



Regular Meeting Agenda
The Corporation of the Township of North Dundas

December 6, 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.

Pages

- 1. Call Meeting to Order**
- 2. Adoption of Agenda**
- 3. Disclosure of Pecuniary Interest and Nature Thereof**
- 4. Adoption of Minutes - NIL**
- 5. Delegations**

- a. Bill Smirle
SNC Update

1

6. Closed Session

Pursuant to Section 239 (2) of the Municipal Act, Subsection (b) personal matters about an identifiable individual, including municipal or local board employees - Specifically taxation.

- a. Declaration of Pecuniary Interest
- b. Review of Minutes November 29, 2022
- c. Municipal Discussion Topic

Pursuant to Section 239 (2) of the Municipal Act, Subsection (b) personal matters about an identifiable individual, including municipal or local board employees - specifically taxation.

7. Open Session	
8. Action Requests	
a. Recreation and Culture	
1. November 2022 Community Grants	21
b. Environmental Services	
1. Proposal for Service Boyne Road Landfill Consulting	23
2. Surplus Conveyors	25
9. Tenders and Quotations - NIL	
10. Bylaws	
a. Clerk	
1. Bylaw No. 2022-01 Officers & Committees - Update December 6, 2022	26
2. Bylaw No. 2022-97 County Council Alternate	33
b. Economic Development and Communications	
1. Bylaw No. 2022-92 and Bylaw No. 2022-93 - CIP	35
c. Planning, Building and By-law Services	
1. Bylaw No. 2022-90 Committee of Adjustment	79
2. Bylaw No. 2022-91 Property Standards Committee	82
3. Bylaw No.2022-89 Steeldo Site Plan	85
d. Environmental Services	
1. Bylaw No. 2021-45 - Tipping Fees for 2023	89
2. Bylaw No. 14-2011 – County Road 3 – Schedule “A” Amendment	94
3. Bylaw No. 15-2011 Dawley Drive – Schedule “A” Amendment	99

4.	Bylaw No. 2022-95 – Rates for Water and Sewer Services	104
5.	Bylaw No. 2020-59 Amendment – Water and Sewer Capital Charges	110
6.	Bylaw No. 2022-86 - Water and Sewer Allocation	117
11.	Key Information	
a.	Environmental Services	
1.	Water and Sewer Allocation Expiry – Next Steps	128
b.	Finance	
1.	2023 Budget Update	131
c.	Planning, Building and By-law Services	
1.	Bill 23 – More Homes Built Faster Act	132
12.	Consent Agenda	
a.	Accounts	
b.	MAS - Clerk	138
c.	MAS - Economic Development and Communications	139
d.	MAS - Finance	141
e.	MAS - Fire	144
f.	MAS - Planning, Building and By-law Services	149
g.	MAS - Recreation and Culture	152
h.	MAS - Waste Management	153
13.	Boards and Committees	
a.	County Council: Mayor Fraser & Deputy Mayor Bergeron	
14.	Motions and Notices of Motions	

15.	Petitions	
16.	Council Comments and Concerns	
17.	Miscellaneous/Unfinished Business	
	a. Clerk	
	1. Rideau Valley Conservation Authority Appointment Commencing 2023	155
18.	Ratification Bylaw	157
	Bylaw No. 2022-96	
19.	Adjournment	

To: Mayor Tony Fraser; Deputy Mayor Theresa Bergeron;

Councilors: Gary Annable; John Lennox; Matthew Uhrig;

Chief Administrative Officer Angela Rutley;

Director of Corporate Services/Clerk Nancy Johnston.

Re: Report to North Dundas Council

Date: December 06, 2022, 2022

From: Bill Smirle – North Dundas (and SD&G) Appointee to SNCA

- 1) The New Conservation Act received Third Reading and final approval by our Provincial Government and 2023 will be a transition year to review the regulations as they are being written, and implement necessary changes. Staff has determined that main difference is there will now be three categories of work areas and funding will be more thoroughly scrutinized and supported. Municipalities will be asked to fully understand and approve requests that are not in category one.

With new councilors coming on board, and the changes in the Act (*Bill 23 – More Homes built faster Act*), South Nation Staffers will be arranging meetings with Municipal Councils and Staffs from March to July to explain the changes, clarify and answer questions and look for support as they work towards the 2024 budget that is usually started in September.

I have attached a package of information under Appendices “A, B, C, D, E) that I will very briefly review with you. I think that this may assist your understanding.

- 2) As decided in September, the staff presented a suggested 2023 levy rate to the October 20th Board Meeting, and staff presented a draft budget for the 2023 year at the November Board Meeting. The Current Board approved it as a draft so that our New Board would have a “starting point” to review, make changes that are deemed important and approve the 2023 Budget in either December or January. Copies of the Draft Budget will be circulated to Councils after the December SNCA Board Meeting.

- 3) Over the past week I have attended four SNCA Standing Committee Member Meetings. (Clean Water, Communications, Fish & Wildlife, Forestry) with the Health and Safety meeting on the 7th.)
 - 4) I have often mentioned that our staff secures a number of grants that almost doubles our budget. Attached FYI is a summary of most of the grants received over the past few years.
 - 5) The SNCA Staff really appreciates that North Dundas has given permission to receive garbage from SNCA sites to the Waste Disposal with no charges.
 - 6) There are 36 Conservation Authorities in Ontario and I believe that SNCA is the only one with Standing Committees and community membership.
 - 7) Attachments: A) General Information (A1,2.)
B) Budget Assumptions (B1)
C) Specific Budget Information (C1,2,3,4,5.)
D) Information re Bill 23 (D1,2,3,4,5)
E) FYI Information re Grants received (E1,2,3,4,5,6)
- 7) If you wish to more thorough review the Draft Budget or any of the other information that I referred to, please google the South Nation Conservation Authority Web Page and go to the Board or Committee sites.

If you have questions or comments, please contact me by e-mail or by phone.

wilson.smirle@sympatico.ca

(H- 613 448 1636; C 613 806 3169)

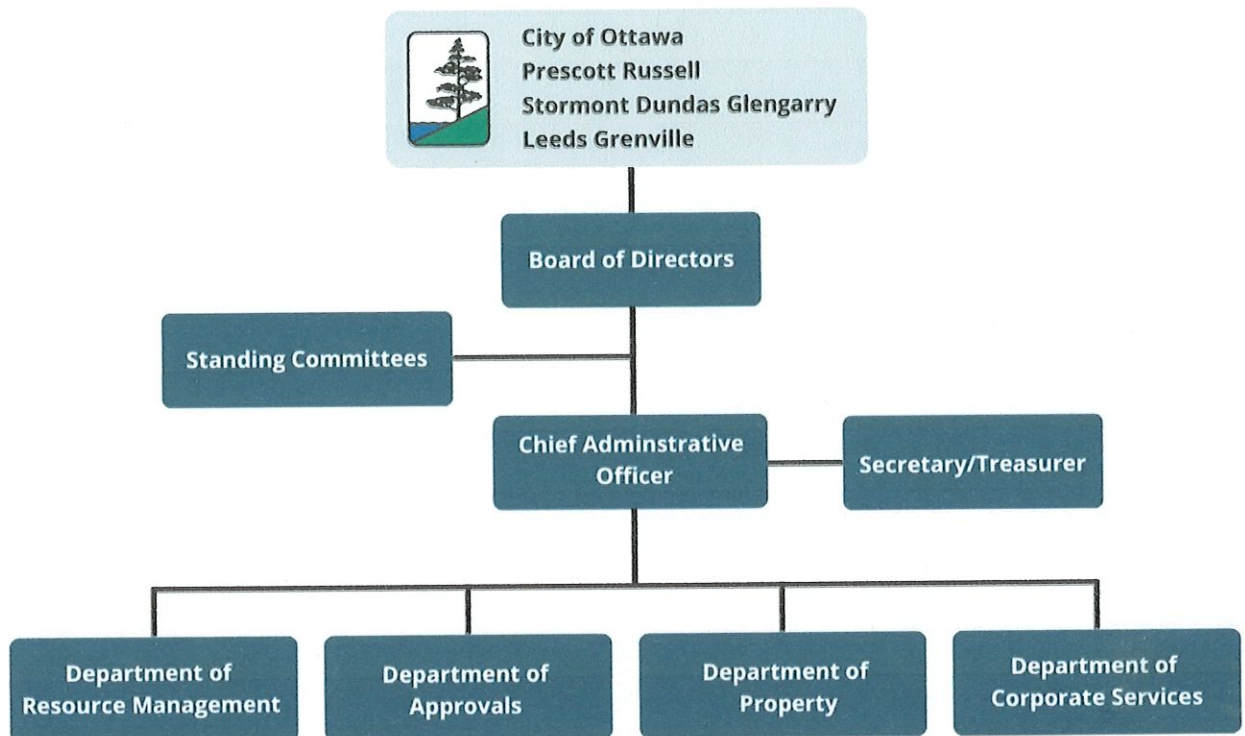
Sincerely,

Bill



PowerPoint Slide: #2

A-1





Conservation in a Changing World

Our work is a result of SNC meeting with people...

- People
- Technology
- Economy
- Rules and Regulations
- Climate Change



B-1

- Ducks Unlimited Canada partnership projects
- Conservation Ontario agreement for federal land acquisition support ends in March 2023
- National Disaster Mitigation Program projects ending March 31, 2023; however, new federal floodplain mapping grant opportunities launched
- Ministry of Natural Resources and Forestry regular grant at \$91,070 (2019 amount was \$176,400, it was reduced by half in 2020 and remains unchanged)
- Adapted return to normal for business, more in person meetings and training/conferences with associated travel costs and per diems
- Reserves reduced by \$221,550 – to support capital projects (including Findlay Creek Boardwalk expansion project), vehicle replacement, and tree planting.

Budget Assumptions:

SNC typically sets its budget based on direction from the City of Ottawa; with the October municipal election, official budget direction is expected in early December 2022. City of Ottawa financial staff have indicated they expect the direction to be 2.5% - 3.0% plus growth of 1.5%.

The 2023 Draft Budget has been prepared with a 2.5% plus growth assumption; with an additional 0.5% levy, SNC would be able to undertake a targeted compensation review. With the challenging job market, it is vital for SNC to remain competitive for staff recruitment and retention. A comprehensive review has not been completed since 2016.

Budget attachments have been uploaded to the Board's Members webpage.

Carl Bickerdike,
Chief Administrative Officer.

Attachments: Appendix A – 2023 Draft Budget document
Appendix B – 2023 Budget PowerPoint (to be provided at meeting)



2-1

Overall Expense

Total Budget

9,323,454

Funded By

Other Sources

4,063,753

General Levy

3,920,525

Special Levy:

City of Ottawa (2023)

502,500

City of Ottawa (deferred from 2022)

20,000

Forest Land Acquisition

346,602

Deferred from 2022

36,898

Source Protection

118,456

Ministry of Natural Resources and Forestry

91,070

Reserve

223,650

Prior Year Surplus

0

Total

9,323,454



C-2

44% of Budget Funded by:

Partners	1,132,226
User Fees	1,322,982
Grants	1,386,133
Miscellaneous	222,412
Total Other Sources	<u>4,063,753</u>



Estimated Reserve

C-3

January 1, 2022

3,106,681

Estimated 2022

14,430

Estimated December 31, 2022

3,121,111

2023 Budget

(223,650)

Estimated December 31, 2023

2,897,461



B

2023 Budget

C-4

PowerPoint Slide: #7

Municipal Levy Comparison 2022/2023

Municipality	Total 2022 General and Forest Land Acquisition	2023 General	2023 Forest Land Acquisition	Total 2023 General and Forest Land Acquisition	Total Dollar Change	Apportionment %	Increase %
Ottawa	3,158,004	3,011,161	266,207	3,277,368	119,364	76.81%	3.78%
Clarence-Rockland	183,364	176,260	15,583	191,843	8,479	4.50%	4.62%
Russell	157,450	156,194	13,809	170,003	12,553	3.98%	7.97%
The Nation	100,892	96,816	8,559	105,375	4,483	2.47%	4.44%
North Dundas	98,281	94,175	8,326	102,501	4,220	2.40%	4.29%
South Dundas	86,927	82,464	7,290	89,754	2,827	2.10%	3.25%
Alfred and Plantagenet	65,158	62,013	5,482	67,495	2,337	1.58%	3.59%
Edwardsburgh/Cardinal	57,001	54,393	4,809	59,202	2,201	1.39%	3.86%
North Grenville	53,023	50,907	4,501	55,408	2,385	1.30%	4.50%
North Stormont	44,683	43,322	3,830	47,152	2,469	1.11%	5.53%
Augusta	39,619	37,423	3,308	40,731	1,112	0.95%	2.81%
Casselman	31,704	31,452	2,781	34,233	2,529	0.80%	7.98%
North Glengarry	15,710	14,739	1,303	16,042	332	0.38%	2.11%
South Stormont	8,402	7,965	704	8,669	267	0.20%	3.18%
Elizabethtown - Kitley	670	635	56	691	21	0.02%	3.13%
Champlain	639	606	54	660	21	0.02%	3.29%
Total	4,101,527	3,920,525	346,602	4,267,127	165,600	100%	4.04%

Special Levy

Ottawa Rural Clean Water Program	200,000
Ottawa Ash Tree Replacement Program	200,000
Eastern Ontario Water Resources Program	70,000
Ottawa Baseline Monitoring Program	52,500
Total Special Levy	522,500
TOTAL LEVY	4,789,627

Budget Summary

C-5

ESTIMATED STATEMENT OF OPERATION AS OF October 31, 2022	Current YTD Actuals 2022	Final Budget 2022	Forecast Dec-31 2022	Draft Budget 2023
EXPENDITURES				
OPERATING EXPENSE				
Resource Management				
Water Response Programs	82,216	329,520	308,971	527,110
Partner Programs	707,128	1,250,065	1,551,520	1,229,930
Total Resource Management	789,344	1,579,585	1,860,491	1,757,040
Property & Approvals				
Property	996,302	1,188,429	1,320,554	1,133,167
Approvals	1,236,152	1,507,676	1,545,899	1,621,249
Total Property & Approvals	2,232,454	2,696,105	2,866,454	2,754,416
Corporate & Community Services				
Corporate Services	908,835	1,275,904	1,196,797	1,193,328
Information Management and Technology	83,331	176,420	156,492	179,420
Communications and Outreach	212,300	345,585	341,146	358,192
Total Corporate & Community Services	1,204,466	1,797,909	1,694,435	1,730,941
TOTAL OPERATING EXPENSE	4,226,264	6,073,599	6,421,380	6,242,396
CAPITAL and PROJECT EXPENSE				
Resource Management				
Capital	748	-	7,000	5,000
Projects	288,958	760,741	500,460	765,543
Total Resource Management	289,706	760,741	507,460	770,543
Property & Approvals				
Capital	789,962	502,151	1,482,707	1,833,300
Projects	732,596	808,567	834,812	452,215
Total Property & Approvals	1,522,558	1,310,718	2,317,519	2,285,515
Corporate & Community Services				
Capital	19,916	25,000	24,347	25,000
Projects	-	-	-	-
Total Corporate & Community Services	19,916	25,000	24,347	25,000
TOTAL CAPITAL AND PROJECT EXPENSE	1,832,179	2,096,459	2,849,326	3,081,058
TOTAL OVERALL EXPENSE	6,058,444	8,170,058	9,270,706	9,323,454
REVENUE				
Other Sources	3,316,505	3,195,453	3,927,989	4,063,753
General Levy	3,284,795	3,768,377	3,768,377	3,920,525
Special Levy	905,345	509,500	885,750	522,500
Forest Land Acquisition	333,150	333,151	592,192	383,500
Source Protection	86,829	102,810	108,456	118,456
MNRF (Regular)	91,070	91,070	91,070	91,070
TOTAL REVENUE	8,017,695	8,000,361	9,373,834	9,099,804
NET OVERALL	(1,959,251)	169,697	(103,128)	223,650
Transfer To (from) Reserve	0	169,697	144,320	223,650
Cash (Surplus) Beginning of year				
Cash deficit (Surplus) End of year	1,959,251	0	88,698	0



To: Standing Committees
From: Ronda Boutz, Secretary-Treasurer
John Mesman, Managing Director, Property, Conservation Lands, and
Community Outreach
Date: November 16, 2022
Subject: **Request for Approval: Programs and Services Work Plan
for Municipal Engagement**

RECOMMENDATION:

The Standing Committees approve the Programs and Services Work Plan for Municipal Engagement as presented.

DISCUSSION:

The Province implemented the first phase of *Conservation Authorities Act* ("Act") regulations in October 2021. The regulations require each conservation authority have a transition plan in place by December 31st, 2021 and create an inventory of programs and services by February 28th, 2022.

South Nation Conservation's ("SNC") inventory lists programs and services SNC delivers as of February 2022 and programs and services SNC intends to deliver in the future. As per the Act, Programs and Services are divided into categories as follows:

- **Category 1: Mandatory programs and services** required by regulation. These programs are funded through municipal levy and include:
 - Programs and services related to the risk of natural hazards;
 - Programs and services related to the conservation and management of lands owned or controlled by the authority;
 - Programs and services related to the authority's duties, functions and responsibilities as a source protection authority under the *Clean Water Act, 2006*; and
 - Programs and services related to the authority's duties, functions and responsibilities under an Act prescribed by the regulations.
 - **Category 2: Municipal programs and services** provided at the request of a municipality. These programs can be funded through government and other agency grants and/or municipal funding under a memorandum of understanding or agreement with the municipality.
 - **Category 3: Other programs and services** the conservation authority determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal levy requires an agreement and would be subject to cost apportionment.
-



D-2

SNC has a few program and service areas that fall within Category 3, namely the Tree Planting Program, Clean Water Program, Forest Land Acquisition, and any educational and/or outreach initiatives that are not related to Category 1 programs and services (e.g., Community Environmental Grants, Fish Camps, Youth Hunt, and Municipal Free Tree Days). The Tree Planting Program has external funding to offset costs but currently requires funding from municipal levy to support program delivery and reporting.

As of January 1st, 2024, Category 3 programs and services will need municipal agreements outlining cost apportionment for any municipal levy required for program delivery. As part of the work plan for implementation of Category 3 – Other Programs and Services, SNC is committed to engaging with its Standing Committees for stakeholder input and confirmation of public support (BD-069/22).

Standing Committee member connections to various stakeholder groups is key in building support for ongoing delivery of Category 3 programs and services. This is important with the recent Municipal election, as new Councillors may not be familiar with SNC and its landowner stewardship initiatives.

Staff have prepared the attached Programs and Services Work Plan for Municipal Engagement for the Committee's consideration.

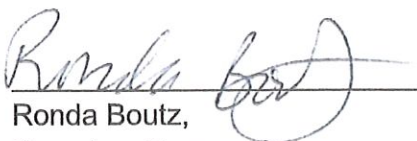
FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

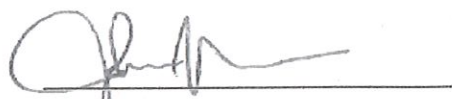
Compliance with Budget:

No impact on the 2022 Budget.

SNC Policy Adherence:

Subsection 21.1.2(2) of the *Conservation Authorities Act* enables SNC to provide other programs and services, under an agreement with municipalities within its area of jurisdiction, where the municipality has agreed to provide cost apportionment to support the identified programs and/or services.


Ronda Boutz,
Secretary-Treasurer.


John Mesman,
Managing Director, Property, Conservation
Lands, and Community Outreach.

Attachment: SNC Programs and Services Work Plan for Municipal Engagement



SNC Programs and Services Work Plan for Municipal Engagement

Engagement Activity	SNC Lead	Committee Engagement	Timeline
CATEGORY 1 "MUST DO" PROTECTION People? Habitat			
Prescribed under the Act, no engagement required for mandated programs and services.	Management Team	None required, direct any inquiries to the SNC Management Team	Ongoing
CATEGORY 2			
SNC's Management Team routinely meets with municipalities to discuss opportunities to support municipal programs and services. Agreements/Memorandums of Understanding are approved as program/service delivery is negotiated.	Management Team	None required, direct any inquiries to the SNC Management Team	Ongoing
CATEGORY 3			
Development of business cases for each type of program and service proposed as of January 2024.	Ronda Boutz and John Mesman	Provide testimonials and/or any local data. Committee review and approval of business cases.	February 2023
Meetings with key municipal staff to discuss business case and municipal apportionment required.	Management Team	Committee updates and discussion.	March – April 2023
Category 3 program and services package to Board of Directors for approval prior to engaging with municipal councils.	Ronda Boutz and John Mesman	Committee support at Board of Directors meeting.	March 2023
Presentations to Councils to request approval to enter into a Category 3 agreements.	Ronda Boutz and John Mesman	Attendance and co-presentation of programs and services package.	April – July 2023
Category 3 agreements prepared and signed.	Ronda Boutz, Eric McGill, and John Mesman	Updates provided to Committee, Terms of Reference Updates following approval.	August – November 2023



“Loss of Local Decision-Making” – Conservation Authorities Respond to Province’s Housing Bill 23 “More Homes Built Faster Act”

November 2, 2022

In a bid to address the housing supply, the Ontario government released a series of proposed legislative changes, many of which impact Ontario’s 36 Conservation Authorities.

Among them, the Province proposes to prevent municipalities from entering into agreements with Conservation Authorities (CAs) to review planning applications on their behalf, proposes exemptions from natural hazard permits for select municipalities, removes ‘conservation of lands’ and ‘pollution’ as considerations in permit decisions, freezes development fees, changes the evaluation and protection criteria for Provincially Significant Wetlands and requires CAs to identify conservation lands suitable for development.

Earlier this year, the Province published a “Housing Affordability Task Force Report” that introduced 55 recommendations to increase house supply in Ontario. CAs were not named within the report, demonstrating they are already proactively working with the development industry and all levels of government to ensure safe and sustainable development can occur while balancing the needs of people and the environment, the economy and ecology.

“Conservation Authorities are not a barrier to growth and CAs in high-growth areas of the province are already participating in a Timely Review Task Force with service level commitments of 14, 21, and 28 day reviews, compared to the Province’s 30 and 90 day timelines,” explains George Darouze, Deputy Mayor and Councillor, Osgoode Ward, City of Ottawa.

Bill 23 is a departure from recent amendments to the *Conservation Authorities Act* that directed CAs to focus their work on natural hazard related programs but allows municipalities to choose whether CAs provide technical advice based on their local needs and deliver programs in their municipalities through funding agreements.

“Our Conservation Authority works as our municipality’s environmental partner,” explains Mario Zanth, Mayor of the City of Clarence-Rockland, “CA staff have rolled out the red carpet to help provide timely development approvals to projects in environmentally significant areas. After the Ottawa River floods of 2017 and 2019, people understand the value and impact of the services they provide.”

While CAs are created through provincial legislation, they are largely funded and work for municipalities within their watersheds. South Nation Conservation (SNC) is one of the oldest environmental agencies in Ontario and has continued to expand its jurisdiction at the request of municipalities, first along the St. Lawrence River, and more recently, along the Ottawa River.

In Clarence-Rockland, an obvious step after the historic Ottawa River floods was to partner with the CA to complete updated natural hazard maps and to contract SNC to review





development proposals on their behalf. The result has been a clear win-win for both organizations and the development community to help design sustainable communities, away from natural hazards, while protecting key natural heritage areas.

In Eastern Ontario, SNC has agreements with neighbouring agencies to streamline development review processes and deliver planning services to help municipalities short on resources meet their provincial requirements. Recently, SNC also expanded its septic system program into Leeds-Grenville to help municipalities meet their requirements under the Ontario Building Code after the local Health Unit stopped delivering this service.

These arrangements provide a watershed-based approach to land use planning decisions and coordinate resources to save taxpayer costs. SNC provides shared expertise instead of each of its 16 municipalities having their own hydrogeologist, biologist, and engineers.

"We have a long-standing and positive working relationship with SNC and we appreciate their feedback and expertise in helping us make good planning decisions," added Pierre Leroux, Mayor of Russell Township, "the CA is a valued partner in providing valuable services to our community."

Bill 23 also proposes changes to the classification and protection of Provincially Significant Wetlands (PSWs), areas where development activities require permission from CAs. SNC, unlike other CAs, only regulates development within PSWs and Locally Significant Wetlands (LSWs) that are studied and zoned locally by municipalities for protection. Wetlands minimize the risk of drought, reduce flooding by absorbing and storing excess water and help control erosion. The proposed changes will reduce the area of protected wetlands on the local landscape which means more potential for impacts to communities from flood and drought.

"SNC's approach of supporting the municipality's decisions regarding the required environmental protections and studies allows for local decision-making," explains Steve Densham, Deputy Mayor Elect of the Township of North Stormont, "additionally, given the economies of scale with our CA, we benefit from lower cost and expertise that can efficiently and effectively meet our needs."

FOR MORE INFORMATION:

Carl Bickerdike, Chief Administrative Officer, South Nation Conservation,
cbickerdike@nation.on.ca | 1877-984-2948.



E-1

SNC Approved Grants Summary (2018-2022)

Funder	Program/Project	2018	2019	2020	2021	2022
Federal						
2 Billion Tree Program	SNC Forests – tree planting on SNC 7				\$16,890	
Agriculture and Agri Food Canada	Agri Risk Grant – hydrogeosphere model	\$139,223				
Agriculture and Agri-Food Canada	Flood Forecasting			\$10,000		
Canada Community Revitalization Fund	Findlay Creek Boardwalk Extension					\$100,000
Canada Nature Fund	Land Acquisition				\$537,500	
Canada-Ontario Job Grant	Canada-Ontario Job Grant		\$2,470			
Canadian Experiences Fund	Augusta Conservation Area			\$31,500		
Canadian Wildlife Federation	Pollinator Habitat Creation				\$14,000	
Eco Action	Riparian Buffers	\$3,848	\$84,283			
Employment and Social Development Canada	Accessible Washrooms in SNC Conservation Areas				\$100,000	
Environment and Climate Change Canada	Vernal Pools		\$24,860			
Fisheries and Oceans Canada	Municipal Drain Sampling		\$8,340	\$8,800	\$8,800	\$8,800
Habitat Stewardship Program	Forest Bird Monitoring				\$6,000	
National Disaster Mitigation Program (NDMP)	Ottawa/Nation/St. Lawrence	\$173,923				
National Disaster Mitigation Program (NDMP)	Bear Brook and Tributaries Hazard Mapping				\$145,852	\$119,895
National Disaster Mitigation Program (NDMP)	Ottawa River Flood Hazard Mapping				\$72,503	\$97,553
National Disaster Mitigation Program (NDMP)	Flood Risk Assessment Partnership				\$52,173	\$116,708



Funder	Program/Project	2018	2019	2020	2021	2022
National Disaster Mitigation Program (NDMP)	Ottawa Floodplain mapping		\$174,046			
National Disaster Mitigation Program (NDMP)	United Counties of Prescott and Russell Floodplain Mapping		\$207,980			
National Disaster Mitigation Program (NDMP)	Ottawa: Additional Emergency Tools		\$157,820			
National Disaster Mitigation Program (NDMP)	Edwardsburgh Cardinal Water Treatment Plant Flood Protection		\$85,100			
National Disaster Mitigation Program (NDMP)	Chesterville Dam		\$400,203			
National Disaster Mitigation Program (NDMP)	Casselman Weir and Russell Weir		\$37,954			
Nature Smart Fund	Land Acquisition				\$796,618	
Sub-Total		\$316,994	\$1,183,056	\$50,300	\$1,750,336	\$442,956
Provincial						
Great Lakes Guardian Fund	Robert Graham Conservation Area Habitat Restoration	\$25,000				
Great Lakes Guardian Fund	Low Impact Development Demonstration Site	\$25,000				
Great Lakes Guardian Fund	Environmental Education Enhancement/Stream of Dreams	\$25,000				
Land Stewardship and Habitat Restoration Program	Leitrim Wetland Restoration		\$10,000			
Ministry of Natural Resources and Forestry	Water and Erosion Control Infrastructure Funding	\$2,756				
Ministry of Natural Resources and Forestry	Flood Forecasting and Warning	\$50,000				
Ministry of Natural Resources and Forestry	Low Water Response	\$8,000				
Ministry of Natural Resources and Forestry	Chesterville Dam			\$33,250	\$6,750	
Ministry of Natural Resources and Forestry	Crysler Dyke Assessment			\$9,250	\$10,000	



SOUTH NATION
CONSERVATION
DE LA NATION SUD



Funder	Program/Project	2018	2019	2020	2021	2022
Ministry of Natural Resources and Forestry	Chesterville Dam – Ice Management					\$80,000
Ministry of Tourism, Culture and Sport	Heritage Organization Development Grant		\$1,545			
Ontario Heritage Development Grant	Ontario Heritage Public Awareness			\$1,545		
Sub-Total		\$135,756	\$11,545	\$44,045	\$16,750	\$80,000
Municipal						
City of Ottawa	Baseline Water Quality Monitoring	\$39,953				
Ottawa Rural Clean Water Program	Wetland Restoration Project					\$5,000
UCPR Waterfront Tourism Development Fund	St. Albert Park and Dock Improvement				\$4,000	
Sub-Total		\$39,953	\$0	\$0	\$4,000	\$5,000
Non-Governmental Organization						
ALUS - Ontario East	Wetland Restoration Project					\$5,000
ALUS - Ontario East	Grassland Restoration Project					\$10,000
Ducks Unlimited Canada	Wetlands Restoration				\$125,000	\$125,000
Eastern Ontario Water Resources Program	Water Budget				\$9,500	
Eastern Ontario Water Resources Program	St. Lawrence River Hazard Mapping	\$11,730				
Eastern Ontario Water Resources Program	North Castor Catchment Study	\$4,981	\$19,427			
Eastern Ontario Water Resources Program	Low Impact Development Pilot Project		\$21,000			
Eastern Ontario Water Resources Program	Vars-esker weather station and data collection platform		\$8,801			
Eastern Ontario Water Resources Program	Development of groundwater/surface water interaction constraint mapping		\$3,985	\$3,124		



Funder	Program/Project	2018	2019	2020	2021	2022
Eastern Ontario Water Resources Program	South Bear Brook Catchment Study			\$14,575	\$20,448	
Eastern Ontario Water Resources Program	Climate Stations		\$9,500	\$9,500	\$12,000	\$12,000
Eastern Ontario Water Resources Program	Phase 1: South Nation River Watershed Water Budget Update Plan				\$9,500	
Eastern Ontario Water Resources Program	South Nation Conservation Assessing Future Flood Vulnerability in the South Nation River Watershed				\$2,800	\$9,000
Forests Ontario	Regional Sponsorship - Reconciliation and Climate Change Planting			\$7,500	\$7,500	\$10,000
Grasslands Ontario: Grassland Stewardship Initiative	Grassland Habitat Enhancement and Hay Field Rejuvenation				\$8,316	\$20,666
Jane Goodall Foundation	Healing Place – 3 Sisters Garden					\$700
Ontario Land Trust Alliance	Land Acquisition – costs related to acquisition	\$3,886				
Plenty Canada	Regional Sponsorship - Reconciliation and Climate Change Planting			\$1,292		
Unsmoke Canada Cleanups	Findlay Creek and Tree giveaway				\$2,800	
Sub-Total		\$20,597	\$53,213	\$35,991	\$197,864	\$192,366
Industry Partner						
Enbridge Gas	Chesterville Dam generator		\$5,000			
Enbridge Gas	Donation - J Henry Tweed CA projects			\$5,000		
Enbridge Gas	Stream of Dreams				\$5,000	



Funder	Program/Project	2018	2019	2020	2021	2022
Ontario Power Generation	Wetland & Lakes/Rivers Restoration	\$60,000	\$50,000			
Ontario Power Generation	Healing Place – official opening			\$1,500		
Ontario Power Generation	Healing Place – Remembering the Children				\$1,500	
Ontario Power Generation	Biodiversity Conservation in Partnership with Indigenous Communities				\$5,000	\$5,000
Ontario Power Generation	Lakes/Rivers Restoration			\$75,000	\$50,000	\$75,000
Ontario Power Generation	Healing Place- 3 Sisters Garden					\$1,500
Ontario Power Generation	Healing Place - Thanksgiving Harvest					\$1,500
TD Friends of Environment	WE Burton Signs				\$3,000	
TD Tree Days	Camp Sheldrick: Tree Planting		\$2,550			
Trans Canada Energy	Field Tablet					\$5,000
Sub-Total		\$60,000	\$57,550	\$83,000	\$64,500	\$163,000
Human Resources Support – Federal and Provincial						
Canada Ontario Job grant	Management Training	\$13,476				
Canada Ontario Job grant	Management Training		\$4,991			
Canada Park and Recreation	Summer Work experience	\$5,712				
Canada Parks and Recreation	Summer Experience Program		\$5,712			
Canada Parks and Recreation	Summer Experience Program		\$5,712			
Career Launch	Digital Tech Internship Program		\$15,000			
Career Launch	Digital Tech Internship Program		\$15,000			
Clean Technology	Digital Tech Internship Program			\$3,750		
Colleges and Institutes Canada	Training			\$7,500		



ACTION REQUEST

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: November 2022 Community Grants

RECOMMENDATION:

THAT Council approve that the North Dundas Community Faith Group and the North Dundas Christmas Fund each be awarded a \$400 Community Grant.

BACKGROUND:

Community groups/organizations can request financial assistance from the Township through a submission process. There are up to five \$400 grants available to these types of groups.

The following documents must be submitted in order for a request to be reviewed by the committee:

- A letter indicating:
 - Who your group/organization is
 - What type of service you provide in the community of North Dundas
 - Who is on your executive
 - How long you have been in operation
 - What the funds are being used for and how the funds will benefit the organization and impact the community
- A copy of the organization's finances

The review committee consists of the Director of Recreation & Culture, the CAO and two members of Council, (not full Council). The review committee makes the final decision on whether the request will be granted. The review committee may request additional information to further substantiate the request. Funds will be paid upon submission of supplier invoices by the community organization/group.

Annual Community Grant Request Deadlines: April 1st and September 1st

This year, only three Community Grant requests were received, so another round of funding was promoted and closed on Friday, November 18th. Two proposals were received, which were submitted by the North Dundas Community Faith Group and the North Dundas Christmas Fund. The North Dundas Community Grant Committee reviewed and discussed the applications and is recommending that each of the two applicants be awarded a \$400 Community Grant.

OPTIONS AND DISCUSSION:

1. **Award one \$400 grant to the North Dundas Community Faith Group and one \$400 grant to the North Dundas Christmas Fund as proposed** – recommended.
2. **Do not award any grants for the November 18th deadline of the North Dundas Community Grants** – not recommended.

FINANCIAL ANALYSIS:

Funding for five \$400 grants was approved during our 2022 budget process. Two grants were awarded for the April 1st round and one grant was awarded for the September 1st round, leaving two grants available.

OTHERS CONSULTED:

Councilor Annable
Deputy Mayor Bergeron
CAO



ACTION REQUEST

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Proposal for Service Boyne Road Landfill consulting

RECOMMENDATION:

THAT Council approve the Proposal for Service dated November 28, 2022 from WSP for continued consulting services in 2022 and 2023 related to the Boyne Road Landfill and Mountain Landfill in the amount of \$340,200 + tax.

BACKGROUND:

WSP, formerly known as Golder, has been providing consulting services to North Dundas in the form of the Annual Environmental Monitoring and Reporting for the Boyne Road and Mountain Landfills and completion of the Environmental Assessment (EA) for the Boyne Road Landfill Expansion.

They have submitted a proposal for consulting services dated November 28, 2022 that has three components:

1) 2023 Annual Environmental Monitoring and Reporting Programs

This is an annual requirement that has been completed by WSP (Golder) in the past. The 2023 estimated cost is \$56,200 and includes groundwater and surface water monitoring, a topographical survey and volume calculations with associated reporting. The 2022 amount was \$66,900, but it was a reporting year for the Mountain Landfill which increases the cost. Increased program efficiencies have reduced the comparable items by \$1,500 from the amount proposed in 2022.

2) 2022 and 2023 EA Study Report for Boyne Road Landfill Scope Change

The Ministry of Environment, Conservation and Parks recently changed the procedure for responding to comments and finalizing the EA report for circulation. This has resulted in additional time required by WSP. A scope change is required to provide for the efforts required to complete the EA. It is anticipated that the final EA report will be issued before the end of the year and that Ministry approval of the EA should be in April or May of 2023. The scope change to complete the EA work is estimated at \$26,000.

3) 2022 and 2023 Environmental Compliance Approvals and Permits for the Boyne Road Landfill Expansion

The expansion of the Boyne Road landfill will also require Environmental Compliance Approvals related to the Environmental Protection Act and the Ontario Water Resources Act as well as several permits. In 2023 WSP proposes to submit an

application to MECP for an amendment to our waste Environmental Compliance Approval (ECA) for the proposed design and operations of the expanded Boyne Road landfill. It is recommended to begin work on this application as soon as possible to enable submittal of the ECA application in April/May 2023. WSP also proposes to submit a request for a new ECA from the MECP related to the proposed stormwater management system associated with the expanded landfill site. The latter may be impacted by our new Stormwater CLI ECA, so we are seeking clarification from the Ministry. The estimated cost for this work is \$258,500 plus tax.

According to WSP, ECA amendments typically take 1 year to review and issue, and the Boyne Road Landfill is forecasted to run out of approved capacity some time in 2024. For this reason, it is prudent to move forward with the work required for the ECA applications as soon as possible.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended. This will allow WSP to continue with the work required to obtain approval of the Boyne Road landfill expansion.
- 2. Do not approve the recommendation** - not recommended. This will delay obtaining the approvals required for the Boyne Road landfill expansion and we may run out of approved capacity prior to obtaining approval for the expansion.

FINANCIAL ANALYSIS:

Project	Estimate
2023 Annual monitoring and reporting	\$56,200
2022 and 2023 EA Study Report Scope Change	\$26,000
2022 and 2023 ECAs and Permits	\$258,500
Total	\$340,700

Most of this work will be completed in 2023 and will be included in the 2023 draft budget. The fees for the work that is completed in 2022 will come from 2022 surplus, or if that is not available, the amount will be unfinanced and included in the 2023 budget.

OTHERS CONSULTED:

Junior Planner

ATTACHMENTS:

A copy of the proposal breakdown has been sent to Council.



ACTION REQUEST

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Surplus Conveyors

RECOMMENDATION:

THAT Council declare three Conveyors at the Boyne Landfill to be surplus to the needs of the Municipality;

AND THAT Council authorize the Waste Management Supervisor to sell the conveyors.

BACKGROUND:

The Waste Management Supervisor has three conveyors stored at the Boyne Landfill that are over 28 years old and have not been in operation for more than 2 years. The new garbage/recycle trucks are able to unload into the distribution building without the conveyors so these units, which were previously used to unload from the older model trucks, are now obsolete.

The value of selling these three conveyors for scrap metal is estimated between \$150-\$250. There has been interest from buyers which exceeds this value. An expected sale price is at least \$750.00. Once these conveyors are removed, there will be holes in the building that need to be repaired. Any funds raised from the sale of the conveyors can be allocated towards these repairs.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

CAO

ATTACHMENTS:

N/A



ACTION REQUEST – BYLAW

Clerk

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2022-01 Officers & Committees - Update December 6, 2022

RECOMMENDATION:

THAT Bylaw No. 2022-01 being a Bylaw for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be updated as presented this 6th day of December, 2022.

BACKGROUND:

The Officers and Committees Bylaw is a fluid document that requires changes, amendments and updating from time-to-time to ensure accuracy. The following changes have been made to reflect changes in Council appointments:

- County Council Alternate – Garry Annable
- Fire Commissioner – John Lennox
- Community Improvement Plan Committee – Matthew Uhrig

Committees of Council

- Art on the Waterfront – Gary Annable
- Chesterville Green Action Gang – John Lennox
- Chesterville Carnival Committee – Matthew Uhrig
- Chesterville and District Historical Society – Gary Annable

Other changes made to this Bylaw include:

- The name of the Winchester Downtown Revitalization Committee has been amended to the Downtown Winchester Committee.
- Parade of Lights and Recreation Associations remain on this bylaw but have been removed as potential Committees of Council.
- Jamie Cheney has been added to the Site Plan Review Team.

OPTIONS AND DISCUSSION:

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

ATTACHMENTS:

Updated Bylaw 2022-01

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BYLAW No. 2022-01

A Bylaw for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations

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

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

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

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

- 1.0** That By-law No. 2021-01 be hereby repealed.
- 2.0** That Schedule A attached hereto forms part of this Bylaw.
- 3.0** That this Bylaw takes effect on the day of passing.

READ and passed in Open Council, signed and sealed this 18th day of January, 2022.

Amended this 17th day of May, 2022.
Amended this 9th day of August, 2022
Amended this 29th day of November, 2022
Amended this 6th day of December, 2022.

MAYOR

CLERK

Schedule A
Bylaw 2022-01

<u>COUNCIL</u>	
MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR	Tony Fraser Theresa Bergeron Gary Annable John Lennox Matthew Uhrig
COUNTY COUNCIL ALTERNATE	Gary Annable

<u>OFFICERS, AGENTS AND STAFF</u>	
CHIEF ADMINISTRATIVE OFFICER (CAO) EMERGENCY PLANNING ADMINISTRATIVE OFFICIAL HUMAN RESOURCES MUNICIPAL HEAD RELATING TO OMBUDSMAN ACT	Angela Rutley
TREASURER	John J. Gareau
DEPUTY TREASURER	Michelle Dorie
TAX COLLECTOR	Michelle McDonell
CLERK DIRECTOR OF CORPORATE SERVICES DIVISION REGISTRAR MARRIAGE LICENCE ISSUER CIVIL MARRIAGE OFFICIANT LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS RETURNING OFFICER MUNICIPAL HEAD RELATING TO FREEDOM OF INFORMATION ACT	Nancy Johnston
DEPUTY DIVISION REGISTRAR DEPUTY MARRIAGE LICENCE ISSUER	Laurie Gibson
DEPUTY CLERK EXECUTIVE ASSISTANT TO THE CAO DEPUTY LOTTERY LICENSING OFFICER MUNICIPAL ELECTIONS DEPUTY RETURNING OFFICER CIVIL MARRIAGE OFFICIANT	Chloe Preston
DIRECTOR OF PLANNING, BUILDING & BY-LAW SERVICES ZONING ADMINISTRATOR	Calvin Pol
JUNIOR PLANNER	Danielle Ward
DEPUTY CLERK & EXECUTIVE ASSISTANT TO THE DIRECTOR OF PLANNING, BUILDING & BY-LAW SERVICES PROPERTY STANDARDS COMMITTEE SECRETARY COMMITTEE OF ADJUSTMENT SECRETARY	Brina Whitley
CHIEF BUILDING OFFICIAL BUILDING INSPECTOR PROPERTY STANDARDS OFFICER MUNICIPAL LAW ENFORCEMENT OFFICER	Jacob Forget
APPLICATIONS EXPEDITOR/BUILDING OFFICIAL	Emily Beach

Schedule A
Bylaw 2022-01

DEPUTY CHIEF BUILDING OFFICIALS	Harry Hutchison Gary Poupart
BUILDING INSPECTOR	Jason Forget
BUILDING INSPECTORS (On Call)	Donald Lewis Hilton Cryderman
MUNICIPAL ENGINEERING CONSULTANTS	CIMA+ Canada Inc. (Primary) exp Services Inc. (Secondary)
CIVIL MARRIAGE OFFICIANT DEPUTY MARRIAGE LICENCE ISSUER	MaryLynn Plummer
PATROL SUPERVISOR	
DRAINAGE SUPERINTENDENT	Jamie Cheney Danielle Ward
DIRECTOR OF RECREATION & CULTURE	Meaghan Meerburg
DIRECTOR OF TRANSPORTATION	Jamie Cheney
FACILTIES MANAGER	Tom Dekker
RECREATION COORDINATOR	Brandon Cousineau
DIRECTOR OF ENVIRONMENTAL SERVICES	
ECONOMIC DEVELOPMENT & COMMUNICATIONS OFFICER EMERGENCY INFORMATION OFFICER	Stephen Mann
FIRE COMMISSIONER	John Lennox
FIRE DEPARTMENT LIAISON	Michael Gruich
FIRE CHIEFS	Ken Byers Raymond Sherrer Daniel Kelly Michael Gruich
DEPUTY FIRE CHIEFS	Trevor Carruthers Donald Levere Sandy Johnston Dave Lannin
SENIOR MUNICIPAL LAW ENFORCEMENT OFFICER COMMUNITY EMERGENCY MANAGEMENT COORDINATOR	Nicolas Hubble
INTERMEDIATE MUNICIPAL LAW ENFORCEMENT OFFICER	
MUNICIPAL LAW ENFORCEMENT OFFICERS (as determined by the Township of Russell)	Roxanne Garland Millie Bourdeau
AMPS HEARING OFFICER	John Ralko
AMPS SCREENING OFFICERS	Brandon Cousineau Danielle Ward
MUNICIPAL LAW ENFORCEMENT OFFICERS (for the purpose of issuing parking tickets)	Jamie Cheney Greg Stewart Barry Giberson Daniel Kelly
ANIMAL CONTROL BYLAW ENFORCEMENT OFFICER	Kevin Casselman

Schedule A
Bylaw 2022-01

LIVESTOCK POUND KEEPER(S)	Richard Scheepers (p)
LIVESTOCK EVALUATORS	Richard Scheepers (p)
FENCEVIEWERS	Brent Copeland (p) Larry Stewart (p) Gerry Boyce (p)
WEED INSPECTOR (Appointed by County)	Peter Leyenaar
SITE PLAN REVIEW TEAM	Angela Rutley Calvin Pol Stephen Mann Jacob Forget Jamie Cheney Danielle Ward (Secretary)
MUNICIPAL SOLICITORS	Ault & Ault Law Office Cunningham Swan Lawyers
MUNICIPAL AUDITORS	BDO Canada LLP
CLOSED MEETING INVESTIGATOR SERVICES	LAS-AMO (Local Authority Services)
INTEGRITY COMMISSIONER	Cunningham Swan Lawyers Tony Fleming

COMMITTEES OF COUNCIL	
ART ON THE WATERFRONT COMMITTEE	Council Representative Gary Annable (np) (Members as determined by the Committee from time to time)
CANADA DAY COMMITTEE	Council Representative Tony Fraser (np) (Members as determined by the Committee from time to time)
CHESTERVILLE GREEN ACTION GANG	Council Representative John Lennox (np) (Members as determined by the Committee from time to time)
CHESTERVILLE CARNIVAL COMMITTEE	Council Representative Matthew Uhrig (np) (Members as determined by the Committee from time to time)
CHESTERVILLE AND DISTRICT HISTORICAL SOCIETY	Council Representative Gary Annable (np) (Members as determined by the Organization from time to time)

Schedule A
Bylaw 2022-01

DOWNTOWN WINCHESTER COMMITTEE	Council Representative (np) Gary Annable (Members as determined by the Committee from time to time)
DAIRYFEST COMMITTEE	Council Representative Theresa Bergeron (Members as determined by the Committee from time to time)
OTHER COMMITTEES AND ASSOCIATIONS	
COMMITTEE OF ADJUSTMENT	(Members as determined by separate bylaw from time to time, governed by the Planning Act)
MUNICIPAL EMERGENCY CONTROL GROUP	(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Transportation Community Emergency Management Coordinator Emergency Information Officer Council Representative Gary Annable (np)
SD&G ACCESSIBILITY COMMITTEE	North Dundas Representative Al Lummiss (np)
EMERGENCY INFORMATION OFFICER (A)	Chloe Preston
COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR (A)	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE CHAIR	Daniel Kelly
EMERGENCY MANAGEMENT PROGRAM COMMITTEE	(As authorized by and stated in the North Dundas Emergency Plan) Head of Council CAO Director of Transportation Community Emergency Management Coordinator Emergency Information Officer Council Representative Gary Annable (np)
COMMUNITY IMPROVEMENT PLAN COMMITTEE	Council Representatives (np) Matthew Uhrig Gary Annable (A) Municipal Representative Angela Rutley

Schedule A
Bylaw 2022-01

	Municipal Representative Calvin Pol Municipal Representative Stephen Mann Community Representative Vince Zandbelt (np)
FIRE STEERING COMMITTEE	Composed of the Fire Commissioner, Fire Chiefs and Deputy Fire Chiefs
MUNICIPAL HERITAGE COMMITTEE	(Members as determined by the Committee from time to time)
DUNDAS COUNTY ARCHIVES COMMITTEE	North Dundas Representatives Darlene Fawcett Brienne Scott Nancy Johnston Tony Fraser Eric Duncan (non-voting member)
NORTH DUNDAS MOVIE COMMITTEE	Aaron Dellah (np) (Members as determined by the Committee from time to time)
PROPERTY STANDARDS COMMITTEE	(Members as determined by separate bylaw from time to time, governed by the Building Code Act)
RECREATION COMMUNITY GRANT REVIEW COMMITTEE	Council Representative(s)(np) Gary Annable Theresa Bergeron Angela Rutley Meaghan Meerburg
RIDEAU VALLEY CONSERVATION AUTHORITY	Gerry Boyce Representative (np)
SOUTH NATION CONSERVATION AUTHORITY	William Smirle Representative (np)
PARADE OF LIGHTS COMMITTEE	(Members as determined by the Committee from time to time)
RECREATION ASSOCIATIONS Marionville South Mountain Morewood	(Members as determined by the Associations from time to time)



ACTION REQUEST – BYLAW

Clerk

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2022-97 County Council Alternate

RECOMMENDATION:

THAT Bylaw No. 2022-97 being a Bylaw to appoint an alternative member to the United Counties of Stormont Dundas and Glengarry Council, be read and passed in Open Council, signed and sealed this 6th day of December, 2022.

BACKGROUND:

The Mayor and Deputy Mayor are members of SDG County Council. Section 268 of the *Municipal Act*, 2001 authorizes a local Municipality to appoint an alternate member of the upper-tier Council, to act in place of the Mayor or Deputy Mayor, should either one be unable to attend a meeting of the upper-tier Council for any reason.

The alternate member must be appointed by bylaw. The bylaw presented for Council consideration names Councillor Gary Annable as the County Council alternative member.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

Clerk - SDG

ATTACHMENTS:

Draft Bylaw No. 2022-97

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2022-97

Being a Bylaw to appoint an Alternative Member to the United Counties of Stormont, Dundas and Glengarry Council

WHEREAS, the *Municipal Act, 2001*, c.25 S5(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 Section 268 of the *Municipal Act, 2001* authorizes the Council of a local Municipality to appoint one of its members as an alternate member of the upper-tier Council, to act in place of a person who is a member of the Council of the local Municipality and its upper-tier Municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason;

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

- 1.0** THAT Council hereby authorizes the appointment of an alternate member to the United Counties of Stormont, Dundas and Glengarry Council for the current term of Council or until this appointment Bylaw is rescinded.
- 2.0** THAT Councillor Gary Annable be appointed as an alternate member to the United Counties of Stormont, Dundas and Glengarry Council.
- 3.0** THAT this Bylaw takes effect on the date of passing and any other bylaw inconsistent with this one is hereby repealed.

READ and passed in Open Council, signed and sealed this 6th day of December, 2022.

MAYOR

CLERK



ACTION REQUEST – BYLAW

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2022-92 and Bylaw No. 2022-93

RECOMMENDATION:

THAT Bylaw No. 2022-92 being a Bylaw to Adopt a Community Improvement Project Area be read and passed in Open Council signed and sealed this 6th day of December 2022.

AND THAT Bylaw No. 2022-93 being a Bylaw to Adopt a Community Improvement Plan for the Township of North Dundas be read and passed in Open Council signed and sealed this 6th day of December 2022.

BACKGROUND:

The purpose of this report is to adopt the Bylaws needed for the continued implementation of the Township of North Dundas' Community Improvement Plan (CIP), following the Public Meeting taking place on December 6th, 2022.

A CIP has been in place since 2013, with the current revision being in effect since 2017. The CIP comes up for renewal every five years to give the Township the opportunity to make revisions to reflect the current economic climate. The current CIP term expires on December 12th, 2022.

A notice of public meeting was advertised in a public newspaper and on our website on November 10th, 2022 in adherence to the 20-day public notice period, for the public meeting that is taking place on December 6th, 2022 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, 2022. 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 for Bylaw No. 2022-92 - recommended.**
- 2. Approve the recommendation for Bylaw No. 2022-93 - recommended.**
- 3. Do not approve the recommendations - not recommended.**

FINANCIAL ANALYSIS:

No additional impact on the 2022 or 2023 budget.

OTHERS CONSULTED:

- Mr. Calvin Pol, Director of Planning, Building and Bylaw Services

- Ms. Angela Rutley, CAO
- Mr. Peter Young, SDG Counties Director of Planning Services
- Ministry of Municipal Affairs and Housing

ATTACHMENTS:

- Draft Bylaw No. 2022-92 being a Bylaw to Adopt a Community Improvement Project Area
- Draft Bylaw No. 2022-93 being a Bylaw to Adopt a Community Improvement Plan
- Schedule “A” Community Improvement Plan

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 2022-92

**Being a Bylaw to Adopt a Community Improvement Project Area
for The Township of North Dundas**

WHEREAS pursuant to the provisions of Section 28(2) of the Planning Act, R.S.O. 1990, c. P.13, as amended, states that where there is an Official Plan in effect in a local municipality that contains provisions relating to community improvement in a municipality, the Council of the municipality may, by Bylaw, designate all or any part of an area covered by such an Official Plan as a Community Improvement Project Area for the purpose of preparing a Community Improvement Plan;

AND WHEREAS Sections 3.5.1.10 and 8.12.5 of the Official Plan of the United Counties of Stormont, Dundas and Glengarry (2018), contain policies and provisions relating to community improvement and enable the preparation of a Community Improvement Plan and designation of Community Improvement Project Area(s);

AND WHEREAS the Council of The Corporation of the Township of North Dundas deems it expedient and advisable to designate land hereinafter described as a Community Improvement Project Area;

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

- 1.0** That pursuant to Section 28(2) of the Planning Act, The Township of North Dundas, in its entirety, is hereby designated as the Community Improvement Project Area;
- 2.0** That Bylaw No. 2017-51 is hereby repealed;
- 3.0** This Bylaw shall come into force and take effect on the day of the passing.

READ and passed in Open Council, signed and sealed this 6th day of December, 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 2022-93

Being a Bylaw to Adopt a Community Improvement Plan for the Township of North Dundas

WHEREAS Sections 28(2) and (4) of the Planning Act, R.S.O. 1990, c. P.13, as amended, provides for the designation of a Community Improvement Project Area, and the adoption of a Community Improvement Plan;

AND WHEREAS under subsection 28(7) of the Planning Act, R.S.O. 1990, c. P.13, Council may make grants or loans, in conformity with the Community Improvement Plan, to registered owners, assessed owners and tenants of lands and buildings within the Community Improvement Project Area, and to any person to whom such an owner has assigned the right to receive a grant or loan, to pay for the whole or any part of the eligible costs of the Community Improvement Plan;

AND WHEREAS Section 28(4) of the Planning Act, R.S.O. 1990, c. P. 13, as amended states that when a Bylaw has been passed to designate a Community Improvement Project Area, Council may provide for the preparation of a plan suitable for adoption as a Community Improvement Plan for the Community Improvement Project Area;

AND WHEREAS Bylaw No. 2022-92, passed by the Council of The Corporation of the Township of North Dundas on December 6, 2022, designated The Township of North Dundas, in its entirety, as the Community Improvement Project Area;

AND WHEREAS Bylaw No. 2022-92 allows for the preparation of a Community Improvement Plan for the Community Improvement Project Area;

AND WHEREAS a Community Improvement Plan, attached as “Schedule A” and forming part of this Bylaw has been prepared for the Community Improvement Project Area and includes the Regional Incentives Program;

AND WHEREAS the Community Improvement Plan is deemed to be in conformity with the 2018 Official Plan of the United Counties of Stormont, Dundas and Glengarry.

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

- 1.0** That the Community Improvement Plan, which includes the Regional Incentives Program, attached hereto as “Schedule A” and forming part of this Bylaw, is adopted for the Community Improvement Project Area as set out in Bylaw No. 2022-92;

- 2.0 That Bylaw No. 2021-35 and Bylaw No. 2018-43 are hereby repealed;
- 3.0 This Bylaw shall come into force and take affect on the day of the final passing thereof.

READ and passed in Open Council, signed and sealed this 6th day of December, 2022.

MAYOR

CLERK



Community Improvement Plan



For Approval December 6, 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 makes recommendations to Council for approval. 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.

Table of Contents

1.0 Section 1 – Introduction.....3

2.0 Community Improvement Plan.....3

3.0 Community Improvement Areas.....5

4.0 Legislation.....5

5.0 Commercial Building Improvement Grant and Loan Program.....8

5.1 Facade Improvement and Signage Grant Program.....8

5.2 Commercial Improvement Loan Program.....9

5.3 Design Guidelines.....10

6.0 Environmental Site Assessment Grant Program.....14

6.1 Brownfield Legislative Framework.....14

6.2 Environmental Site Assessment Grant Program.....16

7.0 Eligibility.....17

7.1 Application and Approval Process.....19

8.0 Monitoring Program.....22

9.0 Marketing the CIP.....23

10.0 Amendments to the CIP.....23

11.0 Review of the CIP.....23

12.0 Definitions.....23

13.0 Section 2 - Regional Incentives Program.....27

14.0 Schedule A - Map of Community Improvement Area38

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.

4.0 Legislation

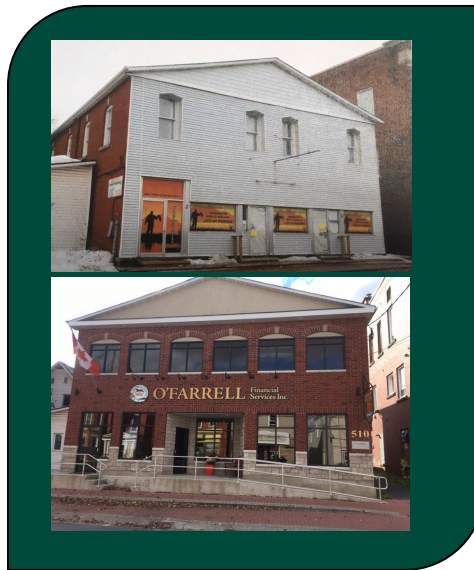
4.0.1 Municipal Act

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.*



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).

4.0.2 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:

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:

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:

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 Grant 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 the Review Committee.
- 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. Permit fees contained in the Building Bylaw for signs are to be included within the approved CIP grant.

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 the Review Committee.
- 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 the Review Committee.
- 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) Permit fees contained in the Building Bylaw for signs are to be included within the approved CIP grant.
- 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 and allocation of funds shall be made by Council. Extensions to be approved by the Review Committee.
 - 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. Taxes are not eligible for reimbursement. The final loan amount will be adjusted to reflect the amount established within the funding Agreement or final invoices, whichever is less.
- 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. A one-time 6-month extension can be granted upon approval by the Review Committee.
- 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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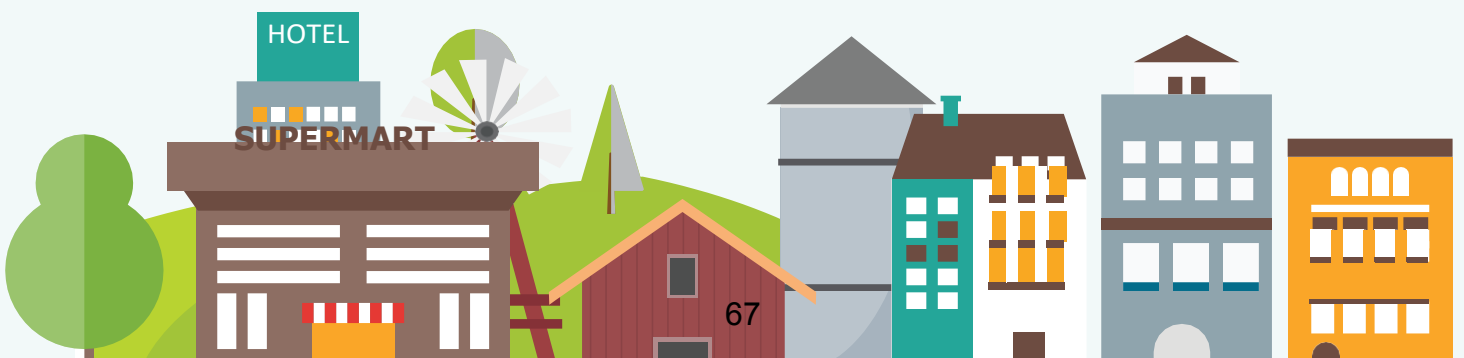




REGIONAL INCENTIVES PROGRAM – March 2021



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.

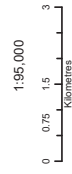
Tenant refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.

14.0 Schedule A: Map of Community Improvement Area

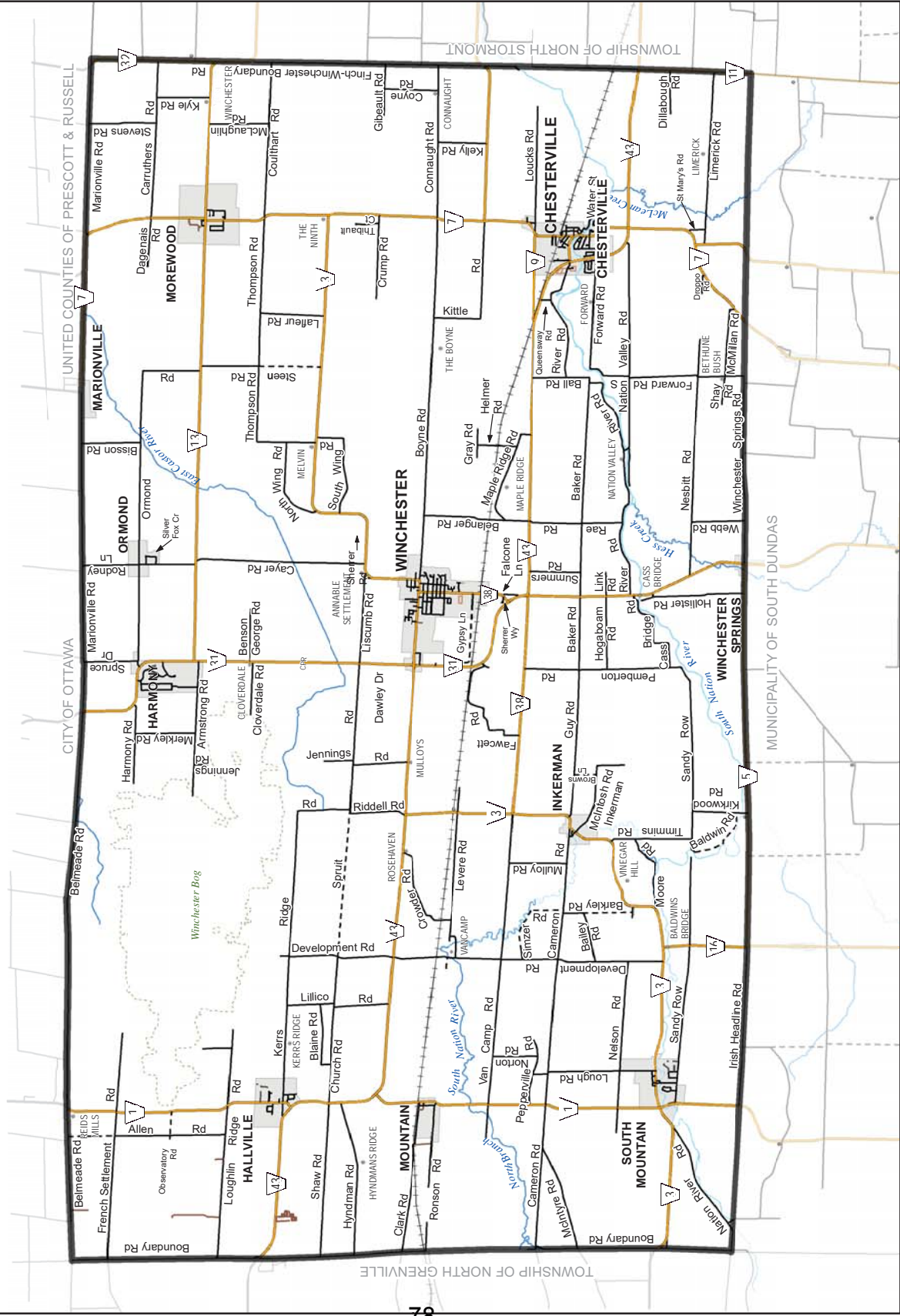
Township of North Dundas

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 – BYLAW

Planning, Building & By-law Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2022-90 Committee of Adjustment

RECOMMENDATION:

THAT Bylaw No. 2022-90 being a Bylaw to appoint members of the Township of North Dundas Committee of Adjustment be read and passed in Open Council, signed and sealed this 6th day of December 2022.

BACKGROUND:

Nicole McDonald resigned as a member of the Committee of Adjustment. She has served on the committee since 2019. The Planning Act requires that Council must replace this committee member as follows:

Committee of adjustment

44 (1) If a municipality has passed a by-law under section 34 or a predecessor of such section, the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable. R.S.O. 1990, c. P.13, s. 44 (1).

Term of office

(3) The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually. R.S.O. 1990, c. P.13, s. 44 (3).

Idem

(4) Members of the committee shall hold office until their successors are appointed, and are eligible for reappointment, and, where a member ceases to be a member before the expiration of his or her term, the council shall appoint another eligible person for the unexpired portion of the term. R.S.O. 1990, c. P.13, s. 44 (4).

Firstly, as noted above, Section 44(4) of the Planning Act, states that: “where a member ceases to be a member before the expiration of his or her term, the council shall appoint another eligible person for the unexpired portion of the term.” The new member can be a member of the public or a Council member.

Secondly, the new North Dundas Council was sworn in on November 15, 2022; Therefore, the members of the committee who are not members of Council will be appointed for the new term of Council (2022-2026).

Councillor Annable is currently serving on the Committee of Adjustment. Council has the option of reappointing Councillor Annable, changing the council member, adding another member of Council to the Committee, or adding a member of the public. Members of Council may only be appointed annually, whereas members of the public are appointed for the term of Council.

Traditionally, the Committee has been comprised of members of the public who have a general understanding of the Planning Act, the Provincial Policy Statement, the Official Plan and Zoning Bylaws. Over the years, the Township has made an effort to keep the committee composition balanced, between members who live in the urban parts and rural parts of the Township; and representation from the business community and the farm community. This has been done to keep balance of the Committee, given the types of variance requests made (side yard setback variances, undersized frontages or lots, reductions to the minimum separation distances for livestock facility expansions).

To maintain this balance, staff are recommending John Thompson for the appointment of Committee of Adjustment member as he has expressed an interest in serving on the Committee, and has a wealth of experience as a former member of Council for 16 years.

OPTIONS AND DISCUSSION:

- 1. Adopt the Bylaw as presented** - recommended.
- 2. Select other members for the Committee** - not recommended. Council can appoint other individuals or Council members. The selection of members is based on their experience with and knowledge of the Planning Act and associated regulations, along with their professional knowledge and background.
- 3. Do not adopt the By-law** – not recommended. Current members would sit until a new Bylaw is passed. The Committee of Adjustment is currently short one (1) member.

FINANCIAL ANALYSIS:

No impact on the Township budget. The Committee of Adjustment pay is covered by the Minor Variance Application Fees.

OTHERS CONSULTED:

CAO
Clerk

ATTACHMENTS:

Draft Bylaw No. 2022-90

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2022-90

***Being a Bylaw to Appoint Members to the
Township of North Dundas Committee of Adjustment***

WHEREAS Section 44 of the Planning Act, R.S.O. 1990, c. P.13, as amended, permits municipal councils by bylaw to constitute and appoint committees of adjustment;

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

1.0 The following individuals shall be appointed to the Township of North Dundas Committee of Adjustment and shall hold office for one year from the date of passage of this Bylaw for the Council member and for the term of this Council for members of the public, or until their successors are appointed:

- Gary Annable (Member of Council)
- Shirley Coons
- John Havekes
- Jo-Anne McCaslin
- John Thompson

2.0 Remuneration:

Members of the Committee of Adjustment shall receive the following remuneration:

- Chairperson \$90.00 per meeting
- Members \$80.00 per meeting

Each member shall be paid car mileage while using their vehicle on Committee business in accordance with the Township’s approved policy.

3.0 Bylaw No. 2022-17 is hereby repealed.

READ and passed in Open Council, signed and sealed this 6th day of December, 2022.

MAYOR

CLERK



ACTION REQUEST – BYLAW

Planning, Building & By-law Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Property Standards Committee Bylaw No. 2022-91

RECOMMENDATION:

THAT Bylaw No. 2022-91 being a Bylaw to appoint members to the Township of North Dundas Property Standards Committee be read and passed in Open Council, signed and sealed this 6th day of December 2022.

BACKGROUND:

A Property Standards Bylaw has been in effect since 2012 and regulates residential properties, non-residential properties, vacant buildings, vacant lands and open space. As per section 15.6 of the Building Code Act (BCA), a Property Standards Committee must be created and be formed of no fewer than 3 members and must include a secretary.

The Property Standards Committee is an independent quasi-judicial body consisting of three citizen members chosen by Council. The appeal hearing is conducted in accordance with the rules established by the Township's Property Standards Bylaws, pursuant to the Statutory Powers and Procedures Act and the BCA. The Committee's role is to hear the appeal and make a decision to confirm, rescind, amend or modify an Order of the Property Standards Officer.

Currently the Township is short one committee member with the resignation of Nicole McDonald. The members of the Property Standards Committee have traditionally been the same members as the Committee of Adjustment. With the new North Dundas Council that was sworn in on November 15, 2022, it is being recommended that the persons appointed for this committee be on the committee for the duration of the term of council. A total of 5 members is being recommended to be appointed as this will ensure quorum in case some of the members are not available.

Traditionally, committee members are comprised of members of the public who have a general understanding of the Property Standards Bylaw. Over the years, the Township has made an effort to keep committee composition balanced, between members who live in the urban and rural parts of the Township and representation from the business community and the farm community.

To maintain this balance, staff is recommending that the following be appointed:
Gary Annable (Member of Council), Shirley Coons, John Havekes, Jo-Anne McCaslin and John Thompson.

OPTIONS AND DISCUSSION:

1. **Adopt the Bylaw as presented** - recommended.
2. **Select other members for the Committee** - not recommended. Council can appoint other individuals or Council members. The selection of members is based on their experience with and knowledge of the Property Standards Bylaw, along with their professional knowledge and background.
3. **Do not adopt the By-law** – not recommended. Current members would sit until a new Bylaw is passed. The Property Standards Committee is currently short one (1) member.

FINANCIAL ANALYSIS:

Minor impact on the Township budget (\$410 per meeting when required). One Business meeting per year is required.

Section 15.6(3) of the Building Code Act, requires that the members of the committee be paid such compensation as the council may provide. It is being recommended that the remuneration of each member be identical to what the members of the Committee of Adjustment receive because both meetings are similar in nature.

When there is a property standards appeal, the person appealing the order must pay a fee of \$200 which covers most of the cost of the committee members to attend. For the remaining cost, this item is being included in the 2023 draft budget.

OTHERS CONSULTED:

CAO
Clerk
Director of Planning, Building and By-law Services

ATTACHMENTS:

Draft Bylaw No. 2022-91

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
BYLAW No. 2022-91

***Being a Bylaw to Appoint Members to the
Township of North Dundas Property Standards Committee***

WHEREAS Section 15.1(3) of the Building Code Act, 1992, S.O. 1992, c.23 as amended, authorizes the council of a municipality to pass a bylaw relating to property conditions;

AND WHEREAS Council of the Corporation of the Township of North Dundas enacted the Property Standards Bylaw No. 20-2012 on July 10, 2012;

AND WHEREAS Section 15.6(1) of the Building Code Act, 1992, S.O. 1992, c.23 as amended, requires that a Property Standards Committee be established and composed of no fewer than three members, as the Council considers advisable to hold office for such term;

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

- 1.0** The following individuals shall be appointed as members to the Township of North Dundas Property Standards Committee and shall hold office for one year from the date of passage of this bylaw for the Council member and for the term of this Council for members of the public, or until their successors are appointed:
- Gary Annable
 - Shirley Coons
 - John Havekes
 - Jo-Anne McCaslin
 - John Thompson
- 2.0** The following staff positions are appointed to assist the Township of North Dundas Property Standards Committee:
- Chief Building Official, or his or her designate, who shall serve as staff liaison (non-member).
 - Executive Assistant/Deputy Clerk for Planning, Building & By-law Services as Secretary to the Committee (non-member)
- 2.1** The secretary shall keep on file records of all official business of the Committee, including minutes and records of all appeals to the Committee and decisions thereon.
- 3.0** Members of the Property Standards Committee shall receive the following remuneration:
- Chairperson \$90.00 per meeting
 - Members \$80.00 per meeting
- 4.0** Each member shall be paid car mileage while using their vehicle on Committee business in accordance with the Township’s policy.
- 5.0** This Bylaw shall come into force on the date of passing.

READ and passed in Open Council, signed and sealed this 6th day of December, 2022.

MAYOR

CLERK



ACTION REQUEST – BYLAW

Planning, Building & By-law Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No.2022-89 Steeldo Site Plan

RECOMMENDATION:

THAT Bylaw No. 2022-89 being a Bylaw to authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Steel Do Inc. be read and passed in Open Council, signed this 6th day of December, 2022.

BACKGROUND:

On October 25, 2022 Steel Do Inc. submitted a signed application for Site Plan Control for Part of Lot 3, Concession 5, being part 5 on reference plan 8R-5156 in Winchester, Ontario. This development is located on private servicing (well and septic).

The site plan control group reviewed the proposed site plan on November 10th 2022 with South Nation Conservation and the United Counties. A site plan agreement is being prepared for signature. Attached is a bylaw authorizing the Mayor and the Clerk to sign the Site Plan Agreement once it is finalized.

Steel Do Inc. will be constructing a warehouse for the storage of construction materials such as steel studs, cement board, gypsum board, and other non-combustible materials which will be sold to general contractors in Ottawa and the Counties of SD&G.

Steel Do Inc. is planning to construct in the spring of 2023.

OPTIONS AND DISCUSSION:

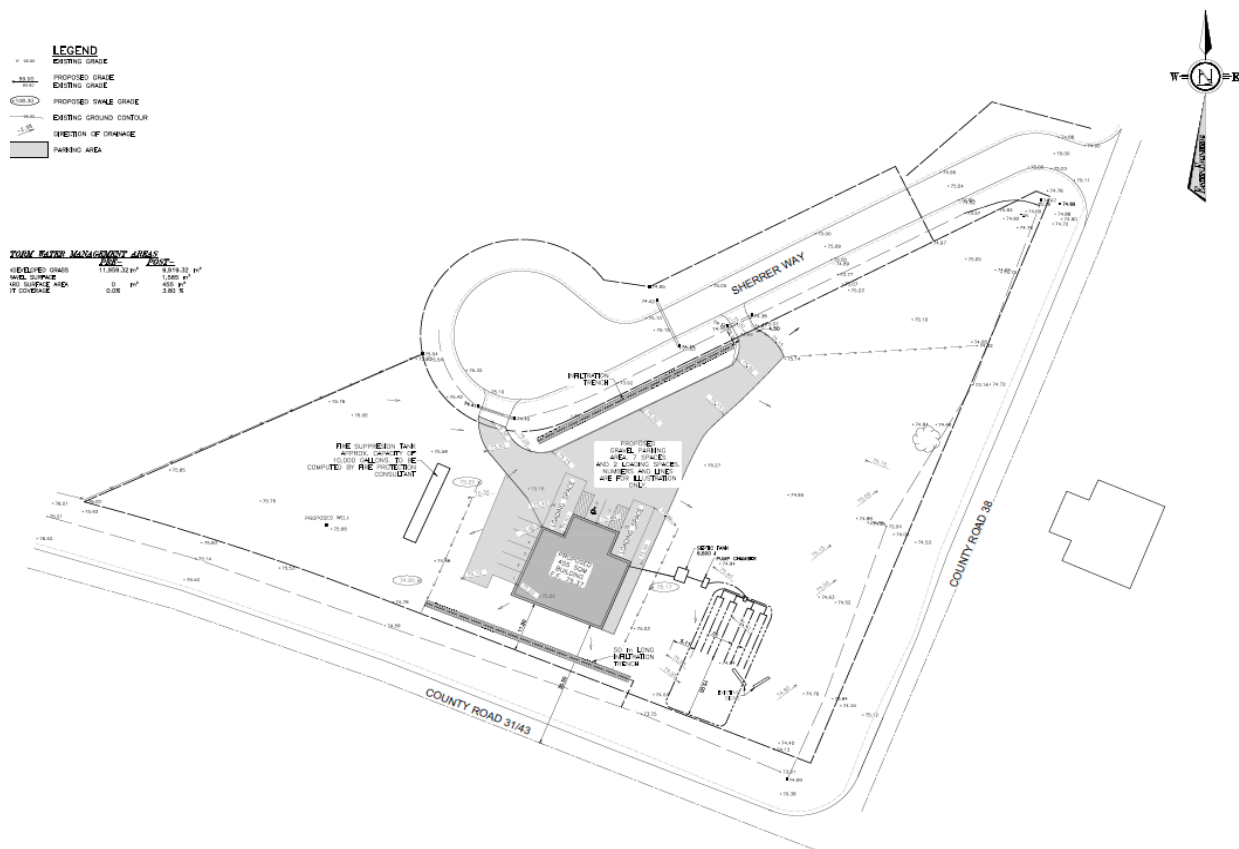
- 1. Approve the recommendation** - recommended.
- 2. Do not approve the recommendation** - not recommended.

FINANCIAL ANALYSIS:

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



Current Site (Vacant)—South End of Winchester (Corner of County Rd 31 and County Rd 38)



Proposed Site (Warehousing, parking lot, servicing, parking, and loading)

OTHERS CONSULTED:

Site Plan Control Team

South Nation Conservation

United Counties of Stormont, Dundas, and Glengarry

ATTACHMENTS:

Draft Bylaw No. 2022-89.

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2022-89

Being a Bylaw to Authorize the Mayor and Clerk to enter into a Site Plan Control Agreement between the Township of North Dundas and Steel Do Inc.

WHEREAS the Council of The Corporation of the Township of North Dundas deems it necessary and in the public interest to enter into a Site Plan Agreement with the owners of lands legally described as Part of Lot 3, Concession 5, being part 5 on reference plan 8R-5156 in Geographic Township of Winchester, now the Township of North Dundas, in the County of Dundas;

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

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

- 1.0** That the Mayor and Clerk are hereby authorized to sign a Site Plan Agreement with Steel Do Inc. for PIN# 661020651
- 2.0** That this Bylaw shall come into force and take effect on the date of its final passing.

READ and passed in Open Council, signed and sealed this 6th day of December, 2022.

MAYOR

CLERK



ACTION REQUEST - BYLAW

Environmental Services

To: Mayor and Members of Council

Date of Meeting: November 29, 2022

Subject: 2023 Tipping Fees

RECOMMENDATION:

THAT Bylaw 2021-45 being a Bylaw to establish fees for certain licences, permits, certificates and various services, be approved as amended this 6th day of December, 2022.

BACKGROUND:

The tipping fees in North Dundas for the Boyne Road Landfill have not been reviewed or amended since 2010. An analysis was conducted regarding tipping fees in the surrounding municipalities to evaluate reasonable recommendations for amendments. The chart below displays a summary of this analysis.

	North Dundas	South Glengarry	South Stormont	North Grenville	North Glengarry
Car/Van	\$15.00	\$10.00	\$20.00	\$140/tonne	\$25.00
Commercial Loads (Shingles/Construction)	\$25.00	\$50.00	\$65.00	\$140/tonne	Not Accepted
Freon Appliances	\$20.00	N/A	\$50.00	\$30.00	\$10.00
Yard Waste	Free	N/A	N/A	\$65/tonne	N/A

The recommended fees for North Dundas are as follows:

These fees will be increased:

- Regular Waste: \$20/c. yard (currently \$15/c yard)
- Shingles/Commercial: \$30.00/c. yard (currently \$25/c. yard)

These charges remain unchanged:

- Contaminated Waste: \$25.00/MT (no increase)
- Removal of Freon: \$20.00 (no increase, covers the cost of freon removal)

The Boyne Road Landfill tipping fees are set out in Bylaw 2021-45 which establishes the fees and charges to be collected by the Township of North Dundas. An amended Bylaw is attached reflecting the changes to Schedule A, highlighted in yellow.

In order to have sufficient time to educate users of the Landfill and for ease of accounting, staff are proposing that the fee schedule not be implemented until January 1st, 2023. Staff will be using a variety of communication methods such as social media, the Municipal website, and signs at the landfill advising site users of the changes to tipping fees. Site users

that hold charge accounts with the landfill will be sent a letter to advise them of the changes and the date of implementation.

OPTIONS AND DISCUSSION:

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

FINANCIAL ANALYSIS:

Based on fees charged this year and trends from the previous years, it is estimated that an additional \$45,000-\$50,000 in annual revenue will be generated with the proposed fee increase.

OTHERS CONSULTED:

ATTACHMENTS:

Draft Amended Bylaw 2021-45

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 2021-45

Being a bylaw to Establish Fees for certain Licences, Permits, Certificates and for various services

WHEREAS the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, as amended, provides that the powers of the Council shall be exercised by bylaw;

AND WHEREAS the Council of the Corporation of the Township of North Dundas is desirous of establishing fees for certain licences, permits certificates and for various services;

AND WHEREAS there is authorization to add unpaid fees and charges imposed by the municipality to the tax roll for which the owners are responsible for paying the fees and charges;

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

- 1.0** That By-law No 2017-12 is hereby repealed.
- 2.0** That the Schedule of Fees and Charges for various Township services as set out in Schedule “A” attached hereto and forming part of the bylaw is hereby adopted.
- 3.0** That any other bylaw inconsistent with the bylaw is hereby repealed.
- 4.0** That this bylaw takes effect on January 1, 2023.

READ and passed in Open Council, signed and sealed this 22nd day of June, 2021.

Schedule “A” amended this 6th day of December, 2022

MAYOR

CLERK

***SCHEDULE “A”
to By-law No. 2021-45***

ITEM	FEE
Legal Tax Certificate	\$ 50.00 minimum
Property Detail Certificate	\$ 25.00/ each
Drain Assessment Report	\$ 25.00/each
1 year income tax receipt (for income tax purposes)	\$5.00/account
Water & Sewer Certificate	\$25.00
Water Charges added to Tax Roll	\$25.00/transfer
Tax/Water Account Printouts (multiple years)	\$10.00/account
NSF Returned Cheques	\$25.00
Interest Rate for Miscellaneous Accounts Receivable	1.25%/month
Fax Transmission	\$1.00/minute
Photocopies	\$.25/page
Bingo Licences	\$ 10.00/Year
Raffle Licences	\$ 10.00/Year
Break Open Ticket Licences	\$ 100.00/Year
Marriage Licences	\$ 100.00 (Resident)
	\$125.00 (Non-Resident)
Civil Marriage Service	\$300.00
Fire Inspections	\$100.00
Fire Orders Search	\$100.00
Burn Permits	\$15.00
Code of Conduct Complaint Fee Municipal Investigator	\$125.00
Freedom of Information Requests	\$5.00+cost of search
Closed Meeting Investigator Services	\$125.00
Death Registration	\$20.00 (Resident)
	\$25.00 (Death out of Township)
	\$30.00 (Funeral Home outside Twp.)
Commissioner of Oaths	\$10.00/document

Transient Trader Licence	\$300.00
Entrance Permit	\$100.00
Civic Address Number	\$75.00
Waste Management Tipping Fees:	
a) Regular Waste	\$ 20.00/c. yard
	\$30.00/compacted yard
b) Shingles/Commercial	\$ 30.00/c. yard
c) Contaminated Waste	\$ 25.00/MT
d) Removal of Freon	\$20.00



ACTION REQUEST – BYLAW

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 14-2011 – County Road 3 – Schedule “A” Amendment

RECOMMENDATION:

THAT Bylaw No. 14-2011 being a Bylaw to set the water and sewer capital rate for sewer connections on County Road 3 (west of Main Street) be approved as amended this 6th day of December, 2022.

BACKGROUND:

New buildings that connect to the municipal sanitary sewer system on County Road 3 (west of Main Street) are charged the sewer capital rate. The capital rate from Schedule “A” of this Bylaw is increased annually by the CPI factor to arrive at the new capital rate for the next year. The 2022 amounts have been increased by 6.9%, as per the current household CPI for 2022 to arrive at the 2023 rates.

The Council of the Township of North Dundas authorized the construction of a sanitary sewer main on County Road 3 (west of Main Street) in 2009. The total construction cost of the sewer main extension was \$869,092.97, including \$109,533.70 for laterals, is to be recovered from the benefitting property owners. The capital rate is due and payable when the property is connected to the sanitary sewer system and is collected at the time of the connection permit issuance, in addition to the regular permit fees.

In addition to the above capital charge, owners are responsible for the cost to install laterals from the mains to their building.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended.
- 2. Do not approve the recommendation** – Council could choose to increase the rate by the non-residential construction CPI of 12.6% instead of the recommended 6.9%.

FINANCIAL ANALYSIS:

As the capital cost of constructing the County Road 3 sewer extension is recouped, the funds become available for other water and sewer capital projects.

ATTACHMENTS:

Amended Bylaw No. 14-2011

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 14-2011

Being a Bylaw of the Corporation of the Township of North Dundas setting the sewer capital rate for sewer connections on County Road #3 (West of Main St.).

WHEREAS the Council of The Township of North Dundas authorized the construction of a sanitary sewer main on County Road #3 from the Village limit, westerly to the intersection of County Road #3 and County Road #31;

AND WHEREAS the *Municipal Act, 2001*. S. O. 2001, c. 25, Section 391 authorizes a municipality to pass bylaws imposing fees or charges on any class of persons for capital costs related to sewage or water services or activities including on persons not receiving an immediate benefit;

AND WHEREAS the total construction cost of the sewer main extension \$869,092.97, including \$109,533.70 for laterals, shall be recovered from benefitting property owners;

AND WHEREAS the Council of the Township of North Dundas passed Bylaw 36-2006 setting the sewer capital rate for sewer connections on County Rd #3, but that bylaw was only in effect until December 31, 2010;

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

1.0 SEWER CAPITAL RATE CHARGE

1.1 Connections to the sanitary sewer main on County Road #3, (west of Main St.) shall be charged the following sewer capital rate:

1.2 Existing Buildings:

1.2.1 \$4,514.98 per *sewer unit* and,

1.2.2 \$4,978.80 where a lateral has been installed by the municipality to the property line.

1.2.3 The sewer capital rate shall be due and payable when the property is connected to the sanitary sewer and shall be collected at the time of sewer permit issuance in addition to the regular application permit fees.

1.2.4 Owners who connect to the sanitary sewer have the option of paying the sewer capital rate by annual payments over a 15-year period by entry on the collector's roll, to be collected in the same way as municipal taxes are collected.

1.2.5 The interest rate utilized for the 15-year payment plan shall be equivalent to the Chartered Bank Prime Lending Rate at the time the payment plan agreement is signed.

1.3 New Buildings:

1.3.1 The sewer capital rate shall be set out in Schedule A and shall be payable in full at the time of the Building Permit Application.

2.0 WATER METER REQUIRED

- 2.1 All properties connecting to the sanitary sewer will be required to install a water meter on their water supply. A 5/8" water meter will be supplied at no charge to the customer. For customers requiring a larger meter, the meter will be purchased by the Township and the cost of the meter billed to the property owner. The meter shall be installed by a representative of the Township or a contractor approved by the Township. The cost of installation will be the responsibility of the homeowner.

3.0 SEWER UNIT DETERMINATION

- 3.1 *Sewer units* will be calculated based on estimated sanitary sewage flow as determined on Tables 8.2.1.3.A and 8.2.1.3.B of the Ontario Building Code (OBC) 2006. (attached as schedule B)
- 3.2 A *sewer unit* shall mean 1600L/day sanitary sewage flow (3-bedroom residential *dwelling unit*).
- 3.3 A *dwelling unit* means a suite operated as a housekeeping unit, used or intended to be used as a domicile by 1 or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.
- 3.4 The number of *sewer units* for a *dwelling unit* or non-residential building will be determined as follows:

Estimated sanitary sewage flow on Tables 8.2.1.3.A or 8.2.1.3.B of the OBC 2006
1600L/day

- 3.5 Notwithstanding subsections 3.1 and 3.4, the minimum number of *sewer units* per dwelling unit or non-residential building shall be one (1).
- 3.6 *FIRST YEAR, NON-RESIDENTIAL, CAPITAL RATE ADJUSTMENT*: One year after connection is made to the water and sanitary sewer systems, the municipality may determine the actual amount of metered water that was used over the year and recalculate the number of *sewer units* and the capital rate based on this flow. A refund for overpayment or a bill for additional amounts outstanding will be issued to the property owner.

4.0 REQUIREMENT TO CONNECT

- 4.1 All new buildings that can be serviced by the existing municipal sanitary sewer must connect to the municipal sanitary sewer system. Existing buildings may make *repairs* or *alterations* to their existing septic system but cannot *replace* the leaching bed of their existing sewage system. At such time as an existing building requires a new leaching bed, it must connect to the municipal sanitary sewer system and pay the fee as set out in section 1.2 of this bylaw.

- 5.0** If any provision or requirement of this bylaw, or the application thereof to any person or land shall, to any extent, be held to be invalid or unenforceable by any court of competent jurisdiction, the remainder of the bylaw, or the application of it to all persons other than those in respect of whom it is held to be invalid or unenforceable, shall not be affected thereby, and each provision and requirement of this bylaw shall be separately valid and enforceable.

READ A FIRST AND SECOND AND THIRD TIME AND PASSED THIS 1st DAY OF FEBRUARY 2011.

2006 rates passed on Sept. 11, 2006, Bylaw 25-06.
2007 rates passed on January 15, 2007, Bylaw 36-06
2008 rates passed on June 24, 2008, Resolution #09
2009 rates passed on July 7, 2009, Resolution #21
2010 rates passed on October 12, 2010, Resolution #28
2011 rates passed on February 1, 2011, Bylaw 14-2011
2012 rates passed on March 26, 2012, Resolution #18
2013 rates passed on January 15, 2013, Resolution # 15
2014 rates passed on December 10, 2013 Resolution #16
2015 rates passed on December 10, 2014 Resolution #20
2016 rates passed on December 8, 2015 Resolution #25
2017 rates passed on December 13, 2016 Resolution #11
2018 rates passed on December 12, 2017 Resolution #17
2019 rates passed on December 11, 2018 Resolution #08
2020 rates passed on December 10, 2019 Resolution #17
2021 rates passed on December 15, 2020 Resolution #13
2022 rates passed on January 25, 2022 Resolution #2022-31
2023 rates passed on December 6, 2022 Resolution # 2022 - _____

MAYOR

CLERK

Schedule “A” of Bylaw 14-2011

Sewer Capital Rate for New Buildings

New buildings that connect to the municipal sanitary sewer system on County Road #3, (west of Main St.) shall be charged the following sewer capital rate:

Effective Date	Cost per <i>sewer unit</i>	Cost for a lateral, if installed*
September 11 – December 31, 2006	\$4,514.98	\$4,978.80
January 1 – December 31, 2007	\$4,709.12	\$5,192.89
January 1 – December 31, 2008	\$4,909.26	\$5,413.59
January 1 – December 31, 2009	\$5,100.72	\$5,624.72
January 1 – December 31, 2010	\$5,304.75	\$5,849.71
January 1 – December 31, 2011	\$5,516.94	\$6,083.70
January 1 – December 31, 2012	\$5,674.17	\$6,257.09
January 1 – December 31, 2013	\$5,844.39	\$6,444.80
January 1 – December 31, 2014	\$6,019.72	\$6,638.14
January 1 – December 31, 2015	\$6,188.27	\$6,824.00
January 1 – December 31, 2016	\$6,243.96	\$6,885.41
January 1 – December 31, 2017	\$6,375.08	\$7,030.00
January 1 – December 31, 2018	\$6,457.96	\$7,121.39
January 1 – December 31, 2019	\$6,619.41	\$7,299.43
January 1 – December 31, 2020	\$6,731.93	\$7,423.52
January 1 – December 31, 2021	\$6,772.32	\$7,468.06
January 1 – December 31, 2022	\$7,124.48	\$7,856.40
January 1 – December 31, 2023	\$7,616.07	\$8,398.49

*The cost for a lateral is only payable if a lateral was installed by the municipality to the property line.



ACTION REQUEST – BYLAW

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 15-2011 Dawley Drive – Schedule “A” Amendment

RECOMMENDATION:

THAT Bylaw No. 15-2011, being a Bylaw to set the capital rate for water and sewer connections on Dawley Drive, be approved as amended, this 6th day of December, 2022.

BACKGROUND:

The Township of North Dundas installed water and sewer mains on Dawley Drive in 2010. The total estimated construction cost of the water and sewer mains was \$325,000.00 and it was to be recovered from benefitting property owners as they connect to the system.

Bylaw 14-2022 that sets the sewer capital rate for sewer connections on County Road 3 also applies to the properties on Dawley Drive. The capital rate is payable when the property is connected to the mains and is collected at the time of connection permit issuance, in addition to the regular permit fees. In addition to the above capital charge, owners are responsible for the cost to install laterals from the mains to their buildings.

Connections to the water and sanitary sewer mains on Dawley Drive shall be charged the capital rate as set out in Schedule “A” attached, including the appropriate cost from Schedule “A” of Bylaw 14-2022. The capital rate from Schedule “A” of this Bylaw is increased annually by the CPI factor to arrive at the new capital rate for the next year. The 2022 amounts have been increased by 6.9%, as per the current household CPI for October 2022 to arrive at the 2023 charges.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended.
- 2. Do not approve the recommendation** – The rates could be increased by the non-residential construction CPI rate of 12.6%. Not recommended.

FINANCIAL ANALYSIS:

As the cost is recouped, it becomes available for other water and sewer capital projects.

ATTACHMENTS:

Amended Bylaw No. 15-2011

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 15-2011

Being a Bylaw of the Corporation of the Township of North Dundas setting the capital rate for water and sewer connections on Dawley Drive.

WHEREAS the Council of The Township of North Dundas authorized the construction of water and sanitary sewer mains on Dawley Drive in Winchester;

AND WHEREAS The *Municipal Act, 2001*, c.25 S.11 provides that a municipality may pass bylaws respecting matters within the sphere of public utilities;

AND WHEREAS The *Municipal Act, 2001*. S. O. 2001, c. 25, Section 391 authorizes a municipality to pass bylaws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it and further that capital costs related to sewage or water services or activities including on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS The *Municipal Act, 2001*, c.25, s. 398 states that the Treasurer of a local municipality may add fees and charges imposed by the municipality to the tax roll for the property in the local municipality and collect them in the same manner as municipal taxes and, in the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied and, in all other cases, any property for which all of the owners are responsible for paying the fees and charges;

AND WHEREAS at the time of the passage of this Bylaw, the total estimated construction cost of the water and sewer mains \$325,000, shall be recovered from benefitting property owners;

AND WHEREAS Township of North Dundas Bylaw 14-2011 that sets the sewer capital rate for sewer connections on County Rd. #3 applies to the properties on Dawley Drive;

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

1.0 WATER AND SEWER CAPITAL RATE CHARGE

- 1.1 Connections to the water and sanitary sewer mains on Dawley Drive shall be charged the capital rate as set out in Schedule "A" attached, including the appropriate cost from Schedule "A" of Bylaw 14-2011. The capital rate from Schedule "A" of this Bylaw will be increased annually by the CPI factor to arrive at the new capital rate for the next year.

Example: For the year 2011 the amount for an **existing building** will be \$13,112.48 per *sewer unit* comprised of \$8,597.50 + \$4,514.98 as per Bylaw 14-2011.

- 1.2 For the year 2011, the amount for a **new building** will be \$14,114.44 comprised of \$8,597.50 + \$5,516.94 as per Bylaw 14-2011.
- 1.3 The capital rate shall be due and payable when the property is connected to the mains and shall be collected at the time of connection permit issuance in addition to the regular permit fees.
- 1.4 In addition to the above capital charge, owners are responsible for the cost to install laterals from the mains to their building.

- 1.4.1 Owners who connect to the water and sanitary sewer have the option of paying the capital rate by annual payments over a 15-year period by entry on the collector's roll, to be collected in the same way as municipal taxes are collected.
- 1.4.2 The interest rate utilized for the 15-year payment plan shall be equivalent to the Chartered Bank Prime Lending Rate at the time the payment plan agreement is signed.

2.0 WATER METER REQUIRED

- 2.1 All properties connecting to the water and sewer systems will be required to install a water meter. A 5/8 water meter will be supplied at no charge to the customer. For customers requiring a larger meter, the meter will be purchased by the Township and the cost of the meter billed to the property owner. The meter shall be installed by a representative of the Township or a contractor approved by the Township. The cost of installation will be the responsibility of the property owner.

3.0 SEWER UNIT DETERMINATION

- 3.1 *Sewer units* will be calculated based on estimated sanitary sewage flow as determined on Tables 8.2.1.3.A and 8.2.1.3.B of the Ontario Building Code (OBC) 2006. (attached as schedule B)
- 3.2 A *sewer unit* shall mean 1600L/day sanitary sewage flow (3-bedroom residential *dwelling unit*).
- 3.3 A *dwelling unit* means a suite operated as a housekeeping unit, used or intended to be used as a domicile by 1 or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.
- 3.4 The number of *sewer units* for a *dwelling unit* or non-residential building will be determined as follows:

Estimated sanitary sewage flow on Tables 8.2.1.3.A or 8.2.1.3.B of the OBC 2006
1600L/day

- 3.5 Notwithstanding subsections 3.1 and 3.4, the minimum number of *sewer units* per dwelling unit or non-residential building shall be one (1).
- 3.6 *FIRST YEAR, NON-RESIDENTIAL, CAPITAL RATE ADJUSTMENT*: One year after connection is made to the water and sanitary sewer systems, the municipality may determine the actual amount of metered water that was used over the year and recalculate the number of *sewer units* and the capital rate based on this flow. A refund for overpayment or a bill for additional amounts outstanding will be issued to the property owner.

4.0 REQUIREMENT TO CONNECT

- 4.1.1 All new buildings (i.e., buildings constructed after this bylaw) that can be serviced by the existing municipal water and sanitary sewer must connect to the municipal systems.
- 4.1.2 Buildings that exist as of the passing of this bylaw may make *repairs* or *alterations* to their existing septic system but cannot *replace* the leaching bed of their existing septic system. At such time as an existing building requires a new leaching bed, it must connect to the

municipal sanitary sewer system and pay the fee as set out in section 1.0 of this bylaw.

- 4.1.3 Buildings that exist as of the passing of this bylaw may make repairs to their existing wells but cannot drill a new well.
- 4.1.4 When connecting to municipal services, buildings must be connected to **both** water and sewer systems. Connection to only one service will not be permitted.
- 4.1.5 Notwithstanding the above, all existing buildings on Dawley Drive must connect to municipal water and sewer services by December 31, 2035.

5.0 If any provision or requirement of this bylaw, or the application thereof to any person or land shall, to any extent, be held to be invalid or unenforceable by any court of competent jurisdiction, the remainder of the bylaw, or the application of it to all persons other than those in respect of whom it is held to be invalid or unenforceable, shall not be affected thereby, and each provision and requirement of this bylaw shall be separately valid and enforceable.

READ A FIRST, SECOND AND THIRD TIME AND PASSED ON THIS 1st DAY OF FEBRUARY 2011.

- 2011 rates passed on February 1, 2011, Bylaw 15-2011.
- 2012 rates passed on March 26, 2012, Resolution #
- 2013 rates passed on January 15, 2013, Resolution #16
- 2014 rates passed on December 10, 2013 Resolution #17
- 2015 rates passed on December 10, 2014 Resolution #21
- 2016 rates passed on December 8, 2015 Resolution #26
- 2017 rates passed on December 13, 2016 Resolution #12
- 2018 rates passed on December 12, 2017 Resolution #18
- 2019 rates passed on December 11, 2018 Resolution #09
- 2020 rates passed on December 10, 2019 Resolution #18
- 2021 rates passed on December 15, 2020 Resolution #14
- 2022 rates passed on January 25, 2022 Resolution #2022-30
- 2023 rates passed on December 6, 2022 Resolution #2022 - _____

MAYOR

CLERK

Schedule “A” of Bylaw 15-2011

Capital Rate

Buildings that connect to the municipal systems on Dawley Drive shall be charged the following capital rate:

Effective Date	Cost per sewer unit	Additional Cost per sewer unit as per Bylaw 14-2011	
		Existing building	New Building
January 1 – December 31, 2011	\$8,597.50	\$4,514.98	\$5,516.94
January 1 – December 31, 2012	\$8,812.44	\$4,514.98	\$5,674.17
January 1 – December 31, 2013	\$9,076.81	\$4,514.98	\$5,844.39
January 1 – December 31, 2014	\$9,349.11	\$4,514.98	\$6,019.72
January 1 – December 31, 2015	\$9,610.88	\$4,514.98	\$6,188.27
January 1 – December 31, 2016	\$9,697.37	\$4,514.98	\$6,243.96
January 1 – December 31, 2017	\$9,901.01	\$4,514.98	\$6,375.08
January 1 – December 31, 2018	\$10,029.72	\$4,514.98	\$6,457.96
January 1 – December 31, 2019	\$10,280.47	\$4,514.98	\$6,619.41
January 1 – December 31, 2020	\$10,455.23	\$4,514.98	\$6,731.93
January 1 – December 31, 2021	\$10,517.96	\$4,514.98	\$6,772.32
January 1 – December 31, 2022	\$11,064.89	\$4,514.98	\$7,124.48
January 1 – December 31, 2023	\$11,828.37	\$4,514.98	\$7,616.07



ACTION REQUEST – BYLAW

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2022-95 – Rates for Water and Sewer Services

RECOMMENDATION:

THAT Bylaw No. 2022-95, being a Bylaw for Fixing Rates for the Supply of Water and Sewer Services be read a first and second time in Open Council, this 6th day of December, 2022.

BACKGROUND:

Bylaw No. 2022-95 includes the proposed water and sewer rate increase for the Villages of Chesterville and Winchester for 2023, which are to take effect on January 1, 2023. The rate increase is based on the Township of North Dundas' Drinking Water and Wastewater Study that was completed by Ken Sharratt of Sharratt Water Management Ltd. in July 2020, attached.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation - recommended.**
- 2. Do not approve the recommendation – keep the rates the same as 2022. Not recommended.**

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

ATTACHMENTS:

Draft Bylaw No. 2022-95

Ken Sharratt – Executive Summary Report (Pages 3 & 4)

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 2022-95

Being a Bylaw of the Corporation of the Township of North Dundas for fixing rates for the supply of water/sewer services.

WHEREAS Section 391 of the Ontario Municipal Act, 2001, authorizes a municipality to pass bylaws imposing fees or charges on persons for services or activities provided or done by or on behalf of it.

AND WHEREAS the *Ontario Municipal Act, 2001*, S.O.2001, c.25, s.81, authorizes a municipality to shut off the supply of a public utility if the fees or charges payable by the owners or occupants of the land for the supply of the public utility are overdue;

AND WHEREAS the *Ontario Municipal Act, 2001*, S.O.2001, c.25, s.398(2), authorizes the collection of water and sewer rates in the same manner as municipal taxes.

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

- 1.0** The rates, as set out in Schedules “A” through “B” attached hereto and forming part of this bylaw, are hereby adopted and shall be in effect January 1, 2023.
- 2.0** Water/Sewer billings shall be issued quarterly with the exception of commercial large users, as determined by Municipal staff.
- 3.0** Commercial large users, as determined by Municipal staff, shall be billed monthly.
- 4.0** A monthly surcharge of one and one quarter percent shall be added to the bill if not paid on or before the due date.
- 5.0** All former bylaws or resolutions contrary to and inconsistent with all or any part of this Bylaw are hereby repealed including Bylaw 2022-11, which is repealed effective January 1, 2023.

READ a first and second time in Open Council this 6th day of December, 2022.

MAYOR

CLERK

READ a third and final time in Open Council, signed and sealed this 20th day of December, 2022.

MAYOR

CLERK

**Schedule “A”
Bylaw No. 2022-95**

Village of Winchester and Chesterville Water/Sewer Rates

WATER SERVICE RATES

- 1. Water consumption in the Village of Winchester and Chesterville shall be measured by water meters.
- 2. The following fixed fee per year shall be charged for each meter depending on size:

Meter Size	Fixed Annual Fee
0.60 inches	\$120.68
0.75 inches	\$120.68
1.0 inches	\$168.95
1.5 inches	\$217.22
2.0 inches	\$349.95
2.5 inches	\$844.73
3.0 inches	\$1,327.43
4.0 inches	\$1,689.45
6.0 inches	\$2,534.18

- 3. In addition to the fixed fee, all accounts shall be charged \$1.24 per cubic meter for water.
- 4. In the event of a dispute between the water remote reading and the actual water meter reading, the reading on the actual water meter shall be deemed the correct reading.
- 5. Where multiple unit buildings do not have individual metering, *the landlord* shall be charged the current rates for water and sewer on the metered water volume.

SEWER SERVICE RATES

- a) Sewer fees shall be invoiced on the water bills at the rate of 167% of the water rate including clauses 2 and 3 above except as noted in section b) to c) below.
- b) It was previously established that Lactalis at 490 Gordon St. returns only 10,000 cubic meters to the sewer system per year. Based on this amount, they shall be billed \$20,708 per year for unmetered sewage on the basis of \$1,726.00 per month. When sewage metered, they shall be billed \$2.07 per cubic meter for sewage.
- c) Properties that are only billed for sewer will be billed based on their private water use including the applicable fixed fee from section 2 above.

**Schedule “B”
Bylaw No. 2022-95**

Miscellaneous Charges

i)	Water and/or Sewer Connection Application	\$600.00
ii)	Miscellaneous sale of water to individuals or companies not connected to the water system	\$5.35 per cubic meter
iii)	Account Setup Charge	\$10.00
iv)	Manual Water Read Charge	\$26.00
v)	Data Logger Download Charge	\$26.00
vi)	Collection Charge (24 hour shut off notice)	\$7.00
vii)	Disconnection Charge	\$41.00
viii)	Reconnection Charge	\$41.00
ix)	NSF Charge	\$25.00
x)	Water/Sewer Customer Deposit	\$205.00



1. EXECUTIVE SUMMARY

The Township retained the services of Sharratt Water Management Ltd (SWML) to prepare rates for the Township's water and wastewater systems and to prepare a financial plan for the Township's water system that meets the requirements of Ontario Regulation 453/07. The financial plan is needed to renew the Townships drinking water system operators' license. The preparation of a financial plan has been prepared as a three-step process:

1. SWML has identified the future capital and major maintenance needs necessary to renew the assets in the water system to 2118, as well as their timing and costs. Future developments such as the implications of the water class EA now underway and the expansion of the Winchester lagoon have not yet been determined and will be covered in a future rate study. The asset renewal for the wastewater system was also projected to 2118.
2. Sharratt Water Management Ltd. has taken the capital renewal needs and the projected operating costs, inflated them to future cost, and developed full cost rates for the water wastewater system. The rates that are proposed and the process used to develop them are set out in this report. Wastewater rates were also developed using the same methodology as for water.
3. Water Financial Plan – This is based on the water portion of components 1 and 2 above, as well as the Township's listing of tangible capital assets. SWML will project the amortization of these assets forward to 2026. The water financial plan is set out in a separate report.

The communities of Winchester and Chesterville are 12 km apart, located in the Township of North Dundas, 60 km southeast of Ottawa. The Township operates water and wastewater systems in Winchester and in Chesterville. Water in both communities is provided by wells, and the two communities are connected with a water main. Wastewater treatment in both is provided by separate lagoon systems. The Township has common water and wastewater rates for users in both communities.

1.1 Water Rates

A water rate is proposed that would be applicable to all users commencing January 1, 2021. This is set out in table 1.1:

Table 1.1 Proposed North Dundas Water System Rates 2021-2025 Inflated and Constant \$

			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Fixed Charge by Meter Size														
Inches	5/8X3/4	MM	17	\$107.76	110.34	111.93	115.97	120.68	125.67	130.67	135.98	141.52	147.28	153.29
	3/4	19	\$107.76	110.34	111.93	115.97	120.68	125.57	130.67	135.98	141.52	147.28	153.29	
	1	25	\$150.84	154.47	156.70	162.36	168.95	175.80	182.94	190.38	198.13	206.20	214.60	
	1.5	37.5	\$193.92	198.60	201.47	208.75	217.22	226.03	235.21	244.77	254.73	265.11	275.92	
	2	50	\$312.36	319.97	324.59	336.32	349.96	364.16	378.95	394.36	410.40	427.12	444.53	
	2.5	62.5	\$753.96	772.35	783.48	811.82	844.73	879.00	914.71	951.89	990.63	1,030.98	1,073.01	
	3	75	\$1,184.78	1,213.69	1,231.19	1,275.71	1,327.43	1,381.29	1,437.40	1,495.83	1,556.71	1,620.11	1,686.16	
	4	100	\$1,507.80	1,544.70	1,566.97	1,623.63	1,689.45	1,758.01	1,829.41	1,903.79	1,981.28	2,061.96	2,146.03	
	6	150	\$2,262.96	2,317.04	2,350.45	2,435.45	2,534.18	2,637.01	2,744.12	2,855.68	2,971.89	3,092.94	3,219.04	
Cost per Cubic Metre - Inflated \$			1.10	1.12	1.16	1.20	1.24	1.28	1.33	1.37	1.44	1.51	1.58	
Cost per M3 2019\$			1.10	1.09	1.10	1.11	1.12	1.13	1.14	1.15	1.18	1.21	1.23	

The above rates represent an increase of 3.5% per year from 2021 to 2026. The rate is projected to finance future capital projects from 2021 to 2029, and beyond. It also covers



projected operating cost increases and it will enhance the capital reserves. Some of the water bills that are associated with this rate are set out below in table 1.2:

Table 1.2 Annual Water Bills with the Current/Proposed Water Rates 2021-2025 Inflated \$

Hypothetical User	2019	2020	2021	2022	2023	2024	2025
Single Person with 70 M3/Year	\$185	\$189	\$193	\$200	\$207	\$215	\$223
Couple with 125 M3 per Year	\$245	\$250	\$257	\$265	\$275	\$286	\$296
Family 300 M3 per Year	\$438	\$446	\$459	\$475	\$492	\$510	\$528
Coffee Shop (Busy) 1000 m3/Yr	\$1,251	\$1,273	\$1,313	\$1,358	\$1,406	\$1,456	\$1,509
Large Industrial User 500,000m3/Yr	\$51,185	\$50,709	\$59,884	\$610,859	\$644,306	\$679,417	\$716,272

Water bills increase at about 3% per year including inflation of 2.5-3%. A low volume user of 70 m3 per year will pay \$189 in 2020 and \$223 in 2025. A family using 300 cubic metres per year will pay \$446 in 2020 and \$528 in 2025. A large coffee shop using 1000 cubic metres per year will pay \$1,273 in 2020 and \$1,509 in 2025. The large industrial user will pay \$560,709 in 2020, accounting for 50% of all water user fees, and \$716,272 in 2025.

1.2 Wastewater Rates

Wastewater charges are commonly collected by placing a surcharge on water use by those connected the wastewater system. This approach makes sense, as the wastewater a user directs to the wastewater treatment system is generally related to the amount of water bought by that user. Winchester has utilized this approach in the past, and it is proposed that the Township utilize this approach in the future.

Table 1.3 Proposed Wastewater Surcharge on Water Bills 2020-2025 Per Cent

	2019	2020	2021	2022	2023	2024	2025
Wastewater Surcharge	161%	165%	167%	167%	167%	167%	168%

The surcharge is calculated by determining the amount of water returned to the system. The large industrial user in Winchester has its own wastewater treatment facility and returns only 10,000 cubic metres to the Township wastewater system. The calculation is set out in table 7.5 in this report. The projection of future capital renewal has meant that future rate increases are needed, if reserves are to be maintained, and debt is to be avoided.



ACTION REQUEST – BYLAW

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2020-59 Amendment – Water and Sewer Capital Charges

RECOMMENDATION:

THAT Bylaw No. 2020-59, being a Bylaw to set Capital Charges for Water and Sanitary Sewer Connections be approved, as amended, this 6th day of December, 2022.

BACKGROUND:

The capital charges from Schedule “A” of this Bylaw is to be increased annually by the CPI factor to arrive at the new capital charge for the next year. The 2022 capital charges for various types of dwelling units have been increased by 12.6%, as per the current non-residential construction CPI. The 2023 capital charges will take effect on January 1, 2023.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended.
- 2. Do not approve the recommendation** – keep the rates as of 2022. Not recommended. These rates would result in a significant shortfall in financing water and sewer capacity projects.
- 3. Do not approve the recommendation** - Council could choose to lower the rate to the current household CPI of 6.9%, instead of the recommended 12.6%. This lower rate would result in a significant shortfall in financing ongoing water and sewer projects to increase capacity.

FINANCIAL ANALYSIS:

The initial rates set for water and sewer capital charges were based on the projected costs of the current ongoing water/sewer projects. The costs of these projects is rising exponentially by at least, if not more, than the current non-residential construction CPI of 12.6%. If the rates are set below the construction CPI (12.6%), a significant shortfall will be incurred.

The Table set out below, compares the current 2022 rates, rates if increased by the 6.9% household CPI, and rates if increased by the 12.6% non-residential construction CPI.

COMPARISON TABLE - Capital Charges for Water and Sanitary Sewer Connections

Effective Date	Capital Charges	Singles, Semis and Townhomes	Apartments 2 Bedrooms+	Apartment-Bachelor and 1 Bedroom Units	Other Multiples	Senior-Orientated Dwelling Unit	Special Care/Special Needs Dwelling Units
CURRENT January 1, 2022 – December 31, 2022	Water Services	\$3,156	\$2,314	\$1,473	\$2,525	\$1,525	\$526
CURRENT January 1, 2022 – December 31, 2022	Sewer Services	\$6,102	\$4,474	\$2,848	\$4,881	\$2,949	\$1,017
Totals - Current		\$9,258	\$6,788	\$4,321	\$7,406	\$4,474	\$1,543
+ 6.9% CPI (Household) January 1, 2023 – December 31, 2023	Water Services	\$3,374	\$2,474	\$1,575	\$2,699	\$1,630	\$562
+ 6.9% CPI (Household) January 1, 2023 – December 31, 2023	Sewer Services	\$6,523	\$4,783	\$3,045	\$5,218	\$3,152	\$1,087
Totals - + 6.9% CPI		\$9,897	\$7,257	\$4,620	\$7,917	\$4,782	\$1,649
+ 12.6% CPI (Construction) January 1, 2023 – December 31, 2023	Water Services	\$3,554	\$2,606	\$1,659	\$2,843	\$1,717	\$592
+ 12.6% CPI (Construction) January 1, 2023 to December 31, 2023	Sewer Services	\$6,871	\$5,038	\$3,207	\$5,496	\$3,321	\$1,145
Totals – 12.6% CPI		\$10,425	\$7,644	\$4,866	\$8,339	\$5,038	\$1,737

OTHERS CONSULTED:

ATTACHMENTS:

Amended Bylaw No. 2020-59

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW NO. 2020-59

Being a Bylaw of the Corporation of the Township of North Dundas to set capital charges for water and sanitary sewer connections in the Township of North Dundas.

AND WHEREAS the *Municipal Act*, S.O. 2001, c. 25, Section 11 provides that a municipality may pass bylaws respecting matters within the sphere of public utilities;

AND WHEREAS the *Municipal Act, 2001*, S. O. 2001, c. 25, Section 391 authorizes a municipality to pass bylaws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and that fees or charges for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time;

AND WHEREAS the *Municipal Act*, S.O. 2001, c. 25, Section 398 authorizes the collection of water and sewer fees and charges in the same manner as municipal taxes;

AND WHEREAS the Council of the Corporation of the Township of North Dundas has approved recommendations in the Drinking Water and Wastewater System Rate Report and Drinking Water Financial Plan prepared by Sharratt Water Management Ltd. for the Township's Water and Wastewater Systems that are consistent with the requirements of the *Sustainable Water and Sewage Systems Act, 2002*;

AND WHEREAS the recommendations included setting capital charges for water and sanitary sewer connections in the villages of Winchester and Chesterville to facilitate lifecycle planning, support sustainability and economic development, and provide a fair, affordable and equitable service to the users of the system;

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

1.0 SHORT TITLE

- 1.1 That this Bylaw shall be known as the "Capital Charges for Water and Sanitary Sewer Connections Bylaw".

2.0 DEFINITIONS

For the purposes of this Bylaw, the following definitions shall apply:

- 2.1 *Apartment* means a dwelling or residential building containing three or more dwelling units, all having a common entrance from the outside or a common hall or halls, and shall include Back-to-Back and Stacked Townhouse (2+ bedrooms), but shall not include a townhouse or row dwellings.
- 2.2 *Back-to-Back and Stacked Townhouse* means a building containing a minimum of six and no more than sixteen dwelling units that is divided vertically or horizontally, where each unit is divided by a common wall, including a common rear wall without a rear yard setback and whereby each unit has an independent entrance from the outside accessed through the front yard or exterior side yard.
- 2.3 *Bedroom* means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room, bathroom or kitchen.

- 2.4 *Duplex* shall mean a building that is divided horizontally into two (2) dwelling units, each of which has an independent entrance either directly or through a common vestibule.
- 2.5 *Dwelling Unit* means one or more habitable rooms in which sanitary conveniences are provided for the exclusive use of the occupants and in which a single kitchen is provided, and with an independent entrance either directly from the outside of the building or through a common corridor or vestibule inside the building.
- 2.6 *Existing Residential Building* means a residential building which can be occupied and used for residential use, and has been in existence for a minimum of two years.
- 2.7 *Mixed Use* means land, building or structures used or designed or intended for a combination of non-residential uses and residential uses;
- 2.8 *Multiple Dwelling* means a residential building containing three (3) or more separate dwelling units other than a townhouse. This definition may include a senior citizens apartment.
- 2.9 *Non-Residential Uses* means uses of land, buildings or structures for purposes other than a dwelling unit and shall include commercial, institutional, industrial uses, and other such uses and excluding agricultural uses.
- 2.10 *Residential Use* means land, buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals.
- 2.11 *Row Dwelling / Townhouse* means a building or structure consisting of a series of three (3) or more dwelling units, but not more than eight (8) units in a continuous row divided vertically into separate dwelling units by a common wall above grade.
- 2.12 *Secondary Dwelling Unit* means a dwelling unit that is subsidiary to and located in the same building as an associated principal dwelling unit; and its creation does not result in the creation of a semi-detached dwelling, row dwelling or a multiple dwelling.
- 2.13 *Semi-detached Dwelling* means a residential building that is divided vertically into two (2) dwelling units.
- 2.14 *Senior-Oriented Dwelling Unit* means a dwelling unit specifically designed for seniors to provide an age-targeted residence, primarily for persons who are either retired or close to retirement, which is part of a complex of 30 or more similar units, and shall have access to shared common facilities (clubhouse or lifestyle centre with activities, sometimes with indoor and outdoor swimming pools, exercise facilities, craft rooms, demonstration kitchens, and decks and patios for gathering), but shall not include single detached dwelling units.
- 2.15 *Single Detached Dwelling* means a residential building consisting of only one dwelling unit.
- 2.16 *Special Care/Special Needs Dwelling* means a building where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings; which shall not have exclusive sanitary and/or culinary facilities, that is designed to accommodate persons with specific needs, including independent permanent living arrangements, and where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels. Special care/special needs dwellings include, but are not limited to, retirement

homes and lodges, nursing homes, charitable dwellings, accessory dwellings and group homes.

- 3.0** No new development shall be permitted to be serviced on private services (well and/or septic system) where piped municipal services are readily available, or where they could be reasonably extended, as determined by Council.
- 4.0** Prior to connection to the municipal water and/or sewer systems, the applicant shall first obtain a connection permit from the Township at the rate set out in the rate bylaw.
- 5.0** Prior to connecting to the existing water and sanitary sewer main in the Township, the applicant shall pay the capital charges as determined in Section 7.
- 6.0** With respect to any building which is already connected to either the Water Distribution System or the Sanitary Sewage Collection System, or both, and requires a Building or Change of Use Permit under the Building Code, a Water Capital Charge and/or Sanitary Sewage Capital Charge shall be payable and shall be determined as follows:
 - 6.1 The Municipality shall determine the new charge payable in accordance with Section 7.
 - 6.2 The Owner of land shall receive, where applicable, one of the following credits against the amount determined under 6.1:
 - 6.2.1 The amount which applied to the use for the building in question which was in effect as of January 1, 2015; or,
 - 6.2.2 For any land which has previously paid a Water Capital Charge or a Sanitary Sewage Capital Charge under this Bylaw, the amount previously paid when such land was last assessed a Water Capital Charge or a Sanitary Sewage Capital Charge.
 - 6.2.3 Where a building has been razed or demolished within the last year, the above credits apply as if the building still existed.
 - 6.3 Where the credit under 6.2 exceeds the amount of the Water Capital Charge or Sanitary Sewage Capital Charge being imposed, the amount of such charge shall be zero but there shall not be any repayment to an Owner.

7.0 WATER/SEWER UNIT DETERMINATION

- 7.1 Water and Sewer residential units will be allocated according to Bylaw No. 2020-23.
- 7.2 The number of commercial/non-residential water units will depend upon the proposed development and will be as determined by the Director of Public Works.
- 7.3 The number of commercial *sewer units* will be equivalent to water units and reviewed in consideration of the Ontario Building Code (OBC).
- 7.4 The fees for water and sewer allocation for residential and commercial/non-residential will be determined in accordance with Schedule "A".
- 7.5 Notwithstanding subsections 7.1, 7.2 and 7.3, the minimum number of water and *sewer units* shall each be one (1).

8.0 FIRST YEAR, NON-RESIDENTIAL/COMMERCIAL, CAPITAL RATE ADJUSTMENT

For a period of one year after occupancy and the start of water usage as determined by the Township, the municipality may determine the actual amount of metered water

that was used over the year and recalculate the number of water and sewer units and the capital charge based on this flow. A refund for overpayment or a bill for additional amounts outstanding will be issued to the property owner.

- 9.0** If any provision or requirement of this Bylaw, or the application thereof to any person or land shall, to any extent, be held to be invalid or unenforceable by any court of competent jurisdiction, the remainder of the Bylaw, or the application of it to all persons, other than those in respect of whom it is held to be invalid or unenforceable shall not be affected thereby, and each provision and requirement of this Bylaw shall be separately valid and enforceable.
- 10.0** If any amount charged under this Bylaw remains unpaid thirty (30) days after it has been invoiced, the outstanding amount will be added to the tax roll for the property to which it applies and collected in the same manner as municipal taxes.
- 11.0** All former Bylaws or resolutions contrary to and inconsistent with all or any part of this Bylaw are hereby repealed.

READ and passed in Open Council, signed and sealed this 15th day of December, 2020.

Schedule A amended this 8th day of February, 2022.
AMENDED this 6th day of December, 2022.

MAYOR

CLERK

Schedule “A”
Bylaw 2020-59

FEES AND CHARGES

- Capital Charge for Connections

Effective Date	Capital Charges	Singles, Semis and Townhomes	Apartments 2 Bedrooms+	Apartment-Bachelor and 1 Bedroom Units	Other Multiples	Senior-Orientated Dwelling Unit	Special Care/Special Needs Dwelling Units
January 1, 2022 – December 31, 2022	Water Services	\$3,156	\$2,314	\$1,473	\$2,525	\$1,525	\$526
January 1, 2022 – December 31, 2022	Sewer Services	\$6,102	\$4,474	\$2,848	\$4,881	\$2,949	\$1,017
January 1, 2023 – December 31, 2023	Water Services	\$3,554	\$2,606	\$1,659	\$2,843	\$1,717	\$592
January 1, 2023 – December 31, 2023	Sewer Services	\$6,871	\$5,038	\$3,207	\$5,496	\$3,321	\$1,145

Commercial/non-residential water and sewer allocation will depend upon the type of the proposed development and capital charges will be calculated based on equivalent number of residential single/semis and Townhomes criteria.



ACTION REQUEST – BYLAW

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bylaw No. 2022-86 -Water and Sewer Allocation

RECOMMENDATION:

THAT Bylaw No. 2022-86 being a Bylaw to establish a Growth Management and Development Allocation Process for the Water Distribution and Sewage Treatment Systems of the Corporation of the Township of North Dundas be approved as amended this 6th day of December, 2022.

BACKGROUND:

Bylaw 2022-86 was passed at the November 8th Regular Council Meeting.

Upon further review and discussions with the Applications Expediter/Building Official, additional changes are proposed to sections 7.1.1, 7.2, 9.1.1. and 9.2 to adjust the wording from “applied for” to “issued” as highlighted on the attached draft, amended bylaw. This is in reference to the expiry of capacity allocations “unless a building permit has been applied for”.

The term “applied for” is not clear and can be misunderstood. In some cases, individuals drop off a building permit application that is incomplete and/or does not include the application fee. The applicant is notified that the application is incomplete, but they may not take any further action for months or may abandon the application completely, but they may think that they have “applied for” a building permit. The proposed, revised wording provides clarity in that a building permit must be issued in relation to the capacity allocation.

Additionally, all references to the Public Works Department were changed to the Environmental Services Department and the Director of Public Works was changed to Director of Environmental Services.

OPTIONS AND DISCUSSION:

- 1. Approve the recommendation** - recommended. This provides clarity to applicants.
- 2. Do not approve the recommendation** - not recommended. This may result in confusion regarding capacity expiry dates.

FINANCIAL ANALYSIS:

No financial impact

OTHERS CONSULTED:

Application Expediter/Building Official

ATTACHMENTS:

Draft Amended Bylaw 2022-86

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2022-86

Being a Bylaw to Establish a Growth Management and Development Allocation Process for the Water Distribution and Sewage Treatment Systems of The Corporation of the Township of North Dundas.

WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25 (hereinafter referred to as the “*Act*”) authorizes The Corporation of The Township of North Dundas (hereinafter the “*Township*”) to pass bylaws respecting the production, treatment, storage and distribution of water throughout the *Township*;

AND WHEREAS Section 11 of the *Act* authorizes the *Township* to pass bylaws respecting the collection and treatment of sanitary sewage throughout the *Township*;

AND WHEREAS the *Township* desires to establish a Growth Management Development Allocation System in the *Township* to direct the allocation of *Water Capacity* and *Sanitary Sewer Capacity* in accordance with the purpose and intent of the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

AND WHEREAS the availability of *Water Capacity* and *Sanitary Sewer Capacity* may vary from year to year, it is in the best interests of the residents of the *Township* that *Water Capacity* and *Sanitary Sewer Capacity* be allocated in a manner which is consistent with the *Township's* development priorities as set out herein;

AND WHEREAS the *Township* deems it appropriate that the issuance of all building permits in the Villages of Chesterville and Winchester shall be subject to the provisions of this Bylaw;

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

1.0 SHORT TITLE

1.1 That this Bylaw shall be known as the “Water and Sanitary Sewer *Capacity Allocation* Bylaw”.

2.0 DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

Act means the *Municipal Act, 2001*, S.O. 2001, c.25.

Annual Development Allocation shall mean the total number of units of *Water Capacity* and the total number of units of *Sanitary Sewer Capacity* which may be allocated for development.

Apartment means a dwelling or residential building containing three or more dwelling units, all having a common entrance from the outside or a common hall or halls, and shall include Back-to-Back and Stacked Townhouse (2+ bedrooms), but shall not include a townhouse or row dwellings.

Applicant means the *Owner* of *Land* or the authorized agent of the *Owner*.

Back-to-Back and Stacked Townhouse means a building containing a minimum of six and no more than sixteen dwelling units that is divided vertically or horizontally, where each unit is divided by a common wall, including a common rear wall without a rear yard setback and whereby each unit has an independent entrance from the outside accessed through the front yard or exterior side yard;

Bedroom means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room, bathroom or kitchen.

Capacity Allocation means the granting of *Water Capacity* *Sanitary Sewer Capacity* or both.

Capacity Allocation Date means the date which is sixty (60) days after any Application Date or such other date to which the *Capacity Allocation Date* may be extended in accordance with this Bylaw.

Council means the Municipal Council of The Corporation of the Township of North Dundas;

Development Application means an application for the development of *Land* or building(s) which shall include but not be limited to:

- a) an application for a connection to the *Water Distribution System* or *Sewage Treatment System* for an existing building or structure;
- b) the approval of a condominium under Section 50 of the Condominium Act or draft approval of a plan of subdivision under Section 50 of the Planning Act;
- c) any change in use that requires an occupancy permit under Section 34(6) of the Planning Act and which increases the demand for *Water Capacity* and/or *Sanitary Sewer Capacity*;
- d) approval of a Site Plan Agreement under Section 41(7) of the Planning Act which increases the demand for *Water Capacity* and/or *Sanitary Sewer Capacity*; or
- e) any other development of a property which requires connection to the *Water Distribution System* or the *Sewage Treatment System* or an increase in the demand for *Water Capacity* or *Sanitary Sewer Capacity* which has not already been provided for in this Bylaw;

Duplex shall mean a building that is divided horizontally into two (2) dwelling units, each of which has an independent entrance either directly or through a common vestibule.

Dwelling Unit means one or more habitable rooms in which sanitary conveniences are provided for the exclusive use of the occupants and in which at least one but not more than one kitchen is provided, and with an independent entrance either directly from the outside of the building or through a common corridor or vestibule inside the building.

Land shall mean any existing lot of record and any new lot of record created by Transfer/Deed of Land, Plan of Subdivision or Condominium Plan;

Owner or Owners means the person(s) who is/are the registered Owner(s) of *Land*;

Other Multiples means a dwelling unit that is not a Single-Detached, Semi-Detached, Townhouse, Apartment, Special Care, or Senior-Oriented dwelling unit.

Project means a development Project which requires *Water Capacity*, *Sanitary Sewer Capacity* or both;

Row Dwelling / Townhouse means a building or structure consisting of a series of three (3) or more dwelling units, but not more than eight (8) units in a continuous row divided vertically into separate dwelling units by a common

wall above grade.

Sanitary Sewer Capacity means a unit of capacity within the *Sewage Treatment System* as defined in Schedule A of this Bylaw;

Semi-detached means a residential building that is divided vertically into two (2) dwelling units.

Senior-Oriented Dwelling Unit means a dwelling unit specifically designed for seniors to provide an age-targeted residence, primarily for persons who are either retired or close to retirement, which is part of a complex of 30 or more similar units, and shall have access to shared common facilities (clubhouse or lifestyle centre with activities, sometimes with indoor and outdoor swimming pools, exercise facilities, craft rooms, demonstration kitchens, and decks and patios for gathering), but shall not include single detached dwelling units.

Sewage Treatment System means the sanitary sewage collection and treatment system of the *Township*;

Single Detached Dwelling means a residential building consisting of only one dwelling unit

Special Care/Special Needs Dwelling means a building where the occupants have the right to use in common, halls, stairs, yards, common rooms, and accessory buildings; which shall not have exclusive sanitary and/or culinary facilities, that is designed to accommodate persons with specific needs, including independent permanent living arrangements, and where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels. Special care/special needs dwellings include, but is not limited to retirement homes and lodges, nursing homes

Township shall mean the Corporation of The Township of North Dundas;

Water Capacity means a unit of capacity within the *Water Distribution System* as defined in Schedule A of the Bylaw;

Water Distribution System means the water distribution system of the *Township*;

3.0 BACKGROUND STATEMENTS

- 3.1 It is the intent of this Bylaw that the *Township* attain a sustained steady rate of development and associated population growth in the *Township* within the available capacity of the water and sanitary sewer systems.
- 3.2 The water and sanitary sewer infrastructure are approaching maximum capacity and as such a development allocation system must be maintained.
- 3.3 All future development in the *Township* shall be required to satisfy the requirements of this Bylaw to ensure proper use of the available *Water Capacity* and *Sanitary Sewer Capacity* as determined from time to time.
- 3.4 There is an existing and growing competition for capacity between residential and non-residential development in the urban area.
- 3.5 The *Township* shall encourage development that can provide the necessary infrastructure and services to accommodate new residential development and attract new non-residential development. The *Township* shall make use of available infrastructure and minimize the need for public funds to assist with new development whenever possible.

- 3.6 There is a need for affordable housing in the urban area for those employed in the community and for groups such as elderly persons.

4.0 WATER DISTRIBUTION SYSTEM AND SEWAGE TREATMENT SYSTEM CAPACITY

- 4.1 The *Township* shall, at least annually, determine the available units of *Water Capacity* and *Sanitary Sewer Capacity*. The available *Water Capacity* and *Sanitary Sewer Capacity* shall represent the *Annual Development Allocation*.
- 4.2 After the effective date of this Bylaw, no application for a building permit which requires *Water Capacity* or *Sanitary Sewer Capacity* shall be accepted by the *Township* until such *Applicant* receives a *Capacity Allocation* in accordance with the provisions of this Bylaw.
- 4.3 After the effective date of this Bylaw, no approval or draft approval (as applicable) for a *Development Application* which requires *Water Capacity* or *Sanitary Sewer Capacity* shall be granted by the *Township* until such *Applicant* receives a *Capacity Allocation* in accordance with the provisions of this Bylaw.

5.0 DETERMINATION OF THE DEVELOPMENT ALLOCATION

- 5.1 On or before January 31 of each year, *Council* shall approve the *Annual Development Allocation*.
- 5.1.1 The **Environmental Services** Department shall present a report to *Council* which provides the appropriate *Annual Development Allocation* to be available for development.
- 5.1.2 Staff shall not, in any year, recommend the allocation of *Water Capacity* or *Sanitary Sewer Capacity* which exceeds the available capacity set out in the *Annual Development Allocation*.
- 5.2 The determination of what constitutes a type of dwelling unit and allocation shall be in accordance with Schedule "A" attached hereto and forming part of this Bylaw.
- 5.3 The number of commercial sewer units will be determined as follows: Estimated sanitary sewage flow on Table 8.2.1.3.B of the Ontario Building Code (OBC).

6.0 APPLICATION PROCEDURES

- 6.1 Where the development of land or building(s) is being proposed as defined in the *Development Application*, it shall obtain approval in accordance with this Bylaw prior to the issuance of the building permit.
- 6.2 Application for *Capacity Allocation* - The application for *Capacity Allocation* shall be completed by using the designated form available from the *Township*.
- 6.3 Determination of Completeness or Request for Additional Information – The **Environmental Services** Department shall review for completeness all applications for *Capacity Allocation*. Within ten (10) days after the Application Date, the **Environmental Services** Department shall advise the *Applicant* if the application is deemed complete or incomplete. Should the application be deemed incomplete, the **Environmental Services** Department shall indicate on the notice what additional information is required to properly evaluate the application. Failure to submit the requested additional information within thirty (30) days from the date the notice is mailed shall disqualify the application.

- 6.3.1 If any question arises as to the nature of any *Ownership* interest for any property, the *Applicant* shall provide all requested information to determine the nature of such *Ownership* interest.
- 6.4 Changes in *Capacity Allocation* Application - Once submitted, an *Applicant* may not alter its application to request an increased number of *Capacity Allocations* but may reduce the number of *Capacity Allocations* being sought.
- 6.5 Fee for Review of Application - Each *Capacity Allocation* application shall be accompanied by a processing fee of Five Hundred Dollars (\$500.00). Non-successful applications shall be refunded \$100.00. For infill and basement *Capacity Allocation* applications, the processing fees shall be Two Hundred Dollars (\$200.00). Applications for *Capacity Allocation* for not more than one (1) unit of either *Water Capacity* or *Sanitary Sewer Capacity*, or both, shall be Two Hundred Dollars. The application fee shall be in addition to all other municipal development processing and permit fees.
- 6.6 *Capacity Allocations* Recommendations and Decision
 - 6.6.1 Within sixty (60) days of receipt of the completed Application, the **Environmental Services** Department shall provide notification of approval or denial of the application by *Council*.
 - 6.6.2 Where additional time is needed to fully evaluate the applications, the date described in 6.6.1 above may be extended for up to thirty (30) days.
 - 6.6.3 Staff shall determine the available *Capacity Allocations* and make a recommendation to *Council*. Allocation decisions in this regard shall be final.
- 6.7 Withdrawal of Application - An *Applicant* may elect to withdraw an application for *Capacity Allocation* at any time prior to Council's decision on the *Capacity Allocation* and 50% of the application fee paid by the *Applicant* shall be refunded. Where an application is withdrawn after the *Capacity Allocation* has been made, the application fee shall not be refunded.
- 6.8 Allocation to *Land* and *Project*- As of the date of adoption of this Bylaw, a *Capacity Allocation* can only be allocated to the *Land* and the *Project* which is the subject of the application and not to an *Applicant* or to another *Project* on the same *Land*. A *Capacity Allocation* is not allocated to the *Owner* of *Land* and as such is not transferable.

EVALUATION OF APPLICATIONS FOR CAPACITY ALLOCATIONS

- 6.9 When evaluating the *Projects* which should receive *Capacity Allocation*, the Planning and **Environmental Services** Department and *Council* shall evaluate the applications for *Capacity Allocation* taking into consideration the following factors which are set out in no particular order:
 - 6.9.1 priorities as set out in the Official Plan of the United Counties of Stormont, Dundas and Glengarry;
 - 6.9.2 the availability of existing infrastructure;
 - 6.9.3 the availability of services (schools, churches, emergency services etc...);
 - 6.9.4 the availability of existing commercial development;

- 6.9.5 *Projects* which do not require any financial contribution from the *Township*;
- 6.9.6 the reduction of the *Township's* financial obligations in *Projects*;
- 6.9.7 the *Township's* economic priorities;
- 6.9.8 affordable housing as defined by Provincial Policy Statement;
- 6.9.9 significant new employment opportunities other than construction or “spin off” jobs;
- 6.9.10 any other factor which is deemed relevant by *Council*.

7.0 EXPIRATION OF CAPACITY ALLOCATION

- 7.1 All *Capacity Allocations* granted pursuant to this Bylaw shall expire two (2) years after the date it is awarded unless:
 - 7.1.1 a building permit has been issued in relation to such *Capacity Allocation*; or
 - 7.1.2 an agreement has been entered into with respect to the particular *Development Application* and construction of services (if applicable) has commenced.

The expiration of the *Capacity Allocation* shall apply to all *Water Capacity* and/or *Sanitary Sewer Capacity* allocated to a *Project*.

- 7.2 Where a building permit has been issued, the *Capacity Allocation* shall expire in conjunction with the expiration of the building permit.
- 7.3 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of sections 7.1 and 7.2 of this Bylaw where a *Development Application* has been appealed to the Ontario Land Tribunal “OLT” or to a court of competent jurisdiction. In such event, the *Capacity Allocations* in question shall expire six (6) months after such appeals have been finally disposed of.
- 7.4 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of sections 7.1 and 7.2 of this Bylaw where *Council* deems appropriate by resolution.
- 7.5 Requests for a temporary exemption shall be subject to a Two Hundred Dollar (\$200.00) fee.

8.0 TIMING FOR USE OF THE ALLOCATION

- 8.1 No *Owner* shall receive additional *Water Capacity* and *Sanitary Sewer Capacity* until such time as building permits have been issued for 80% of the previous allocations to the *Land* or *Project*. At that time the *Owner* shall be entitled to request additional units of water and wastewater subject to this policy.
- 8.2 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of section 8.1 of this Bylaw based on past performance of the developer.

9.0 PRIOR ALLOCATIONS OF WATER CAPACITY AND SANITARY SEWER CAPACITY

- 9.1 All allocations of *Water Capacity* and/or *Sanitary Sewer Capacity* granted

by the *Township* prior to the effective date of this Bylaw shall expire two (2) years after the date it was awarded unless:

- 9.1.1 a building permit has been **issued** in relation to such *Capacity Allocation*; or
- 9.1.2 an agreement has been entered into with respect to the particular *Development Application* and construction of services (if applicable) has commenced.

The expiration of the allocation shall apply to all *Water Capacity* and/or *Sanitary Sewer Capacity* allocated to a particular *Project*.

- 9.2 Where a building permit has been **issued**, the allocation shall expire in conjunction with the expiration of the building permit.
- 9.3 *Council* may, in its sole discretion, grant a temporary exemption to the provisions of sections 9.1 of this Bylaw.
- 9.4 No person shall exceed the allocated capacity that was granted.
- 9.5 In the event that the allocations to the *Land* or *Project* is being altered due to a change in the type of building, an application with accompanied fees shall be submitted to the Department of **Environmental Services** for review prior to the issuance of the building permit. The **Director of Environmental Services** may redistribute the current allocation but cannot increase the allocation to that phase without approval from Council.

10.0 REVIEW AND MONITORING

- 10.1 An annual review report shall be presented by the **Environmental Services** Department at the end of each calendar year. The report will provide the number of *Capacity Allocations* (detailing residential, commercial, industrial and institutional). Residential allocation is as per Schedule A.

11.0 EXEMPTIONS

- 11.1 This Bylaw shall not apply to:
 - 11.1.1 The construction of accessory buildings which may include but not be limited to detached garages, barns, garden sheds and similar buildings provided that there is no increase in the demand for water or sewage capacity from the amount existing at the time of the application for a building permit.
 - 11.1.2 Any change in use or renovation, alteration, addition, intensification or enlargement of a building where there is no increase in the demand for water or sewage capacity from the amount existing at the time of the application for a building permit.
- 11.2 Redevelopment - An *Owner* or *Applicant* who has secured the necessary approvals, may demolish and replace an existing building or restore, reconstruct or replace an established structure in accordance with applicable bylaws and resolutions and not be subject to the provisions of this Bylaw provided that upon redevelopment of the said building, there shall be no increase in the demand for water or sewage capacity.
 - 11.2.1 The exemptions set out in Subsection 12.1 of this Bylaw shall only be available for a period not exceeding three (3) years from the date of issuance of a demolition permit failing which it shall be deemed to be a new construction and a new *Capacity*

Allocation shall be required in order for such redevelopment to proceed.

11.2.2 If there is a redevelopment, or change in use results in unused capacity from that which was used prior to the redevelopment or change in use, the unused capacity shall remain available to the *Land* for a period of three (3) years.

11.3 Any dispute as to whether a use or building is entitled to an exemption or part-exemption shall be determined by *Council* in its sole discretion.

12.0 OTHER BYLAWS AND REGULATIONS

12.1 Nothing in this Bylaw shall exempt any person from complying with the requirements of any other applicable bylaw, agreement or legislation.

13.0 APPLICATION

13.1 This Bylaw shall be applicable to all *Land* within the Urban Service Limits of Winchester and Chesterville as contained in the Official Plan of the United Counties of Stormont, Dundas and Glengarry.

13.2 The Clerk of the Township of North Dundas is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to this Bylaw and schedule(s) as may be deemed necessary after the passage of this Bylaw, where such modifications or corrections do not alter the intent of this Bylaw.

14.0 EFFECTIVE DATE

14.1 This Bylaw shall come into force and effect on the date of its passing.

14.2 Bylaw 2020-23 is hereby rescinded as of the date of passing of this Bylaw;

READ and passed in Open Council, signed and sealed this 8th day of November 2022.

AMENDED this 6th day of December, 2022.

MAYOR

CLERK

Bylaw No. 2022-86

Schedule “A”

RESIDENTIAL WATER & SEWER ALLOCATION

Capital Charges	Singles, Semis & Duplex, Row Dwelling/ Townhouse	Apartments 2 Bedrooms +	Apartment- Bachelor and 1 Bedroom Units	Other Multiples	Senior- Orient Dwelling Unit	Special Care/ Special Needs Dwelling Units
Average population per dwelling	3	2.2	1.4	2.4	1.45	0.5
Water Allocation (Average Day Demand) m3/day	1.05	0.77	0.49	0.84	0.51	0.18
Water Allocation (Maximum Day Demand) m3/day	2.1	1.54	0.98	1.68	1.02	0.36
Sewer Allocation (Day Demand) m3/day	2	1.47	0.93	1.6	0.97	0.33
Water Unit (1-unit equivalent to 2.1 m3/day)	1	0.73	0.47	0.8	0.49	0.17
Sanitary Unit (1- unit equivalent to 2 m3/day)	1	0.733	0.465	0.80	0.485	0.165



KEY INFORMATION

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Water and Sewer Allocation Expiry – Next Steps

At the November 8th Council meeting, Bylaw 2022-86, that establishes water and sanitary sewer capacity allocation, was updated to correct some references and add definitions. The report to Council also noted that effective October 2021, all available municipal water capacity was allocated. The attached water allocation spreadsheet shows that most of the capacity was allocated in early 2021, which means that as per section 7.0 of the bylaw, those allocations will expire in early 2023. As per section 7.4 of the bylaw, Council may, in its sole discretion, grant a temporary exemption to the expiry where Council deems appropriate, by resolution. Applicants must submit a request for a temporary exemption and the \$200 fee.

For clarity, capacity allocations expire two years after the date it is awarded unless:

- a) a building permit has been issued in relation to the capacity allocation; or
- b) an agreement has been entered into with respect to the particular Development Application and construction of services (if applicable) has commenced.

If a building permit has been issued, the allocation shall expire in conjunction with the expiry of the building permit, which is a year after the building permit is granted, or longer if the building permit is renewed.

Council was presented with two options regarding how to move forward regarding expiring capacity.

- 1) Allow applicants with capacity that is expiring within a certain time period (perhaps three months or less) to apply for a temporary exemption to the expiry. The application would be presented to Council for consideration. The time limit for the exemption is not defined in the bylaw, but given the current demand for capacity, the desire to create more housing and that applicants were already given two years to meet the requirement of obtaining a building permit, Council might want to consider limiting the exemption to six months.
- 2) Do not grant exemptions to the expiry date, but allow applicants to re-apply for a new capacity allocation. If a new capacity allocation is granted, the clock would essentially restart and the two-year window to obtain a building permit would begin.

In either case, it is recommended that the public be given notice that capacity allocations may become available in the near future and that applications for water and sewer capacity

are being accepted as of a particular date, with the first intake ending on a particular date. This would allow Council to consider all submitted applications and grant allocations and/or extensions to the applications that best meet Council's goals for development.

To make the development goals and the resulting decisions transparent, Council may wish to consider establishing a guideline for allocating available capacity. This requires consideration of how Council wants Winchester and Chesterville to grow and whether Council wants to retain capacity for commercial/industrial growth and infill lots, as opposed to the first come, first served approach that was used in the initial allocations. An example guideline is shown below.

New residential development (subdivisions) not currently serviced:	60%
Residential Intensification (infill) already serviced:	15%
Commercial/Industrial:	20%
Other:	5%

The percentage split can be modified as Council's priorities for growth change, based on the perceived needs in the community. If Council is interested in this approach, staff can try to determine the number of infill lots available, which may help determine the appropriate percentage to assign to this category.

Recommendation:

- 1) Direct staff to give notice of possible availability of water and sewer capacity allocations and the opening of applications on December 12, 2022, with the first intake closing on January 9, 2023. The first potential allocation expiry is January 19, 2023, as shown on the attached spreadsheet, with numerous potential expiries in early March. This would allow Council to consider all interested applications as well as any applications for exemptions from expiry at the same time.
- 2) Provide guidance to staff regarding whether Council would like staff to propose a priority guideline for allocations. If desired, this draft guideline would be presented at a future meeting.

Attachments:

Water and Sewer Capacity Allocations

SUMMARY OF MUNICIPAL WATER UNITS AVAILABLE AS OF MARCH 2021 AND ALLOCATION										Under construction	
Date	Description	Address	Roll Number	Village	Applicant	Construction Type	Available	Requested	Approved	or Built	Notes
2020	Wellings - 11a	12046 County Road 3	51101600596500	Winchester	Wellings of Winchester Inc.	69 senior unit	350	33.8	28-May-19	Yes	
23-Dec-20	Infill	lot 94, Mary Street	51101900212000	Chesterville	Madison Mulder Enterprise	Semi Detached	316.2	2	19-Jan-21	Yes	
06-Jan-21	Win Meadows #22A & 22B	Arora Crescent, RPlan8M12-BR-5193	51101800328000	Winchester	Winchester Meadows Inc.	Stacked Townhomes	314.2	48	19-Jan-21		
19-Jan-21	Infill	Lot 51 & 52 BLK A S/S Nation River	51101900172100	Chesterville	Knowledge Hub Online Inc	Fourplex	266.2	4	09-Feb-21		
25-Jan-21	Winch, daycare	547 Louise St., Winchester	51101800244600	Winchester	Upper Canada District School	Daycare	262.2	5	09-Feb-21	Yes	
01-Feb-21	Infill	Plan 35, 051101 90046 0706	51101900460706	Chesterville	Derks Holdings Inc	single	257.2	1	23-Feb-21	Yes	
17-Feb-21	Infill	80 Tabitha Crescent	51101900460875	Chesterville	John Brugmans	single	256.2	1	23-Feb-21		
17-Feb-21	Infill	72 Erin Avenue	51101900460881	Chesterville	John Brugmans	single	255.2	1	23-Feb-21		
20-June-22	Infill	72 Erin Avenue	51101900460881	Chesterville	2820939 Ontario Inc (Patrice Lanthier)	Semi Detached (added)	254.2	1	09-Mar-21		reallocation approved 2022-07-12
2020	Maverick	Winchester	51101600662000	Winchester	12005 County Road 3	Restaurant	253.2	13.5	30-Jan-20	Yes	
2020	Win Meadows 21b	Lancaster lane (BUILT)	51101800328022	Winchester	Moderna Homes	singles / semis	239.7	36	09-Mar-21	Yes	
2020	Guy Racine 20	Clarence Street /Christie Lane (BUILT)	51101800159147	Winchester	Allan Racine	singles	203.7	4	09-Mar-21	Yes	
2020	Guy Racine 20	70 Christie Lane	51101800159295	Winchester	Allan Racine (Edward Gibson - Owner)	single	199.7	1	09-Mar-21		
2020	Davidson	James Street (BUILT)	51101800461381	Winchester	Vriend	single	198.7	1	09-Mar-21	Yes	
2020	Winfields	Bailey & Winfield (BUILT)	51101800093012	Winchester	Wayne Robinson	2 semis and 2 singles	197.7	4	09-Mar-21	Yes	
04-Feb-21	Wellings - phase 2	12046 County Road 3	51101600596500	Winchester	Wellings of Winchester Inc.	76 senior unit	193.7	37.2	09-Mar-21	Yes	
04-Feb-21	Wellings - phase 3	12046 County Road 3	51101600596500	Winchester	Wellings of Winchester Inc.	80 senior unit	156.5	39.2	09-Mar-21		
05-Feb-21	Infill	109 James & May Streets	51101800461336	Winchester	Vriend Construction	single	117.3	1	09-Mar-21	Yes	
05-Feb-21	Infill	491 May Street	51101800376200	Winchester	Vriend Construction	semis	116.3	2	09-Mar-21	Yes	
10-Feb-21	Infill	Lot 1 8M6, Queen Street	51101900115007	Chesterville	Movestment Inc.	single / semis	114.3	1.8	09-Mar-21		
10-Feb-21	Infill	Lot 2 8M6, Queen Street	51101900115008	Chesterville	Movestment Inc.	single / semis	112.5	1.8	09-Mar-21		
10-Feb-21	Infill	Lot 3 8M6, Queen Street	51101900115009	Chesterville	Movestment Inc.	single / semis	110.6	1.8	09-Mar-21		
10-Feb-21	Infill	Lot 4 8M6, Queen Street	51101900115010	Chesterville	Movestment Inc.	single / semis	108.8	1.8	09-Mar-21		
10-Feb-21	Infill	Lot 5 8M6, Queen Street	51101900115011	Chesterville	Movestment Inc.	single / semis	107.0	1.8	09-Mar-21		
10-Feb-21	Infill	Lot 6 8M6, Queen Street	51101900115012	Chesterville	Movestment Inc.	single / semis	105.1	1.8	09-Mar-21		
19-Feb-21	Infill	2 Winfield Avenue	51101800093008	Winchester	Steven & Renee Robinson	Duplex	103.3	2	09-Mar-21		
17-Feb-21	Infill	24, 40, 68, 72 and 85 Tabitha Cres		Chesterville	Brian & Catharina Shane	1 single, 8 semis	101.3	9	09-Mar-21		
17-Feb-21	Infill - Clarence St.	Pt lots 39 &40, pt blk 127, lot 55	51101800159127	Winchester	Allan Racine	singles	92.3	3	09-Mar-21	Yes	
17-Feb-21	Infill - Clarence St.	Plan 115 Lot 54,/55 Part 16 Plan 5450	51101800159302	Winchester	Allan Racine (Philippe Gasser - Vacant)	single	89.3	1	09-Mar-21		
Feb. 2021	Infill	138 Elizabeth Drive	51101900460836	Chesterville	Andrew & Emma Harbers	single	88.3	1	09-Mar-21		
20-June-22	Infill	138 Elizabeth Drive	51101900460836	Chesterville	2820939 Ontario Inc (Patrice Lanthier)	Semi Detached (added)	87.3	1	09-Mar-21		reallocation approved 2022-07-12
Feb. 2021	Infill	142 Elizabeth Drive	51101900460835	Chesterville	Henry and Bonnie Brunveld	single	86.3	1	09-Mar-21		
20-June-22	Infill	142 Elizabeth Drive	51101900460835	Chesterville	2820939 Ontario Inc (Patrice Lanthier)	Semi Detached (added)	85.3	1	09-Mar-21		reallocation approved 2022-07-12
Feb. 2021	Infill	146, 150 & 154 Elizabeth Drive	51101900460834	Chesterville	Michael Aube	single	84.3	3	09-Mar-21	Reallocated	
26-Feb-21	Esper Lane	Dream Haven subdivision	51101800552463	Winchester	Terry Sloane/990984 Ontario Ltd	Townhomes	84.3	51	09-Mar-21		
12-Feb-21	Davidson Lane	430 Davidson Lane, Winchester	51101800461104	Winchester	Fortier Stark Industrial Inc.	Industrial Project	33.3	1	09-Mar-21	Yes	
03-Mar-21	Infill	68 Erin Avenue	51101900460882	Chesterville	Pierre Geneau	Single	32.3	1	13-Apr-21		
12-Mar-21	Infill	56 Tabitha Crescent	51101900460842	Chesterville	Sean & Trudy Donovan	Single	31.3	1	13-Apr-21		
26-Mar-21	Infill	522 Church Street	51101800192602	Winchester	Courtney Thompson	Single	30.3	1	13-Apr-21	Yes	
30-Mar-21	Infill	1 Lori Lane	51101900460801	Chesterville	Mark and Bonnie Thompson	2 duplex	29.3	4	13-Apr-21		
31-Mar-21	Infill	64 Erin Avenue	51101900460883	Chesterville	Matthew Thompson	Single	25.3	1	13-Apr-21		
31-Mar-21	Dundas Manor	533 Clarence Street West	51101800657200	Winchester	Winchester District Hospital	Long-term facility	24.3	9.5	13-Apr-21		
06-Apr-21	Infill	216 North Street, Winchester	51101600690000	Winchester	Elsayed Ali and Azza Jabakhanji	townhomes	14.8	3	13-Apr-21	Yes	
16-Apr-21	Infill	29/31 Main Street	51101900382600	Chesterville	Charbel Bouroufail	Single	11.8	1	12-May-21	Yes	
21-Jun-21	Infill	Albert Street, Roll#051101800183600	51101800183600	Winchester	Chesterville Property Holdings Inc.	Semi Detached	10.8	2	13-Jul-21		
16-Jul-21	Infill	139 Elizabeth Street,	51101900460827	Chesterville	Cassidy Scheepers	Single	8.8	1	17-Aug-21		
08-Sep-21	New	21 Industrial Drive	51101900071042	Chesterville	R & M Fawett/M. Mulder	6 unit Apartment	7.8	4.38	26-Oct-21	Yes	
10-Sep-21	Infill	29 Main Street	51101900382600	Winchester	Charbel Bouroufail	Commercial	3.42	3	26-Oct-21		
24-Sep-21	Infill	542 Main Street (basement apartment)	51101800070000	Winchester	Jennifer Delia	Basement Apartment	0.42	0.47	26-Oct-21	Yes	
							Remaining				
						Summary	-0.05	350.05			



KEY INFORMATION

Finance

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: 2023 Budget Update

SUBJECT: 2023 BUDGET UPDATE

We would like to apprise Council of the “proposed budget calendar” as it currently exists regarding the 2023 draft budget.

A budget planning memo was circulated to all department heads on September 30th. This memo was discussed at our managers’ meeting of September 26th and again most recently at our November 23rd meeting.

Below is a sample of the email that was sent out to all department heads.

“Memo to All Dept Heads”

In keeping with our timetable from the previous several years, this email is being forwarded to all department heads as a reminder that budget season is upon us. The exact unfolding of events is uncertain, but at this juncture we are proposing the above timeline:

Pursuant to these meetings, department heads and their staff are all busy compiling data for the initial draft of their individual departmental budgets. The below calendar is a tentative schedule of our proposed upcoming meeting between the CAO, Finance and each individual department:

DEPARTMENT	DATE	TIME
Recreation, Culture and Facilities	Dec 9 th and 12 th	All day
Transportation and Drainage	Dec 13	9:30 to 11:30
Planning, Bldg. and By-Law	Dec 14	9:30 to 10:30
Waste Management	Dec 16	Starting at 9:00 am
Administration/Finance/ Economic Development	Dec 16	Starting at 1:00 pm

We would also invite Council to bring forward any items or suggestions that they would like to see added to the DRAFT budget for consideration by Council.

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Bill 23 – More Homes Built Faster Act

The Ontario Government introduced Bill 23, the “More Homes Built Faster Act, 2022” on October 25, 2022. Second reading occurred on October 31, 2022 with minor changes. On Monday, November 28, 2022, the amended Bill 23 became law. Bill 23 contains a number of changes in various acts with the intent to expedite and facilitate residential development. Many of the legislative changes are highly consequential, and of great concern to municipalities, conservation authorities, environmentalists and landowners. Public protests against Bill 23 were happening, as Ontarians become aware of its contents. Recent headlines were as follows:



Protesters with the Association of Community Organizations for Reform Now (ACORN) pose for a group photo after placing their posters inside Municipal Affairs Minister Steve Clark's Brockville constituency office on Friday morning. (RONALD ZAJAC/The Recorder and Times) jpg, BT

Nov. 27 – “Hundreds of Kingston demonstrators decry Bill 23”;

- Nov. 27 -- "Sound and fury of Hamilton environmentalists over Bill 23"
- Nov. 26 -- "Stratford activists take aim at Bill 23 as protests move forward across Ontario"
- Nov. 26 -- "Protesters in Barrie call on province to 'kill Bill 23'"
- Nov. 26 -- "Concerned Peterborough citizens held a rally against Bill 23 and its related policies"
- Nov. 22 -- "Barrie - Local advocacy groups rally against Bill 23"
- Nov. 22 -- "Poverty Task Force joins growing list of voices concerned with Bill 23"
 "The Bruce Grey Poverty Task Force has joined a growing list of local organizations that are speaking out against the province's plan to build 1.5 million homes in the next decade through legislative changes intended to help streamline development."

A few minor changes were made to the first and second drafts.

The following table. was authored by Chris Barnett, Evan Barz, and Andrew Rintoul from the law firm Osler, Hoskin & Harcourt, LLP. Highlights impacting North Dundas are in yellow.

Issue	Proposed changes	In force date
Inclusionary Zoning/Affordable and Attainable Housing	Exempt affordable housing (generally defined as being priced at no greater than 80% of the average price/rent in the year a unit is rented or sold) and inclusionary zoning units from Development charges and parkland dedication	Nov. 28, 2022
	Introduce a category of " attainable housing " which will be defined in future regulations	TBD
	An upper limit of 5% of the total number of units in a development that can be required to be affordable as part of inclusionary zoning, and a maximum period of 25 years over which the units would be required to remain affordable (this is a proposed regulation change, not in the legislation itself)	TBD (regulation not yet in force)
Parkland	The maximum amount of land that can be conveyed or paid in lieu is capped at 10% of the land or its value for sites under 5 ha, and 15 % for sites greater than 5 ha	Nov. 28, 2022
	Maximum alternative dedication rate reduced to 1 ha/600 units for land and 1 ha/1000 units for cash in lieu	Nov. 28, 2022
	Parkland rates frozen as of the date that a zoning bylaw or site plan application is filed. Freeze remains in effect for two years following approval. If no building permits are pulled in that time, the rate in place at the time the building permit is pulled would apply	Nov. 28, 2022
	Encumbered parkland/strata parks, as well as privately owned publicly accessible spaces (POPS) to be eligible for parkland credits	TBD

	Landowners can identify land they intend to provide for parkland, with the municipality able to appeal to the Tribunal if there is a disagreement	TBD
	Parks plans to be required prior to the passing of any future parkland dedication bylaw (would not apply to bylaws already passed)	Nov. 28, 2022
	Parkland dedication will apply to new units only (i.e., no dedication can be imposed for existing units)	Nov. 28, 2022
	Municipalities will be required to spend or allocate 60% of parkland reserve funds at the start of each year	Nov. 28, 2022
Development Charges	Five-year phase-in of DC rate increases, beginning with a 20% reduction in the first year, with the reduction decreasing by 5% each year until year five when the full new rate applies. This is proposed to apply to all new DC bylaws passed since January 1, 2022	Nov. 28, 2022
	Historical service level for DC-eligible capital costs (except transit) extended from 10 to 15 years	Nov. 28, 2022
	DC bylaws will expire every 10 years, instead of every five years. Bylaws can still be updated any time	Nov. 28, 2022
	Cap the interest paid on phased DCs for rental, institutional and non-profit housing to prime plus 1%	Nov. 28, 2022
	DC/parkland exemptions for attainable housing, which will be projects designated by future regulations	TBD (attainable housing regulations not yet released)
	New regulation authority to set services for which land costs would not be an eligible capital cost recoverable through DCs	TBD
	Exclude the cost of studies (including background studies) from recovery through DCs	Nov. 28, 2022
	Municipalities will be required to spend at least 60% of DC reserves for priority services (i.e., water, wastewater and roads).	Nov. 28, 2022
	Discount for purpose-built rental units, with a higher discount for larger units, on top of the existing DC freeze and deferral of payments over five years	Nov. 28, 2022
Removal of Upper Tier approval powers	Upper tier municipalities will be removed from the Planning Act approval process for both lower tier official plans and amendments and plans of subdivision	TBD
	Minister would (unless otherwise provided) therefore become the approval authority for all lower tier OP	TBD

	and OPAs, and Minister's decisions are not subject to appeal	
Third-party appeals eliminated – minor variances and consents	No one other than the applicant, the municipality, certain public bodies, and the Minister will be allowed to appeal minor variance or consent decisions.	Nov. 28, 2022
	Existing third-party appeals where no hearing date has been set. as of October 25, will be dismissed. The scheduling of a case management conference or mediation will not be sufficient to prevent an appeal from being dismissed	
Gentle Density / Intensification	As of right zoning to permit up to three residential units per lot (two in the main building and one in an accessory building), with no minimum unit sizes	Nov. 28, 2022
	New units built under this permission would be exempt from Development Charges and parkland requirements, and no more than one additional parking space can be required	
Subdivision approvals	Public meetings no longer will be required for applications for approval of a draft plan of subdivision	Nov. 28, 2022
Site plan control	Developments of up to 10 residential units will be exempted from site plan control	Nov. 28, 2022
	Architectural details and landscape design aesthetics will be removed from the scope of site plan control	Nov 28 2022
Rental Replacement	Minister to be given the authority to enact regulations related to the replacement of rental housing when it is proposed to be demolished or converted as part of a proposed development	Nov. 28, 2022
Heritage	Municipalities will not be permitted to issue a notice of intention to designate a property under Part IV of the Ontario Heritage Act unless the property is already on the heritage register when the current 90-day requirement for Planning Act applications is triggered	TBD
	Heritage registers to be reviewed and a decision made whether listed properties are to be designated, and if not, removed from the register	TBD
	A process is proposed which will allow Heritage Conservation District Plans to be amended or repealed	TBD
	Criteria for Heritage Conservation District Plans can be established for regulation	TBD
Ontario Land Tribunal procedures	The Tribunal will have increased powers to order costs against a party which loses a hearing at the Tribunal	All OLT Act changes not yet in force – date TBD
	The Tribunal is being given increased power to dismiss appeals for undue delay	

	The Attorney General will have the power to make regulations setting service standards with respect to timing of scheduling hearings and making decisions	
	Regulations can also be made to establish priorities for the scheduling of certain matters	
Conservation Authorities	Permits will not be required within regulated areas (including wetlands) for activity that is part of a development authorized under the Planning Act	TBD
	A single regulation is proposed for all 36 Authorities in the province	TBD
	Clear limits are proposed on what Authorities are permitted to comment on as part of the planning approvals process, which will keep their focus on natural hazards and flooding	January 1, 2023
Consumer protection	Proposed increases to penalties under the New Homes Construction Licensing Act, 2017 of up to \$50,000	Nov. 28, 2022

New Terms Introduced (all exempt from Development Charges):

- Affordable Residential Units, Rented
- Affordable Residential Units, Owned
- Attainable Residential Units
- Inclusionary Zoning Residential Units

A. Affordable Residential Units, Rented

A residential unit intended for use as a rented residential premises shall be considered to be an affordable residential unit if it meets the following criteria:

1. The rent is no greater than 80 per cent of the average market rent, as determined in accordance with subsection (5).
2. The tenant is dealing at arm's length with the landlord.

B. Affordable Residential Units, Owned

A residential unit not intended for use as a rented residential premises shall be considered to be an affordable residential unit if it meets the following criteria:

1. The price of the residential unit is no greater than 80 per cent of the average purchase price, as determined in accordance with subsection (6).
2. The residential unit is sold to a person who is dealing at arm's length with the seller.

C. Attainable Residential Units

A residential unit shall be considered to be an attainable residential unit if it meets the following criteria:

1. The residential unit is not an affordable residential unit.
2. The residential unit is not intended for use as a rented residential premises.
3. The residential unit was developed as part of a prescribed development or class of developments.
4. The residential unit is sold to a person who is dealing at arm's length with the seller.
5. Such other criteria as may be prescribed.

D. Inclusionary Zoning Residential Units

Means an affordable housing unit that is required in an inclusionary zoning bylaw and that is erected or located in or on lands, buildings or structures other than those that are the subject of the development or redevelopment giving rise to the bylaw requirement for affordable housing units

E. Average market rent

For the purposes of paragraph 1 of subsection (2), the average market rent applicable to a residential unit is the average market rent for the year in which the residential unit is occupied by a tenant, as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin", as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario.

F. Average purchase price

For the purposes of paragraph 1 of subsection (3), the average purchase price applicable to a residential unit is the average purchase price for the year in which the residential unit is sold, as identified in the bulletin entitled the "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin", as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario.

G. Arm's length

For the purposes of this section, in the determination of whether two or more persons are dealing at arm's length, section 251 of the Income Tax Act (Canada) applies with necessary modifications.

"Taken together, these changes will fundamentally change how land use planning approvals are processed, approved and implemented in Ontario."



MONTHLY ACTIVITY SUMMARY

Clerk

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: MAS – CLERK – November 2022

- Reviewed 4 tender submissions for the organizational review
- Assisted with the organization of the retirement party for Councillor John Thompson and Deputy Mayor Allan Armstrong
- Organized the Inaugural ceremonies for the new Council
- Met with insurance broker and several department heads to work on insurance application for renewal
- Attended New Council Orientation Session for the Counties SDG
- Continue post-election duties (voter list corrections, financial statements etc.)
- Assisted with organization of Remembrance Day ceremonies
- Met with County Clerk and SNC representatives re: new procedures for conservation authority representatives
- Completed application for Volunteer of the Year Award
- Completed the grant application for Canada Day celebrations
- Attended webinar on insurance risks for recreation departments
- Continued involvement with the transition to electronic records management system
- Attended Lottery Licence training with AMCTO
- Organized Inaugural meeting celebration
- Assisted with Orientation Binder for New council



MONTHLY ACTIVITY SUMMARY

Economic Development & Communications

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: MAS - EDC – November 2022

Economic Development

- Met with the North Dundas Chamber of Commerce to discuss collaborative projects and member engagement.
- Held a Grand Opening ribbon cutting and commemorative scroll presentation with members of Council at Abe's Cuts Barbershop in Winchester.
- Had meetings with local businesses to discuss current operations, as well as funding and support programs, namely: Realty Executives, Titan Building Products, Winchester Building Supplies, North Dundas Cabinetry and Wood Working, Kabinets By Design, Klien Agri Services, Greg's Quality Meats, Morewood Kitchens and Chelsea's House.
- Connected with businesses to discuss building and signage improvements catered to by the Community Improvement Plan, as well as submitted Regional Incentive Program Final Reports to the Counties SDG requesting the approved funding.
- Promoted the Tourism Relief Fund, Life Science Innovation Fund, Enhanced Agri-Food Workplace Protection Program and the Entrepreneur Roundtable.
- Prepared the CIP Public Meeting presentation and the Bylaws for the CIP Plan and Project Area.
- Distributed details from a North Glengarry industrial business that is selling off mixing equipment.
- Beginning to plan for the 2023 Local Business Expo.
- Launched the Holiday Shopping BINGO contest that started on Nov.21st and concludes on Dec.16th. Contest cards were mailed out to residents, promoted on the Township website and Facebook, dropped off at businesses, emailed to businesses, distributed by the Chamber of Commerce and ads were placed the newspaper to promote the initiative.

- Working on engaging a major Canadian retailer to consider North Dundas for a future location.
- Finalized the Economic Development and Communications 2023 first draft budget.
- **Communications**
- Reviewed content in the Recycle Coach app and engaged the platform provider to complete edits and updates.
- Continued to prepared the 2022 Annual Report to Taxpayers.
- Held the initial planning meeting for the 2023 Explore North Dundas publication.
- Engaged a sign company to replace the west end Morewood village welcome sign.



MONTHLY ACTIVITY SUMMARY

Finance

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: MAS – FIN - NOVEMBER 2022

Bank Balances	Current November 24, 2022	Last Month October 26, 2022	Previous Year November 30, 2021
General Operating Fund	11,677,395.27	11,103,331.25	10,026,182.98
Cash, GICs (Reserve Fund)	7,171,444.95	7,103,700.83	6,251,202.87
Totals	\$ 18,848,840.22	\$ 18,207,032.08	\$ 16,277,385.85

The cash balances are up \$640k from the previous month and approximately \$2.5M from the previous year. There are several capital projects that were worked on this past month, for which the bills are still in payables; in addition, there was a substantial supplementary billing that went out the end of August for which the funds are now flowing in.

Taxes Receivable	Current - November 30, 2022	One Year - November 30, 2021	Two Years - November 30, 2020
Current Year	1,253,855.84	984,065.28	1,287,002.29
One Year in Arrears	454,983.23	434,241.76	460,113.20
Two Years in Arrears	231,106.23	270,057.95	289,776.29
Three Years in Arrears	374,447.13	376,321.08	323,736.24
Penalties and Interest	244,450.00	208,631.08	208,927.06
Sub-total	\$ 2,558,842.43	\$ 2,273,317.15	\$ 2,569,555.08
Allowance for Uncollectible	(69,524.41)	(69,524.41)	(69,524.41)
Taxes Receivable	\$ 2,489,318.02	\$ 2,203,792.74	\$ 2,500,030.67
Taxes Billed to Date	\$ 22,019,785.13	\$ 20,627,161.74	\$ 20,878,607.11
Percentage Outstanding over Levy	11.3%	10.7%	12.0%

Net taxes receivable last month were **\$3,254,678.86**; this month's balance of **\$2,489,318.02** (a decrease over last month in the amount of **\$765,360.84**) represents the net impact of billings less collections for the month of November.

This year, we had a substantial supplemental billing in August, with due dates of November and January. This accounts for a large part of the reason why outstanding taxes this year, as well as the associated overall taxation revenue, are higher as compared to the 2021 year.

Taxes receivable also include other charges that have been added to the tax roll for collection purposes, including tile drainage loans, unpaid water and sewer charges, unpaid property standards cost etc.

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

ACTIVITIES:

- Department heads and staff are working diligently on the 2023 budget. Meetings with the CAO and Finance team have been scheduled to take place with all department heads between now and the Christmas break.
- A total of \$35,974.52 in overdue water and sewer billings for property owners, was transferred to the applicable property tax account.
- Notices were forwarded to owners whose properties will be directly impacted by drainage works projects.
- The Interim Audit for the 2022 year has been completed and the year end audit is scheduled for mid-April 2023.
- Data for the Finance Department was successfully migrated to SharePoint – our new document managing software.
- Our asset management data has been successfully transferred from Small Town Software to PSD (Public Sector Digest) – and opening numbers for January 1st 2022 have all been balanced. Michelle O'Reilly is continuing to review and verify data.
- Part-time staff have now been offered membership in our OMERS plan and payroll is awaiting their decision to opt-in or not. Commencing January 1st 2023, non full-time staff are eligible to join OMERS.

**Township of North Dundas
Year To Date Budget to Actual
As of Nov 29, 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	1,790,220	252,775	88%	2,103,161	1,348,425	754,736	64%	60,166	(441,795)	501,961	834%
Economic Development & Public Relations	206,996	80,789	126,207	39%	356,767	193,476	163,291	54%	149,771	112,687	37,084	25%
Fire Services	166,076	38,182	127,894	23%	903,126	758,051	145,075	84%	737,050	719,869	17,181	2%
Planning & Development	55,500	86,639	(31,139)	156%	218,115	166,396	51,719	76%	162,615	79,757	82,858	51%
Building Department	317,200	192,097	125,103	61%	408,406	350,275	58,131	86%	91,206	158,178	(66,972)	-73%
By-law Enforcement	23,462	4,194	19,268	18%	175,630	146,999	28,631	84%	152,168	142,805	9,363	6%
Animal Control	36,350	14,781	21,569	41%	103,150	51,415	51,735	50%	66,800	36,634	30,166	45%
Transportation Services	5,337,554	1,135,329	4,202,225	21%	8,260,778	4,315,471	3,945,307	52%	2,923,224	3,180,142	(256,918)	-9%
Municipal / Tile Drainage	220,924	48,752	172,172	22%	286,124	108,949	177,175	38%	65,200	60,197	5,003	8%
Recreational Services	2,438,967	495,643	1,943,324	20%	4,538,560	2,263,628	2,274,932	50%	2,099,593	1,767,985	331,608	16%
Other Facilities	526,027	384,400	141,627	73%	535,781	276,480	259,301	52%	9,754	(107,920)	117,674	1206%
Volunteer Organizations	69,000	66,145	2,855	96%	69,000	61,149	7,851	89%	-	(4,996)	4,996	
Waste Management	390,010	245,165	144,845	63%	1,082,170	1,035,655	46,515	96%	692,160	790,490	(98,330)	-14%
Total - General Operations	11,831,061	4,582,336	7,248,725	39%	19,040,768	11,076,369	7,964,399	58%	7,209,707	6,494,033	715,674	10%
North Dundas Water Services	5,094,850	1,310,269	3,784,581	26%	5,094,850	1,994,992	3,099,858	39%	-	684,723	(684,723)	
Winchester Sewer	3,130,220	836,350	2,293,870	27%	3,130,220	794,802	2,335,418	25%	-	(41,548)	41,548	
Chesterville Sewer	414,600	339,326	75,274	82%	414,600	196,071	218,529	47%	-	(143,255)	143,255	
Total - Water and Sewer Operations	8,639,670	2,485,945	6,153,725	29%	8,639,670	2,985,865	5,653,805	35%	-	499,920	(499,920)	
Grand Totals	20,470,731	7,068,281	13,402,450	35%	27,680,438	14,062,234	13,618,204	51%	7,209,707	6,993,953	215,754	3%



MONTHLY ACTIVITY SUMMARY

Planning, Building & By-law Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

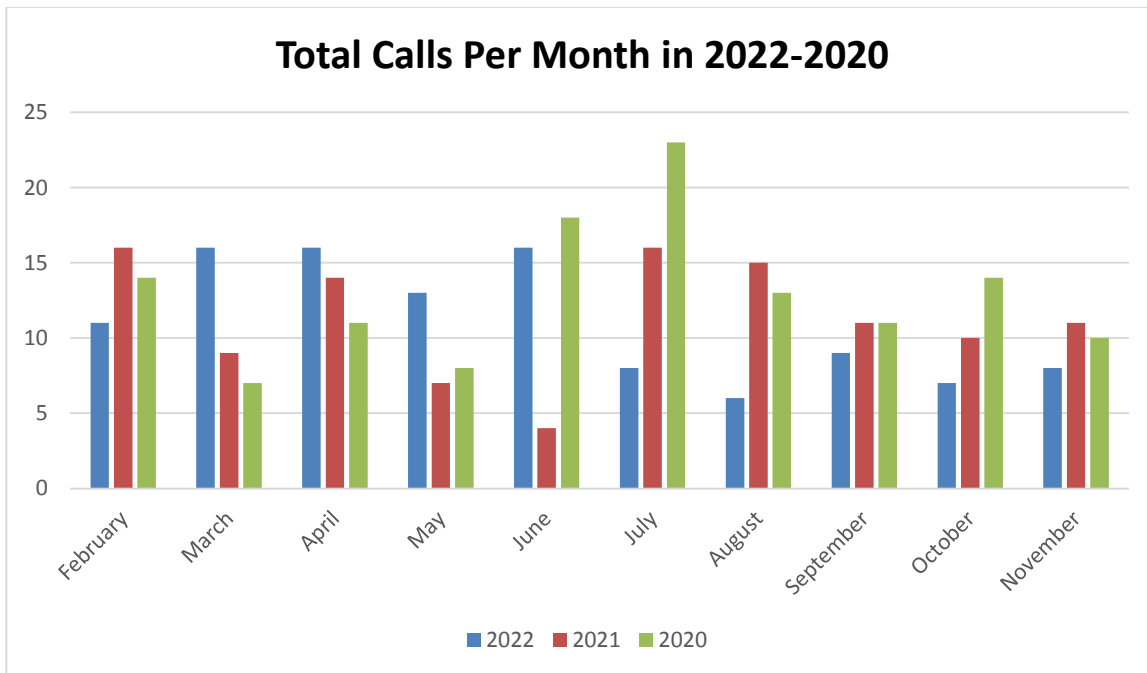
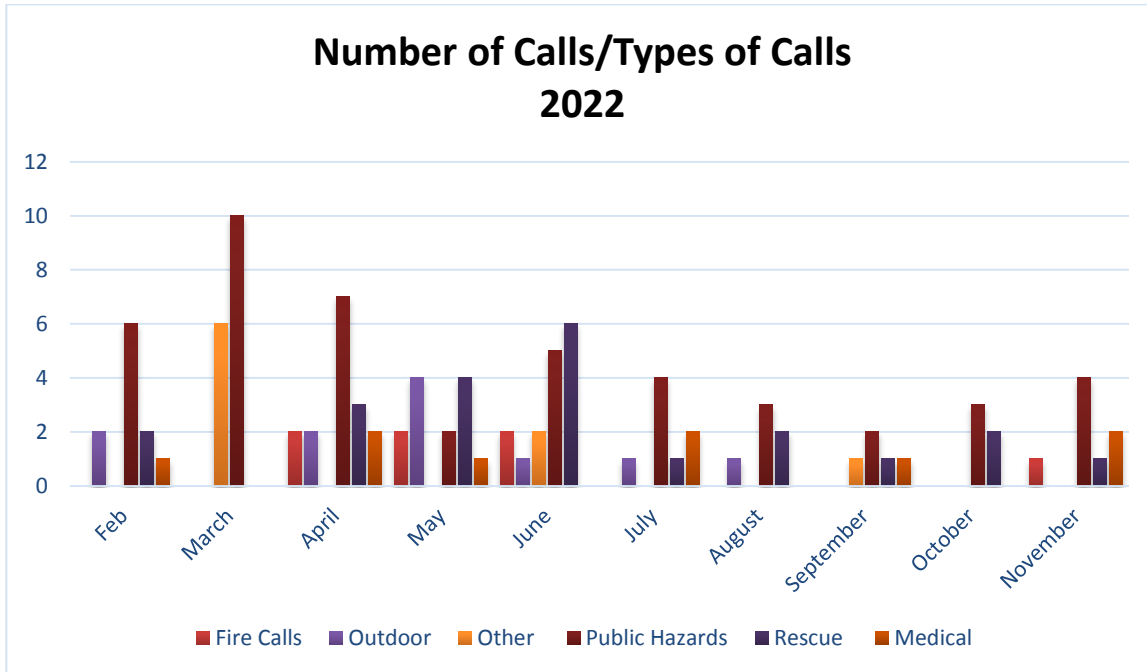
Subject: MAS – FIR - November 2022

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	Sept	Oct	Nov
Fire calls	5	0	0	2	2	2	0	0	0	1	1
Outdoor	0	2	0	2	4	1	1	1	0	0	0
Other	1	0	6	0	0	2	0	0	1	0	0
Public Hazards	10	6	10	7	2	5	4	3	2	3	4
Rescue	3	2	0	3	4	6	1	2	1	3	1
Medical	0	1	0	2	1	0	2	0	1	0	2
Total	19	11	16	16	13	16	8	6	9	7	8





NORTH DUNDAS FIRE PREVENTION ACTIVITY REPORT

PUBLIC EDUCATION VISITS	
23 Nov	Chesterville Public School – Kindergarten
23 Nov	St Mary's Catholic School Kindergarten class story time

COMMUNITY EVENTS	
20 Nov	South Mountain Craft Fair
26 Nov	Hydrant Heroes Campaign announcement

INSPECTIONS	
28 Oct	Full evacuation drill at The Garden Villa
26 Oct	Follow up visit to 7 Moffat, Morewood for CO/Smoke Alarm repairs
1 Nov	Fire Drill at 49 Water St, Chesterville
1 Nov	Fire Drill at 517 Millview, Winchester
2 Nov	Final inspection of 7 Moffat for CO/Smoke Alarm repairs

PUBLIC SAFETY AWARENESS	
All PSA's are submitted to Township Communications Dept for distribution on social media	
28 Oct	Fire hazard product safety recall notice
1 Nov	CO Awareness Week
22 Nov	Test it Tuesday - Smoke and CO Detector awareness
25 Nov	Hydrant Heroes Certificate Program
29 Nov	Home Escape Planning

Note: Dates listed above include activities conducted in October but were not able to be reflected in that month's activity report due to report submission deadlines.

The Hydrant Heroes Certificate Program is modelled after several other fire departments, OFS being the main one. This is a yearly program that encourages the general public to become involved with hydrant clearing.

Ultimately it is used to create a better connection between the NDFS and residents, it gets kids involved and allows us to recognize their efforts by supplying a certificate of appreciation. Additionally, it gives our older youth the ability to gain community service hours which is a requirement at the High School level. Sean Donovan has spoken with the Principal at NDHS and he fully supports it as well.

The obvious focus is on getting children and youth involved with community service however, there are some good side effects as well. The biggest one is the fact that we will potentially have more help with keeping snow cleared out from around our hydrants. To a lesser extent, it is a potential cost savings program as it decreases the amount of hydrants either Roads or NDFS has to clear.

ATTACHMENTS:

Hydrant Hero Certificate Template

YOUR NAME

In sincere appreciation for your efforts in removing snow from fire hydrants in your neighbourhood and helping to keep your community safe. You are a true Hydrant Hero. **Congratulations!**

En remerciement sincère pour vos efforts pour déneiger les bouches d'incendie de votre quartier et pour aider à assurer la sécurité de votre communauté. Vous êtes un véritable héros de bouche. Toutes nos **Félicitations!**





MONTHLY ACTIVITY SUMMARY

Planning, Building & By-law Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: MAS-PBBS November 2022

PLANNING:

- Prepare housekeeping Zoning Amendment for surplus dwelling severances, whereby the retained farmland is kept for farming (no residential use permitted).
- Received eight (8) 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.
- The Committee of Adjustment held a hearing on November 4th, 2022. Two variances were granted and no appeals were filed (for the location of an accessory building in an exterior side yard and frontage reduction). A total of 21 minor variance applications have been received in 2022.
- Prepared and issued two (2) zoning compliance reports.
- Returned a substantial part of the site plan security held by the Township to FSI welding based on completed site works.
- Attended a presentation by Cunningham Swan with Tony Fleming in South Stormont.
- Attended pre-consultation meeting regarding proposed subdivision in Hallville.
- Attended the Steel Do Inc. Site Plan Review meeting.
- Attended a meeting to discuss the Hallville Park and Hallville Crossing.
- Attended two meetings to discuss Garlough Property severance and zoning.
- Attended the SDG Zoning Bylaw Review.
- Met with a resident to discuss a potential severance (Bell Tower).
- Attended the NDSO Coordination Meeting.
- Provided the Land Division follow up with Wellings of Winchester.
- Attended the Titan Building Products Planning and Building Meeting.

- Finalized two (2) site plan agreements with Lactalis.
- Meeting regarding Dream Haven/Park View Homes – Sanitary Sewer Model.
- Attended meeting with a light industrial owner looking to relocate to North Dundas.
- Discussions with business owner looking to build in North Dundas; looked at property options.

BUILDING:

- CBO met with Township Lawyer and Gwyn Nicholson from the City of Ottawa to discuss enforcement.
- CBO attended virtual training for Residential Plumbing Inspections.
- CBO attended training in Ottawa.
- 168 inspections performed this month.

Building Department	November 2022	November 2021	November 2020	November 2019	November 2018	November 2017
Permits Issued:	19	6	9	5	15	13
New Dwellings	11	2	1	1	2	4
Value of Permits:	\$2,689,370	\$895,500	\$493,070	\$360,000	\$872,900	\$1,451,467
Building Permit Fees:	\$23,548	\$4,025	\$2,942	\$2,158	\$4,092	\$15,519
Development Charges:	\$46,280	\$11,322	\$5,085	\$4,964	\$9,296	\$14,704

BY-LAW ENFORCEMENT/CEMC:

- Parking: **48** Warnings issued: 37 during 1st overnight inspection for overnight parking ban for winter.
- **9** Penalty Notices issued on vehicles for parking infractions.
- Complaints: **131** complaints for the year. **10** new complaints in November.
1 Open Air Burn / 2 Clean Yards / 2 Zoning / 4 Parking Complaints / 1 Property Standards
- **3** On-going Property Standards issue for buildings that have been neglected and Orders to repair have been issued to address safety and structural concerns - 1 of the properties has had the Order placed on title.
- Dogs: Currently **444** tags have been issued in 2022.
- Burn Permits: Currently, **416** permits have been issued in 2022.
- Clean up of Nuisance signs in the Township.

- Yearly Emergency Management exercise was completed in conjunction with the Counties. Working on our yearly compliance with our Field Officer.
- Took part in the 1st Eastern Ontario Bylaw group to learn from and work with other municipalities in the area for best practices and support.



MONTHLY ACTIVITY SUMMARY

Recreation & Culture

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: MAS – RC – November 2022

- Recreation Coordinator completed Legal Awareness 2 course presented by Ontario Recreation Facilities Association.
- 4 team members were enrolled in the Propane Handling course.
- Ice rental demands have increased. We sold all available weekday evening ice time in November. Typically, our only available ice time is from 5:00pm-6:00pm in both Winchester and Chesterville. The majority of these rentals are all non-residents.
- All outdoor tennis/pickleball courts are now closed for the season.
- The furnace at South Mountain Fire Hall was replaced.
- Annual fire inspections were completed at all facilities.
- The compressor was replaced in the Chesterville & District Arena dehumidifier, which had previously failed.
- Website has been updated to notify the public of our arena closures over the holidays, as well as our extended public skating hours during the Christmas break.
- A non-mandatory site meeting was held on Monday, November 14th at the Hallville Community Park, for the engineering and landscape architecture RFP. Representatives from approximately seven companies attended. The deadline for answers to RFP questions was extended due to over 70 questions being received and due to the type of information requested. A second round of questions was requested from bidders and was approved. The deadline for submissions was also extended to Friday, December 9th.



MONTHLY ACTIVITY SUMMARY

Environmental Services

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: MAS – WM – November 2022

FINANCIAL INFORMATION:

OCTOBER

Total Fees.....\$15,735.00
 Fees Charged.....\$ 5,005.00
 Fees Paid.....\$10,730.00
 Cash on Hand.....\$100.00

NOVEMBER

Total Fees.....\$11,590.00
 Fees Charged.....\$3,890.00
 Fees Paid.....\$7,700.00
 Cash on Hand.....\$100.00

Wards	OCTOBER	NOVEMBER
1. (Twp of Win)	640	800
2. (Twp of Mtn)	480	480
3. (Vill of Win)	720	640
4. (Vill of Ches)	320	320
5. Other (Boyne)	881	689
Total Cubic Yards	2741	2629
Total Metric Tonnes	249.18	239

Recyclables

Tonnages of Processed Material Year-to-Date

October 16th to November 15th

Fibre----- 18.57 MT
 Plastic/Cans/Glass—21.09 MT

296.64 MT
 227.98 MT
524.62 MT

Total

WORK COMPLETED

- Organizing Christmas Holiday Work Schedule for employees
- Posted Christmas Landfill Operation
 - Landfill Closed Monday December 26th, Tuesday December 27th and Monday January 2nd
 - Curbside Collection will proceed as per the normal schedule for pick up
- Posted 6-month contract position for Landfill Truck Driver/Operator
- Preparing annual budget
- Installed exterior lights to Landfill Operations building



ACTION REQUEST

Clerk

To: Mayor and Members of Council

Date of Meeting: December 6, 2022

Subject: Rideau Valley Conservation Authority Appointment Commencing 2023

RECOMMENDATION:

THAT the Council of the Township of North Dundas appoint Gerry Boyce to the Rideau Valley Conservation Authority's Board of Directors for a term of four years commencing in 2023.

AND THAT the Council of the Township of North Dundas request a Minister's exception under subsection 14 (1.2) Conservation Authorities Act for Mr. Gerry Boyce to serve on the Rideau Valley Conservation Authority Board.

BACKGROUND:

Under Section 14 of Ontario's Conservation Authorities Act, Council is entitled to appoint one (1) member to the Rideau Valley Conservation Authority (RVCA) to represent North Dundas.

- This person can be appointed for a term of up to four years;
- This person must be a resident of a municipality in the authority's jurisdiction; and
- The Conservation Authorities Act now requires that at least 70 percent of a municipality's appointees be selected from among the members of the municipal council. This means that the member appointed by our municipality must be a member of Council unless Council requests an exception from the Minister to appoint a citizen representative.

Gerry Boyce has been the representative for North Dundas since 2011 and would like to continue representing North Dundas.

OPTIONS AND DISCUSSION:

1. **Approve the recommendation** - recommended. Staff will work with RVCA on the exemption application.
2. **Do not approve the recommendation** - not recommended.

FINANCIAL ANALYSIS:

OTHERS CONSULTED:

- Mr. Boyce was contacted to ascertain his interest in continuing in this position, as per

instruction from Council to the Clerk at the Council meeting held November 29, 2022. Motion 2022- 462 from the November 29th meeting was deferred and has been amended and brought back to this meeting for reconsideration.

ATTACHMENTS:

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

BYLAW No. 2022-96

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 In Camera Meeting of the Council of the Township of North Dundas held November 29, 2022, be hereby adopted.
- 2.0** That the actions of the Township of North Dundas at the Regular Meeting held on December 6, 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 6th day of December, 2022.

MAYOR

CLERK