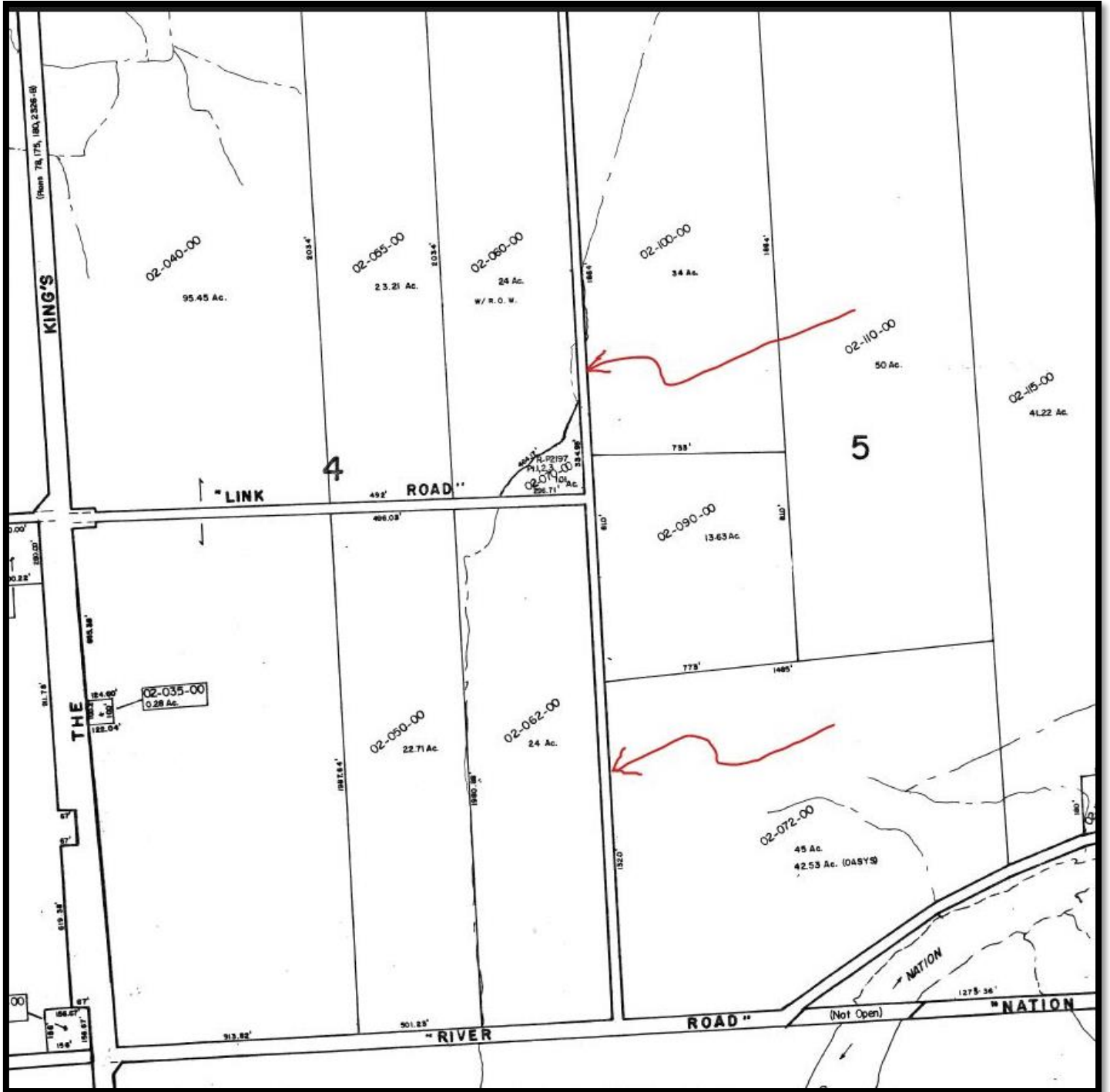


In short, it appears Mr. Link owns parts of the travelled road where his properties border the road. Given this recent information, Mr. Link does not want to own the travelled road and is now worried about liability as the travelled road is utilized by snowmobiles and ATV's throughout the year. Mr. Link also believes there was a bell cable installed (about 12 years ago) underneath the travelled road, however Bell was not able to confirm the installation and does not believe there are any cables in the area. Bell suggested the Township obtain locates to be 100% sure.



Service Ontario Map
No Summers “travelled” Road shown on the Property Index Map (see arrows)

The Municipal Property Assessment Corporation (MPAC) map (see below), and a W.J. Johnston survey (Plan 8R-2197- next page) show that the travelled road exists and is probably why the Township of North Dundas erected signage along the travelled road (see subsequent pages – photographs).



Municipal Property Assessment Corporation Map - January 4, 2002

REFERENCE PLAN OF SURVEY OF
PART LOT 4
CONCESSION 3
 TOWNSHIP OF WINCHESTER
 COUNTY OF DUNDAS
 SCALE: 1" = 60'
 1986
 W. J. JOHNSTON, OLS

PLAN 8R-2197
 RECEIVED AND DEPOSITED

MAY 26 1986

W. J. Johnston

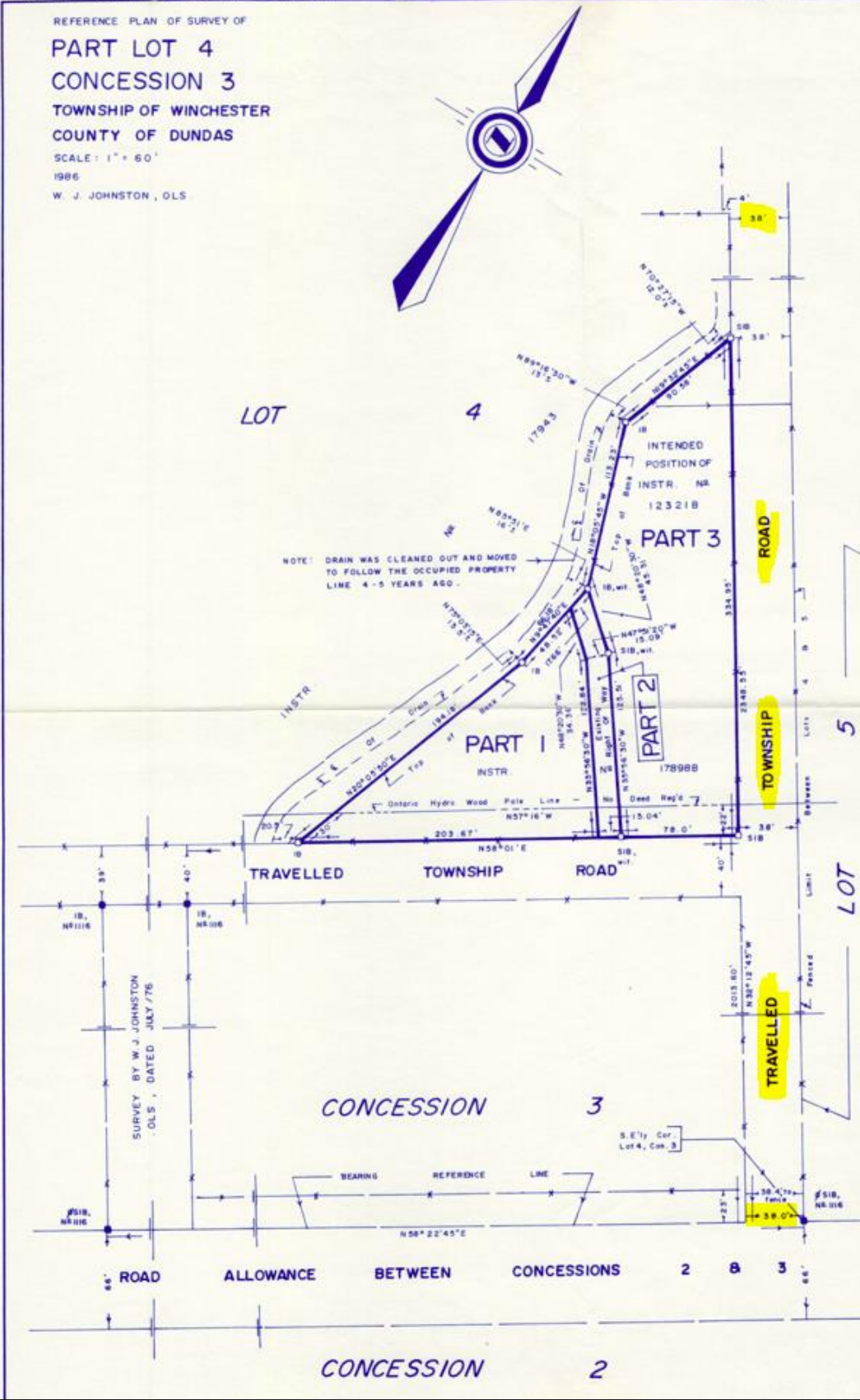
LAND REGISTRAR FOR THE
 REGISTRY DIVISION OF
 DUNDAS NR. 8

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

MAY 14 1986

W. J. Johnston
 ONTARIO LAND SURVEYOR
 W. J. JOHNSTON

SCHEDULE OF PARTS				
PART	LOT	CON.	AREA	INSTR. NR.
1	4	3	0.36 Acres	17898 B
2	4	3	0.06 Acres	17898 B
3	4	3	0.59 Acres	17898 B & 2321 B



SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH "THE SURVEYS ACT" AND "THE REGISTRY ACT" AND THE REGULATIONS MADE THEREUNDER.
2. THE SURVEY WAS COMPLETED ON THE 12TH DAY OF MAY, 1986.

MAY 14, 1986
 DATED
 W. J. JOHNSTON
 ONTARIO LAND SURVEYOR
 WINCHESTER, ONTARIO.

ROUND IRON BARS, 1" Diam. x 4" SHOWN ... S.I.B. 1/2
 ROUND IRON BARS, 5/8" Diam. x 2" SHOWN ... I.B. 1/2
 STANDARD IRON BARS, 1" x 4" SHOWN ... S.I.B.
 IRON BARS, 5/8" x 2" x SHOWN ... I.B.
 WIT. DENOTES WITNESS
 ♦ DENOTES EXHIBIT FOR N.D.
 ⊕ DENOTES PLANTED.
 ⊕ DENOTES SHOWN THIS X-----X-----X
 BEARING REFERENCE:
 BEARINGS ARE ASTRONOMIC, AND ARE REFERRED TO A PORTION OF THE NORTHERLY LIMIT OF THE ROAD ALLOWANCE BETWEEN CONCESSIONS 2 & 3, AS PER EXPROPRIATION PLAN INSTR. NR. 39504, BETWEEN MONUMENTS FOUND, THE BEARING BEING N58°22'45"E.

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT.

FROM THE OFFICES OF
 HAZEN MELDRUM LIMITED

Survey by William J. Johnston, signed May 14, 1986



**Summers Travelled Township Road
Looking South from Baker Road**



**Summers Travelled Township Road
Looking North from River Road**

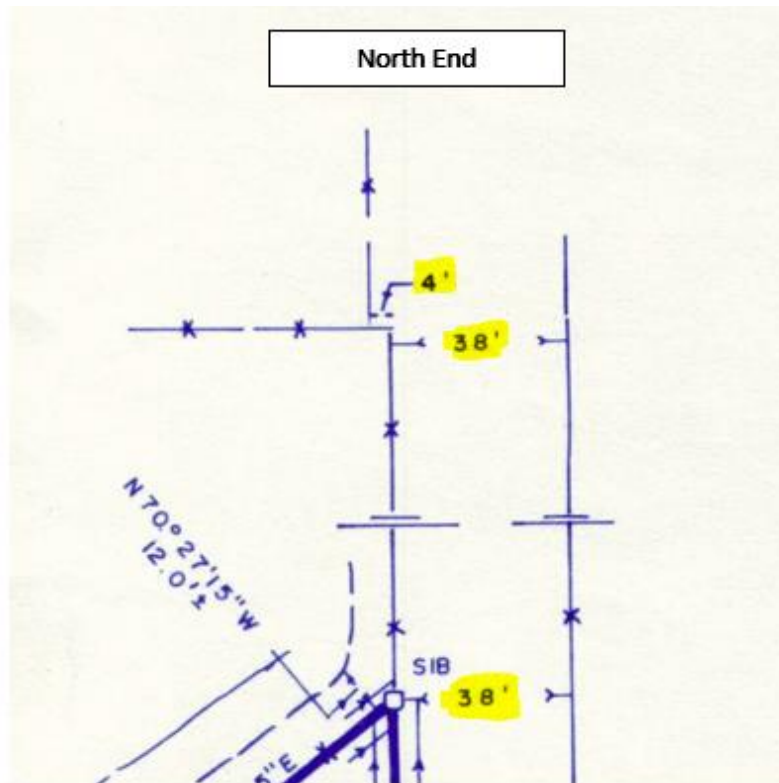


**Summers Travelled Township Road
Looking East from Link Road**

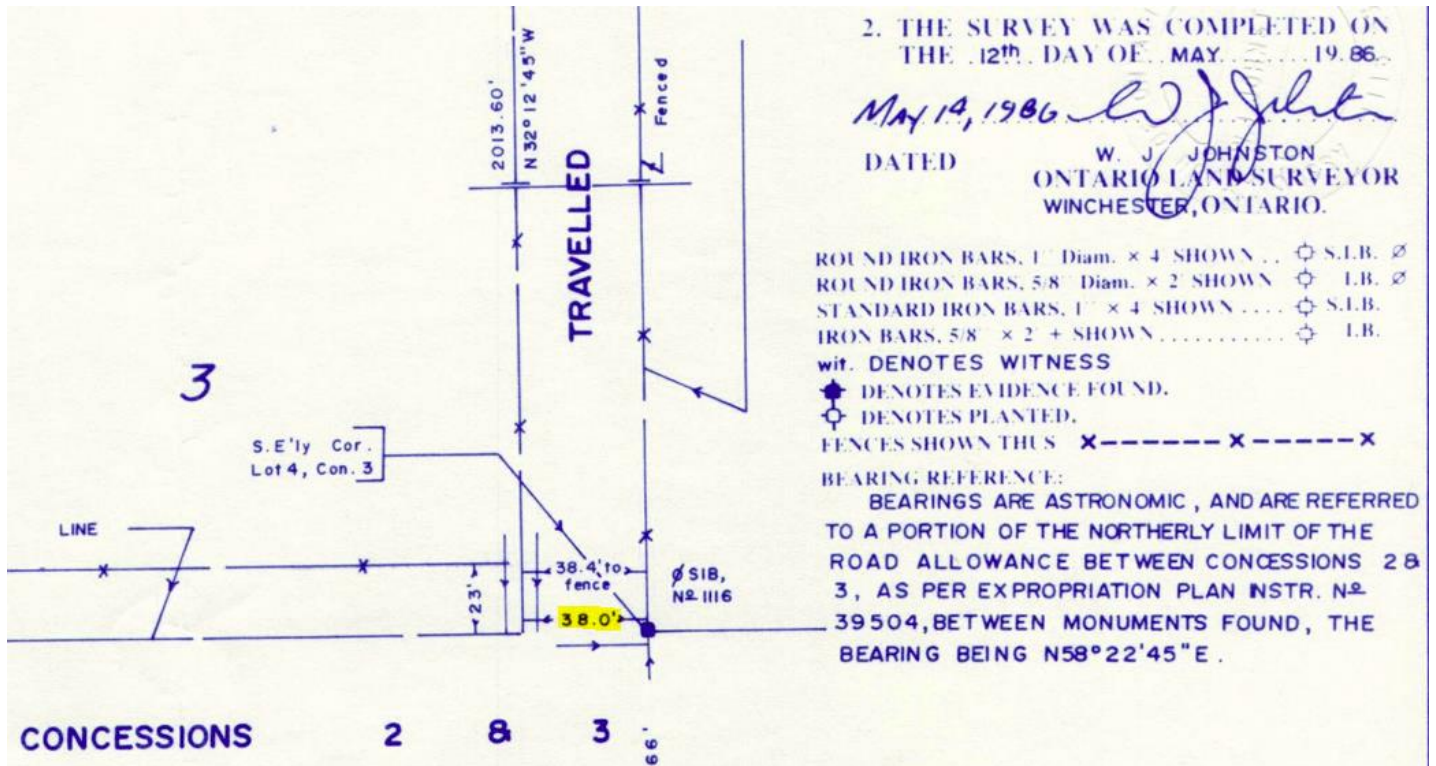


**Summers Travelled Township Road
Looking South from Link Road**

Worth noting is that the legal survey (Plan 8R-2197) by W.J. Johnston shows the travelled township road at 38 feet wide at the south end and middle, but increases to 42 feet at the north end. Typical road allowances are 66 feet (20 metres).



Centre of Travelled Road



A request for quotes to prepare a legal survey for the “Summers Travelled Township Road” (approximately 38’ wide by 3,994’ long) was sent out to local surveyors. W.J. Johnston Surveying did not submit a price. Dan Vollebekk, O.L.S. of Annis O’Sullivan Vollebekk Ltd. submitted a fee as follows: The professional fee, plus disbursements and HST would be in the neighbourhood of \$9,000.00 to \$10,000.00. Mr. Graham Link (abutting landowner) is willing to contribute towards these fees. Township staff are looking for direction from Council on how to proceed.

OPTIONS:

1. Do Nothing:
 The “Summers Travelled Township Road” would remain an unresolved issue. Risk and liability for the “travelled road” would need to be considered (removing stop signs, and other signage).
2. Obtain a Legal Survey (solely the Township)
 The Township pays for a legal survey and acquires the travelled road from the current owners. The Township will need to pass a by-law dedicating the land as an unopen travelled road. Existing signage would remain in place.
3. Obtain a Legal Survey (shared cost with the abutting land owner)
 The Township shares the cost of the survey and legal fees with Mr. G. Link, following which, Council would need to pass a by-law dedicating the land as an unopen travelled road. Existing signage would remain in place.

4. Mr. Graham Link obtains a Legal Survey and donates the travelled road to the Township

Mr. G. Link would have to pay the entire cost of the survey and donate the lands to the Township. Council would need to accept the land and pass a bylaw dedicating the land as an unopen travelled road. Existing signage would remain in place.

5. Expropriate the Travelled Road

Council can expropriate the travelled road, and pay the landowners for the land. Council would need to purchase the land and pass a by-law dedicating the land as an unopen travelled road. Existing signage would remain in place.



MONTHLY ACTIVITY SUMMARY

Clerk

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS – CLERK – AUGUST 2022

- Prepare for and attend Council meetings (1 regular, 1 special, 2 in-camera, 2 public) Compiled and circulated agenda packages for the above and subsequently prepared meeting minutes for same.
- Attended Department Head meetings, and reviewed/revised reports for the above-noted meetings.
- Assisting Council - routine duties.
- Assisting residents – responding to issues and requests for information, lottery licences, etc.
- Election duties – register and certify candidates; complete various legislative duties; communicate with candidates; prepare for first candidates meeting; prepare advertisements, attend training on managing and updating the voters' list.
- Attend training on voter view.
- Participate in SDG Clerk's meeting.
- Electronic records management system – organize and attend several meetings and commence launch of this project.
- Discussion with lawyers as required re: various matters.
- Manage insurance and drainage issues.
- Manage new Freedom of Information Request

Communications:

- Oversee and approve a variety of communication activities for the Municipality.
- Manage activities for the Junior Communications Officer – last day was August 26th.



MONTHLY ACTIVITY SUMMARY

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS - EDC – August 2022

Economic Development

- A North Dundas Business Breakfast is scheduled for September 27th from 7-9am at Louis' Restaurant, with guest speaker Jen Feeny Marketing discussing Organic Marketing.
- Met with businesses to discuss their current operations and opportunities that require funding and support, meetings included: Milano Pizza, D&D Performance, Louis' Restaurant, Winchester Auto, BGM RV Centre, FSI Welding, Sheek Shawarma & Grill, Loughlin's Country Store, Sevita, The Hollow, Under the Table, Tri-County Protein/Belcan Agrocentre, Steep Hill Innovations and Mejer Ag.
- Had discussions with a mobile engine repair business, as well as a catering home-based business to provide guidance to get their businesses off the ground.
- Working with CIP and RIP applicants to ensure that their projects get completed within their specific timelines, as well as introducing businesses to these programs.
- Coordinating a funding response from ACCFutures, BDC and the MEDJCT for automotive, agriculture and technology companies.
- Attended the "Agriculture Economic Development and Planning Community of Practice" webinar hosted by OMAFRA.
- The Shop Local contest in conjunction with our Meet Me on Main Street event series has now concluded, which resulted in around 100 entries over all events.
- A draft CIP is now before Council for their approvals before being sent to the MMAH.
- Completed the Accelerated High Speed Internet Program questionnaire with our Public Works department to start the process to get the Township registered on the Broadband One Window platform.
- Submitted nominations from the Township to be considered for the Eastern Ontario Business Journal's fastest growing companies' article they'll release this Fall.
- Attended the EDO working group meeting to discuss updates from the Counties and neighbouring EDO's.

Communications

- Attended electronic file management meetings in preparation for going digital.
- Updated the Township's website for all departments to ensure current and accurate information and to ensure community events are promoted on our website and social media.



MONTHLY ACTIVITY SUMMARY

Finance

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS – FINANCE – August 2022

Bank Balances	2022 Aug 25th	Last Month July 26th 2022	Last Year Aug 31st 2021
General Operating Acct	16,154,035.21	17,243,892.11	13,859,514.89
Cash, GIC's, (Reserve Fund)	7,045,273.83	6,929,119.44	5,268,441.03
Total	\$23,199,309.04	\$24,173,011.55	\$19,127,955.92

Taxes Receivable Outstanding	Aug 25 2022	Aug 31 2021	Aug 31 2020
Current Year (2022)	5,409,986.53	4,690,845.72	5,543,143.98
One Year in Arrears (2021)	673,911.87	522,948.04	597,549.77
Two Years in Arrears (2020)	348,009.11	310,226.41	378,008.88
Three Years in Arrears (2019+)	389,276.25	431,272.91	459,419.95
Penalty & Interest	<u>217,071.51</u>	<u>226,524.92</u>	<u>256,275.72</u>
Sub-Total	7,038,255.27	6,181,818.00	7,234,398.30
Allowance for Uncollectible	<u>(69,524.41)</u>	<u>(69,524.41)</u>	<u>(69,524.41)</u>
Taxes Receivable	<u>\$6,968,730.86</u>	<u>\$6,112,293.59</u>	<u>\$7,164,873.89</u>
Taxes Billed to Date	<u>21,894,520.75</u>	<u>20,453,104.60</u>	<u>20,711,490.10</u>
Percentage o/s Over Levy	<u>31.8%</u>	<u>29.9%</u>	<u>34.6%</u>

Net taxes receivable last month were **\$6,898,862.82**; this month's balance indicates a net increase over last month in the amount of \$69,868.04. We billed supplemental taxes in August of \$689,321.26 less collections for the month of \$619,453.22.

Taxes billed are collectible in two instalments (June 30th and September 30th). The second instalment of approximately \$5.5M is not due until September 30th which accounts for the large percentage and dollar amount of taxes still outstanding.

The tax billing for the 2020 (COVID-year) represents a deviation from the 2021 and 2022 fiscal years in that the 2020 fiscal year had due dates of July 31st and October 31st. This year, the tax due dates have been realigned with the previous years' normal due dates, which accounts for the large decrease in these two years compared to the 2020 year.

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

ACTIVITIES:

- Preparing for and attending at council meeting of August 9th
- Preparing for and attending at Managers' meeting of August 30th
- Preparing In-Camera Report and Monthly Activity Summary for council meeting of September 13th
- Two Teams meetings with Stoneshare re: implementation of new software for electronic records management
- Paid our third instalment to the Counties (due August 31st) in the amount of \$2,527,930 (2021 - \$2,434,199) – so we had some heavy demands on our cash flows over the previous 2 months.
- **Supps/Omits:** Finance billed a total of \$689,321.26 in additional taxes to August 31st 2022 from MPAC's Supp runs of May/June/August, (last YTD - \$157,245.15). Of this amount **\$228,290.10** was for Township purposes (previous year - **\$53,493.48**) with the remainder being for Counties and School Boards. **Budgeted** amount of supplemental revenue for 2022 was **\$84,000** (2021 - \$60,000). See Appendix # 2 attached.
- Finance also processed tax reductions and vacancy rebates to date in the amount of \$90,116.02 (**\$32,074.40** for municipal purposes), (2021 total of \$143,704.81 total, /\$45,491.17 for municipal purposes). Total **budgeted** expense for this line item in 2022 is **\$57,750**. Appendix # 3 attached.
- **FIR - 2021;** the Financial Information Return was submitted Aug 19th (last year - Aug 20th) to the Ministry of Municipal Affairs: A copy was left in the Councillors' ante-room for their perusal and at the front counter for any interested members of the public. A link to the FIR was also posted on our website.
- The position of Deputy-Treasurer was advertised internally and externally with a closing date of July 27, 2022. Three candidates were interviewed (two external and one internal). As a result of these interviews, the position was offered to Michelle Dorie and she has accepted. Michelle had been Acting Deputy-Treasurer for the Finance Department as approved by Council at the July 12, 2022 Council meeting. She had previously demonstrated excellent accounting skills and a strong work ethic and we welcome her to her new position as Deputy-Treasurer following a three-year period as our Asset Management Coordinator.

We have attached a Year-to-Date Summary of Budget to Actual Expenditures (appendix # 1), for Council's information.

**Township of North Dundas
Year To Date Budget to Actual
As of August 31, 2022**

Appendix # 1

Particulars	Revenues				Expenditures				Impact on Taxation			
	As Per Budget	Year to Date Actual	Variance		As Per Budget	Year to Date Actual	Variance		Budgeted (Surplus) Draw from Taxation	Actual to Date	Variance	
			Amount	%age Earned			Amount	%age Spent			\$ Amt (Over) Under Budget	%age (Over) Under Budget
General Government	2,042,995	1,444,033	598,962	71%	2,103,161	1,023,536	1,079,625	49%	60,166	(420,497)	480,663	-799%
Economic Development & Public Relations	206,996	35,329	171,667	17%	356,767	132,590	224,177	37%	149,771	97,261	52,510	35%
Fire Services	166,076	31,956	134,120	19%	903,126	610,661	292,465	68%	737,050	578,705	158,345	21%
Planning & Development	55,500	62,544	(7,044)	113%	218,115	121,587	96,528	56%	162,615	59,043	103,572	64%
Building Department	317,200	134,000	183,200	42%	408,406	234,598	173,808	57%	91,206	100,598	(9,392)	-10%
By-law Enforcement	23,462	3,523	19,939	15%	175,630	116,618	59,012	66%	152,168	113,095	39,073	26%
Animal Control	36,350	13,656	22,694	38%	103,150	41,669	61,481	40%	66,800	28,013	38,787	58%
Transportation Services	5,337,554	1,024,458	4,313,096	19%	8,260,778	3,635,398	4,625,380	44%	2,923,224	2,610,940	312,284	11%
Municipal / Tile Drainage	220,924	44,417	176,507	20%	286,124	85,078	201,046	30%	65,200	40,661	24,539	38%
Recreational Services	2,438,967	297,306	2,141,661	12%	4,538,560	1,638,125	2,900,435	36%	2,099,593	1,340,819	758,774	36%
Other Facilities	526,027	287,149	238,878	55%	535,781	236,796	298,985	44%	9,754	(50,353)	60,107	616%
Volunteer Organizations	69,000	57,163	11,837	83%	69,000	54,661	14,339	79%	-	(2,502)	2,502	
Waste Management	390,010	143,749	246,261	37%	1,082,170	825,373	256,797	76%	692,160	681,624	10,536	2%
Total - General Operations	11,831,061	3,579,283	8,251,778	30%	19,040,768	8,756,690	10,284,078	46%	7,209,707	5,177,407	2,032,300	28%
North Dundas Water Services	5,094,850	925,833	4,169,017	18%	5,094,850	1,103,704	3,991,146	22%	-	177,871	(177,871)	
Winchester Sewer	3,130,220	621,342	2,508,878	20%	3,130,220	442,954	2,687,266	14%	-	(178,388)	178,388	
Chesterville Sewer	414,600	240,577	174,023	58%	414,600	139,423	275,177	34%	-	(101,154)	101,154	
Total - Water and Sewer Operations	8,639,670	1,787,752	6,851,918	21%	8,639,670	1,686,081	6,953,589	20%	-	(101,671)	101,671	
Grand Totals	20,470,731	5,367,035	15,103,696	26%	27,680,438	10,442,771	17,237,667	38%	7,209,707	5,075,736	2,133,971	30%

TOWNSHIP OF NORTH DUNDAS										
Summary of Supp's and Omits to August 2022										
Run A	Assess't	Twp.	County	Eng. Pub	Eng. Sep	Fr Public	Fr Sep	Total		
SUPP RT 2022	1,581,000	6,151.56	8,586.34	2,231.00	-	-	-	16,968.90		
OMITT RT 2020	2,015,616	3,127.59	4,453.24	1,012.98	132.96	-	23.56	8,750.33		
OMITT LT 2020	869,000	14,732.24	20,975.92	3,960.03	2,517.93	888.77	3,495.77	46,570.66		
OMITT JT 2020	3,426,800	9,644.19	13,731.19	4,080.96	2,594.81	915.91	3,602.52	34,569.58		
OMITT IT 2020	(642,200)	2,845.30	4,051.08	1,535.71	976.45	344.67	1,355.67	11,108.88		
OMITT RT 2021	12,017,524	19,022.83	27,459.05	5,499.15	1,724.73	6.14	35.19	53,747.09		
OMITT FT 2021	102,000	47.44	68.48	8.55	9.56	-	-	134.03		
OMITT LT 2021	869,000	14,423.75	20,820.39	2,758.19	1,770.17	655.98	2,462.86	42,891.34		
OMITT JT 2021	3,426,800	28,326.75	40,889.06	10,876.61	6,980.48	2,586.76	9,711.99	99,371.65		
OMITT IT 2021	(642,200)	(5,308.58)	(7,662.82)	(2,038.33)	(1,308.18)	(484.77)	(1,820.08)	(18,622.76)		
OMITT RT 2022	15,265,000	64,398.29	89,886.83	21,231.36	2,040.22	39.32	44.58	177,640.60		
OMITT FT 2022	102,000	107.58	150.16	39.01	-	-	-	296.75		
OMITT LT 2022	869,000	15,189.31	21,201.19	2,716.67	1,794.19	679.45	2,456.89	44,037.70		
OMITT JT 2022	3,426,800	29,830.23	41,636.92	10,712.87	7,075.16	2,679.34	9,688.47	101,622.99		
OMITT IT 2022	(642,200)	(5,590.34)	(7,802.97)	(2,007.65)	(1,325.92)	(502.12)	(1,815.67)	(19,044.67)		
OMITT CT 2022	(9,400)	(49.00)	(68.39)	(22.22)	(14.68)	(5.56)	(20.10)	(179.95)		
OMITT ST 2022	406,400	2,118.39	2,956.84	960.70	634.48	240.28	868.84	7,779.53		
Exempt		0.04		0.01				0.05		
	42,440,940	199,017.57	281,332.51	63,555.60	25,602.36	8,044.17	30,090.49	607,642.70		
Run B C D										
SUPP RT 2022	4,358,844	12,487.28	17,429.72	4,371.81	156.98	-	-	34,445.79		
SUPP FT 2022	444,000	314.32	438.73	114.00	-	-	-	867.05		
SUPP CT 2022	(10,000)	239.38	334.13	110.22	70.73	26.21	98.42	879.09		
OMITT RT 2020	12,000	41.05	58.45	15.35	-	-	-	114.85		
OMITT NT 2021	2,572,000	1,955.77	2,823.12	746.95	-	-	-	5,525.84		
OMITT RT 2021	568,049	531.70	767.51	154.11	-	-	48.96	1,502.28		
OMITT PT 2021	60,000	109.90	158.63	63.65	40.85	15.14	56.84	445.01		
OMITT RT 2022	568,049	2,396.42	3,344.92	820.16	-	-	48.96	6,610.46		
OMITT NT 2022	2,572,000	10,850.47	15,145.04	3,935.16	-	-	-	29,930.67		
OMITT PT 2022	60,000	346.24	483.27	190.44	122.22	45.29	170.05	1,357.51		
Exempt	(137,000)							-		
Adjustment due to rounding				0.01				0.01		
	11,067,942	29,272.53	40,983.52	10,521.86	390.78	86.64	423.23	81,678.56		
TOTALS OF A,B,C,D			\$228,290.10	\$322,316.03	\$74,077.46	\$25,993.14	\$8,130.81	\$30,513.72	\$689,321.26	
Budget Amt per 2022 Budget			84,000.00							
Excess of Actual Supp Revenue over Budget			\$144,290.10							

2022 TAX WRITE-OFFS, VADIM										
Summary of JV# 100 TO JV# 155										
			Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.		Total
				2014	0.37357	0.23060	0.06921	0.32662		1.00000
				2015	0.36988	0.22725	0.07379	0.32908		1.00000
				2016	0.36775	0.22347	0.07917	0.32961		1.00000
				2017	0.36243	0.22296	0.08463	0.32998		1.00000
				2018	0.35946	0.22149	0.08760	0.33145		1.00000
				2019	0.36496	0.23341	0.07734	0.32429		1.00000
				2020	0.36456	0.23180	0.08182	0.32182		1.00000
Vadim	JV #	Ass't	Township	County	Eng. Pub.	Eng. Sep.	Fr. Pub.	Fr. Sep.	TB Retained	Total
	100	(215,500)	(633.64)	(914.68)	(270.14)	(85.06)	(31.52)	(118.34)	-	(2,053.38)
	155	145,200	(30,163.26)	(42,115.61)	(10,944.92)	-	-	-		(83,223.79)
Rounding Adjustment				0.01	0.06					0.07
Summary		(70,300)	(30,796.90)	(43,030.28)	(11,215.00)	(85.06)	(31.52)	(118.34)	-	(85,277.10)
			1-5-1300	1-5-8090	1-5-8050	1-5-8070	1-5-8060	1-5-8080	1-5-1300	
			-7120	-1002	-1002	-1002	-1002	-1002	-7120	
Vacancy Rebates										
PT Voucher		(581,751)	(1,277.50)	(1,844.04)	(619.44)	(397.53)	(147.31)	(553.10)		(4,838.92)
PT Voucher		-	-	-	-	-	-	-		-
Vacancy Rebates		\$ (581,751)	\$ (1,277.50)	\$ (1,844.04)	\$ (619.44)	\$ (397.53)	\$ (147.31)	\$ (553.10)	\$ -	\$ (4,838.92)
			1-5-1300	1-5-8090	1-5-8050	1-5-8070	1-5-8060	1-5-8080		
			-1003	-1003	-1003	-1003	-1003	-1003		
Total Reductions			\$ (32,074.40)	\$ (44,874.32)	\$ (11,834.44)	\$ (482.59)	\$ (178.83)	\$ (671.44)	\$ -	\$ (90,116.02)
Amount per 2022 Budget			57,750.00							
Actual under Budget			\$ 25,675.60							



MONTHLY ACTIVITY SUMMARY

Fire

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS - FIR - August 2022

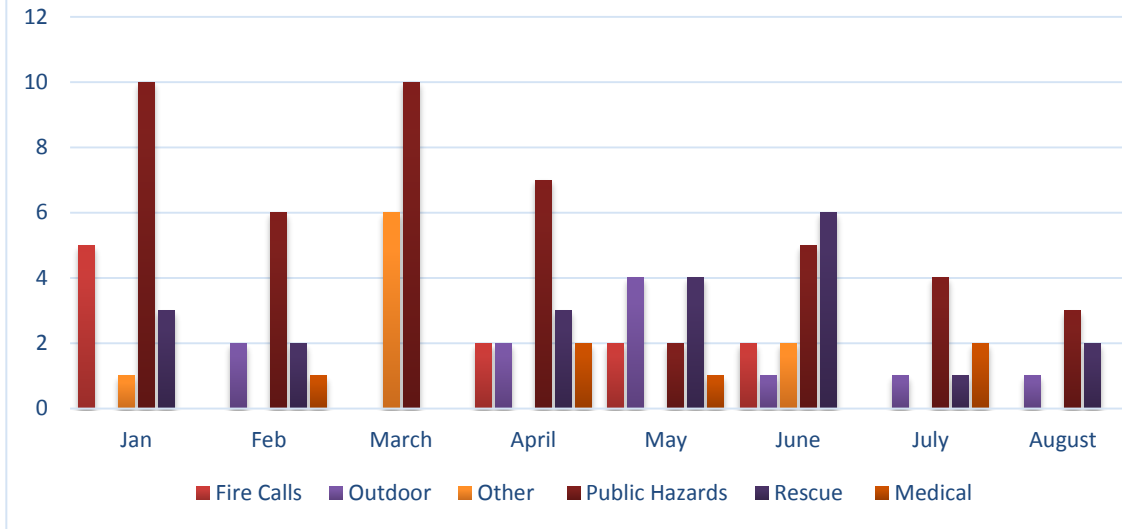
Glossary of Terms

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

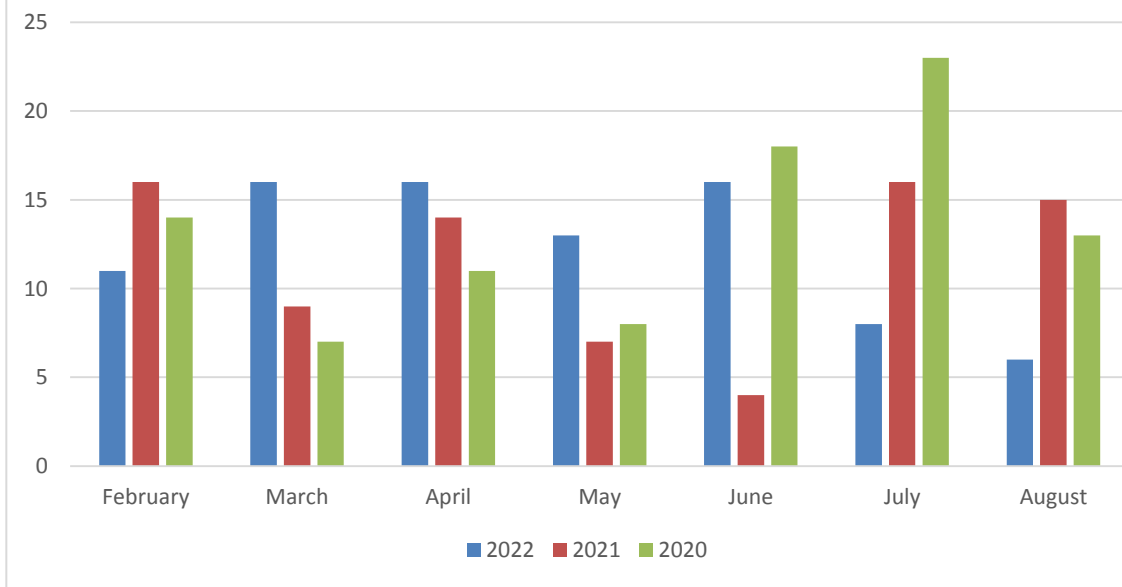
Monthly Call Statistics for 2022

Type of Calls	Jan	Feb	March	April	May	June	July	August
Fire calls	5	0	0	2	2	2	0	0
Outdoor	0	2	0	2	4	1	1	1
Other	1	0	6	0	0	2	0	0
Public Hazards	10	6	10	7	2	5	4	3
Rescue	3	2	0	3	4	6	1	2
Medical	0	1	0	2	1	0	2	0
Total	19	11	16	16	13	16	8	6

Number of Calls/Types of Calls 2022



Total Calls Per Month in 2022-2020



- Physical Testing for new recruits was held this month.



NORTH DUNDAS FIRE PREVENTION ACTIVITY REPORT – JUNE 2022

PUBLIC EDUCATION VISITS	
20 AUG	Station 3 conducted practice fire drill at the Manor LTC facility

COMMUNITY EVENTS	
3 AUG	Meet Me On Main – Winchester
6 AUG	Dairyfest - Winchester
10 AUG	Meet Me On Main – Hallville
18-21 AUG	South Mountain Fair
26-28 AUG	Chesterville Fair

INSPECTIONS	
24 AUG	Station 2 conducted home visit with regards to smoke detectors
19 JULY	1540 McLaughlin rd (requested by Station 1 Chief)

PUBLIC SAFETY AWARENESS	
All PSA's are submitted to Township Communications Dept for distribution on social media	
3/10 AUG	Fire Safe contest running for all Meet Me On Main events. USB battery pack give-away for residents who show how they are "Fire Safe" in their homes.
Weekly	Test It Tuesday – CO/Smoke Alarm awareness
5 AUG	Fire hazard product recall information PSA



MONTHLY ACTIVITY SUMMARY

Planning, Building & Enforcement

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS - PBE - August 2022

PLANNING:

- Received five (5) new severance applications, performed site visits and provided comments to the Counties.
- Performed various site visits for severance and subdivision files in order to clear outstanding conditions.
- Received three (3) new application for Minor Variance approval in North Dundas. The Committee of Adjustment held a hearing on August 26th.
- Prepared and issued four (4) zoning compliance reports.
- Received one (1) zoning amendment application.
- Responded to various zoning, minor variance and severance inquiries from landowners, lawyers, and realtors.
- Attended "A HOME" Collaborative meeting with the City of Cornwall and the United Counties and Lower Tier Municipalities.
- Attended a meeting regarding Dundas Manor severance and site plan.
- Attended Records Management meetings.
- Attended a Committee of Adjustment meeting.
- Attended a meeting with Cloud Permit regarding online applications for planning.
- Met with local developer/land owner regarding options for affordable housing.
- Councilor Annable and the Director of Planning, Building and Enforcement met with the Ontario Minister of Infrastructure, Kinga Surma and her representatives to discuss current projects in North Dundas and possible funding. Followed up with emails to her office. Their office responded with: *In terms of the two ECAs that are under review by MECP, I have connected with my colleagues in Minister Piccini's office and they have said that they will look into the possibility of expediting the approvals.*

BUILDING:

- 178 inspections were completed.

Building Department	August 2022	August 2021	August 2020	August 2019	August 2018	August 2017
Permits Issued:	51	20	28	17	26	20
New Dwellings	36	4	7	2	8	3
Value of Permits:	\$6,636,100	\$6,058,737	\$2,679,100	\$989,200	\$3,964,513	\$2,363,343
Building Permit Fees:	\$44,546	\$39,025	\$14,991	\$8,060	\$10,092	\$11,686
Development Charges:	\$175,784	\$66,483	\$38,821	\$9,296	\$18,614	\$5,880

BY-LAW ENFORCEMENT / CEMC:

- Parking: **1** warning issued at Canada Post in Chesterville.
2 Warnings issue to cars downtown.
2 Penalty Notices issued
20 notes place on vehicles downtown for Bike Night Event with street closure info.
- Complaints: **94** complaints for the year. **10** new complaints in August. **3** Yard Maintenance issues (new from last year). **3** Property Standards complaints. **3** Parking Complaints, **1** Zoning Complaint.
- **3** Properties have been cut this month by our contractor under our Clean Yards By-law.
4 Property cuts have been added to taxes.
- Dogs: **2** ongoing dog complaints about barking. Currently **415** tags have been issued in 2022.
- **2** summons to serve, **1** completed, **1** outstanding unable to locate owner so far.
- Burn Permits: Currently, **390** permits have been issued in 2022.
- Removed Nuisance Signs in accordance with Bylaw No. 53-2013.
- Yearly Emergency Management exercise will be done with multiple Municipalities and planned by the Counties. The event will take place October 6th.



MONTHLY ACTIVITY SUMMARY

Public Works

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS – PW – AUGUST 2022

The Public Works department performed tasks as follows:

Management/Administration:

1. Continue to work on Municipal Drain maintenance for fall 2022.
2. Continue to work on various Tenders including culvert inspections and Marionville Rd. culvert replacement.
3. Reviewed bid submissions for Snow Loading Along Sidewalks Tender.

Transportation:

1. Completed second pass with mower from Boyne Rd. south to our boundary and from Hollister Rd. east to Finch boundary.
2. Installed new cross culvert on Blaine Rd @ Lillico Rd.
3. Installed new cross culvert on French Settlement Dead end.
4. Marked out sidewalks in Winchester and Chesterville for repairs.
5. Pulverized Belmeade Rd., Marionville Rd., Clark Rd.
6. Completed new asphalt on Clark Rd.
7. Completed hot mix patching on Cayer Rd. (43.56 tonnes), McIntyre Rd. (3.52 tonnes), Old Carriage Lane (1.2 tonnes), Cameron Rd. (2.98 tonnes), Liscumb Rd. (58.22 tonnes), Limerick Rd. (2.9 tonnes), St.Marys Rd. (2.5 tonnes), Belanger Rd. (5.4 tonnes), Spruit Rd. (5.94 tonnes).
8. Set up and take down temporary signs for the Township's Special Events.
9. Installed 280 feet of new storm sewer and 2 new catch basins on Industrial Drive, Chesterville.
10. Repaired catch basin on Victoria Street, Chesterville.

Fleet:

1. Annual Inspections completed – 3206, R3, TR3, 3262
2. Mechanical Inspections completed – 3203, 3252, 3253, 7755
3. Wheel Retorque completed – 3252, 45, 44
4. 3253 – service call for fuel leak – service call for coolant leak – replace connectors at heater core – replace #8 fuel injector
5. 3232 – replace belts twice – replace multiple hammer bolts and hammers – replace broken guide roller bearing housing – replace damaged deflector plates and

- straighten multiple others – remove bent roller scraper and straighten
6. 3215 – replace accidentally discharged fire extinguisher for fuel tank – replace defective battery and diagnose draw – disconnected GPS (cause of draw) and contact Fleet Complete for resolution of GPS draw issue
 7. 3201 – install fire extinguisher – install beacon and back up alarm – apply decals
 8. 3221 – apply decals – shorten beacon mount
 9. 3212 – repair tarp
 10. 3210 – repair tarp
 11. 3242 – winter prep – change engine oil and filter – replace leaking R rear axle oil seal – replace hydrostatic cable
 12. 3213 – secure cooler for front PTO gear box
 13. 3209 – repair marker light wiring
 14. 3224 – installation of 6 new tires
 15. 3206 – change engine oil and filter – replace 4 drive tires with 4 good used tires – replace air compressor and air drier
 16. T3 – replace chute cylinder due to broken rod
 17. T4 – repair left rear rotating light
 18. R3 – replace steer axle tires
 19. S1 – repair soft tire
 20. P1 – roof marker light
 21. 7765 – demonstrate removal of backhoe and installation of three point hitch arms
 22. 7754 – repair rear cluster lights
 23. 7755 – replace fuel tank due to vandalism – oil and filter change
 24. 7759 – service call to South Mountain for no start – replace safety switch module
 25. 7757 – replace transmission oil pan due to vandalism
 26. Winchester Olympia – winter prep
 27. Recreation hose reel modify – fabricate brackets for installation of wheels and handles – install new no-flat wheel and tire assemblies on hand cart
 28. 44 – oil and filter change – replace steer axle tires – replace 2 drive axle tires and rotate remaining drive axle tires
 29. 45 – oil and filter change – install spare on RFTO - replace 3 drive axle tires and rotate remaining drive axle tires
 30. 816K – replace leaking hydraulic oil cooler
 31. 42 – replace fuel filler neck hose due to vandalism

Fleet - General:

1. Delivery of new Kubota M6 tractor and new John Deere 624P loader – installation of GPS
2. Facility Inspection
3. Arrange for estimate to modify existing snow bucket to fit new loader quick attach
4. Update CVOR paperwork in CVOR regulated vehicles
5. PT2B completion of frame replacement and body installation



MONTHLY ACTIVITY SUMMARY

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS – RC – August 2022

- Registration for our Fall 2022 programs opened on Monday August 22nd. Programs begin the week of September 19th.
- Almost all ice contracts have been signed and are confirmed for the upcoming 2022/2023 ice season.
- Hosted a bar in the Joel Steele Community Hall on Saturday, August 13th for a stag. We collected a total of \$725.50 in revenue.
- Pickleball has finished on the Sam Ault Arena slab August 25th. Our department staff began working hard to get the ice in Winchester ready for Monday, September 5th. The pickleball players are still able to play on the outside courts in Chesterville and South Mountain. We will be in communication with the Upper Canada District School Board to see if we can rent the North Dundas High School two nights a week to offer pickleball open play and learning sessions this Fall/Winter. The North Dundas District High School has agreed to let our volunteers paint pickleball lines on their outdoor courts. This will therefore provide another venue option for pickleball within North Dundas.
- The Winchester Swim Meet, which was hosted on July 30th, was a success. We had approximately 120 participants 9 of which were from Winchester. The Winchester Fire Service volunteered to run the canteen. They brought their barbeque and sold hamburgers and hotdogs in addition to chips and drinks. The money raised will help to off-set the cost of the swim meet, including ribbons, trophies and other miscellaneous costs incurred.
- The Chesterville Swim Meet, which was hosted on Sunday, August 21st, was forced to end early due to a storm. The Chesterville Lions Club had donated their barbeque to the event.
- On Wednesday, August 10th, we hosted our sixth and final Meet Me on Main Street in Hallville. After a 2-year hiatus, it was great to see our community enjoy this fantastic event and visit with their neighbors, friends and family again.

- Our Recreation Coordinator is working with the EOHU to schedule vaccine clinics in the Joel Steele Community Hall from October to December 2022.
- Pools are closed for the season as of September 2nd 2022.
- Our 11 Maintenance & Parks Labourers are finished for the year.
- Facilities Attendant & Call-In Facilities Operator positions were posted. Interviews began on September 7th.
- Carefor NorDun has restarted (since COVID) their Seniors Luncheon program at the Nelson LaPrade Centre on the first and third Tuesday of each month.
- Chesterville & District Heritage Centre renovations and updates are now complete. This includes lighting/electrical, painting & flooring.
- Motion flood lights were installed at the Winchester Centennial Pool to deter trespassers.
- Internet, supplied by Xplornet, has been installed at the Hallville Fire Hall to support the dispatch system.



MONTHLY ACTIVITY SUMMARY
Waste Management Services

To: Mayor and Members of Council

Date of Meeting: September 13, 2022

Subject: MAS- Waste Management – July & August, 2022

FINANCIAL INFORMATION:

JULY

Total Fees.....\$13,025.00
Fees Charged.....\$ 5,815.00
Fees Paid.....\$7,200.00
Cash on Hand.....\$100.00

AUGUST

Total Fees.....\$13,770.00
Fees Charged.....\$6,605.00
Fees Paid.....\$7,165.00
Cash on Hand.....\$100.00

Wards	JULY	AUGUST
1. (Twp of Win)	640	720
2. (Twp of Mtn)	600	320
3. (Vill of Win)	640	720
4. (Vill of Ches)	320	320
5. Other (Boyne)	792	805
Total Cubic Yards	2992	2885
Total Metric Tonnes	272.00	262.27

Recyclables

Tonnages of Processed Material Year-to-Date

July 16th to August 15th

Fibre-----	32.24 MT	254.26 MT
Plastic/Cans/Glass—	23.30 MT	183.75 MT
Total		438.01 MT

WORK COMPLETED (up to Sept 2nd)

- Working with Golder on EA issues involving the Boyne Road Environmental Assessment
- Working with Golder on Technical Studies and comments from the DRAFT EA
- Fourth Hazardous Waste Day- August 6th- Total of 31 vehicles
- Operating HHW Facility during regular landfill hours (Monday to Friday). Increased usage between Saturday Event days
- Working through the summer months with employees utilizing vacation days
- Working with local fairs and events removing waste and recycling
- Injured employee returned to work on light duties (restricted hours and days)

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2022-78

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 Public Meeting held August 9, 2022, the Minutes of the In Camera Meeting held August 9, 2022, the Minutes of the Special Meeting held August 16, 2022, the Minutes of the In Camera Meeting held August 16, 2022 and the Minutes of the Special Meeting held August 31, 2022 of the Council of the Township of North Dundas, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on September 13, 2022 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 Bylaw shall be deemed for all purposes to be the Bylaw 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 13th day of September, 2022.

MAYOR

CLERK