



AGENDA

THIRTY-FOURTH MEETING OF THE SEVENTH COUNCIL OF THE MUNICIPALITY OF SOUTH DUNDAS

Monday, December 2, 2019, 6:00 PM
34 Ottawa Street in Morrisburg, ON

Pages

1. CALL TO ORDER
2. CONFIRMATION OF AGENDA
 - a. Additions, Deletions or Amendments

All matters listed under Consent Agenda, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.
3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
4. ADOPTION OF MINUTES
 - a. November 18, 2019 4
5. DELEGATIONS/PETITIONS
 - a. Darryl O'Connor Re: Iroquois United Church Property Proposed Zoning Change
6. PUBLIC MEETING
 - a. 7:00 - Zoning By-law Amendment 11
7. ACTION REQUESTS
 - a. PE2019-03 - Site Plan Templates - Zoning Compliance 13
 - b. TS2019-15 - Williamsburg MTO Upgrades 18

c.	TR2019-09 - 2020 Water Flat Rate	21
d.	TR2019-08 - 2019 Tax Write-offs	23
e.	CLK2019-09 - Cruickshank Mural Refurbishing	25
8.	BY-LAWS	
a.	2019-112 - Zoning Amendment	29
9.	CONSENT AGENDA	
a.	Ban of Single Use Disposable Wipes	31
	That Council receive and file for information.	
b.	Climate Emergency	33
	That Council receive and file for information.	
c.	Archives Committee Meeting Minutes	36
	That Council receive and file.	
d.	Iroquois Waterfront Committee Minutes	43
	That Council receive and file.	
e.	KIR - 2020 Budget Dates	47
	That Council approve and file.	

10. BOARDS AND COMMITTEES/DISCUSSION ITEMS

a. Council Representatives

County Council – Mayor or Deputy Mayor
Cemetery Board – Councillor Wells
Iroquois & District Business Group – Mayor Byvelds
Morrisburg B.I.A. – Councillor Lewis
South Nation Conservation Authority – Councillor Mellan
Morrisburg Waterfront Committee – Councillor Wells
Iroquois Waterfront Committee - Mayor Byvelds
South Branch Committee Fund - Councillor Mellan
Carman House Museum Committee - Councillor Lewis
Dundas County Archives Committee - Mayor Byvelds
Tourism Advisory Committee - Deputy Mayor Gardner
Economic Development Committee - Deputy Mayor Gardner
Doctor Advisory Committee – Deputy Mayor Gardner

b. Draft Regulation of Grading and Drainage for Properties Located within Urban and Rural Settlement Areas By-law (for discussion purposes) 48

c. Draft Right of Way Patios on Municipal Property By-law (for discussion purposes) 51

d. Transmission Line Connections Discussion

11. NOTICES OF MOTIONS

12. CLOSED SESSION

13. RATIFICATION BY-LAW

a. 2019-113 - Ratification By-law 60

14. ADJOURNMENT



MINUTES

THIRTY-THIRD MEETING OF THE SEVENTH COUNCIL OF THE MUNICIPALITY OF SOUTH DUNDAS

Monday, November 18, 2019, 6:00 PM

Present: Mayor Byvelds
Deputy Mayor Gardner
Councillor Wells
Councillor Lewis
Councillor Mellan

Staff Present: CAO Geraghty
Clerk Brunt

Also Present: Treasurer, Deputy Treasurer, Deputy Clerk, Director of
Transportation, CBO, EDO

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

- a. Additions, Deletions or Amendments

Addition: In Camera - personal matters about an identifiable individual re: Staff

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- a. Councillor Wells – By-law 2019-108 - Campground By-law
Councillor Wells is the General Contractor.

4. ADOPTION OF MINUTES

- a. November 4, 2019
Resolution No. 18-22-380
Moved By Deputy Mayor Gardner
Seconded By Councillor Lewis

THAT the minutes of the Thirty-Second Regular and In Camera meetings of the Municipality of South Dundas be adopted as circulated.

CARRIED

5. DELEGATIONS/PETITIONS

a. Dundas Manor Construction

Bill Smirle and Cholly Boland, members of the Board of Directors for the Dundas Manor, provided a presentation regarding reconstruction and renovation of the Dundas Manor. Mr. Boland provided an overview of the facilities history, capacity, current and future needs. Mr. Boland requested a \$500,000.00 donation to fund the construction of the proposed new facility.

b. The Hub for Beyond 21 Foundation

Tish Humphries and Jane McLaren provided an overview of Beyond 21, highlighting the groups history, programs and current challenges. Ms. McLaren noted that the organization receives no provincial funding and relies on the contributions of the community to provide services and programs for their clients. Ms. McLaren provided information on a proposed new facility and requested Council provide funding for the project.

c. United Way

The United Way presentation was deferred.

6. ACTION REQUESTS

a. Joint County Radio System

Mayor Byvelds noted that County Council discussed the Joint County Radio System and the consensus was to not proceed any further. Mayor Byvelds suggested that Fire Chief Morehouse continue the investigation he had begun in early 2019.

b. TR2019-07 - Service Modernization Funding

Resolution No. 18-22-381
Moved by Councillor Lewis
Seconded By Councillor Wells

THAT the Council of the Municipality of South Dundas accept report TR2019-07 to authorize the transfer of \$600,406.00 in service modernization funding from the Province of Ontario to the Service Delivery Reserve.

CARRIED

7. BY-LAWS

- a. 2019-104 - Reserve Policy
Resolution No. 18-22-382
Moved By Deputy Mayor Gardner
Seconded By Councillor Wells
That By-Law No. 2019-104, being a By-law to amend Policy 2-8 – Reserve & Reserve Fund Policy, be read and passed in open Council, signed and sealed.
CARRIED
- b. 2019-105 - Lease Agreement Extension with the Morrisburg and District Lions Club for the Docksyde Canteen
Resolution No. 18-22-383
Moved By Deputy Mayor Gardner
Seconded By Councillor Wells
That By-Law No. 2019-105, being a By-law to execute an amending Agreement with the Morrisburg & District Lions Club to operate the Docksyde Canteen at the Morrisburg Waterfront, be read and passed in open Council, signed and sealed.
CARRIED
- c. 2019-106 - Appoint Administrative Personnel
Resolution No. 18-22-384
Moved By Councillor Lewis
Seconded By Deputy Mayor Gardner
That By-Law No. 2019-106, being a By-law to appoint Administrative Personnel be read and passed in open Council, signed and sealed.
CARRIED
- d. 2019-107 - Lease Agreement with the Office of Eric Duncan MP Stormont, Dundas and South Glengarry
Resolution No. 18-22-385
Moved By Deputy Mayor Gardner
Seconded By Councillor Lewis
THAT By-law No. 2019-107, being a By-law to enter into a Lease Agreement with The Office of Eric Duncan, MP for Stormont, Dundas & South Glengarry be read and passed in open Council, signed and sealed.
CARRIED

e. 2019-108 - Campground By-law

Councillor Wells declared a conflict on this item. Having declared a conflict of interest on this matter, Councillor Wells stepped away from the table.

Resolution No. 18-22-386
Moved By Deputy Mayor Gardner
Seconded By Councillor Lewis

That By-law No. 2019-108, being a By-law to enter into an agreement with Wells and Son Construction Limited for the construction of the Iroquois Campground Building, be read and passed in open Council, signed and sealed.

CARRIED

Councillor Wells returned to participate in the meeting.

f. 2019-109 - Building Services Software

Resolution No. 18-22-387
Moved By Councillor Wells
Seconded By Deputy Mayor Gardner

THAT By-law No. 2019-109, being a By-law to authorize the execution of an agreement with Centre for Geographic Information Systems for Building Services Software (CGIS) be read and passed, in open Council, signed and sealed.

CARRIED

g. 2019-110 - Personnel Policy Update

Resolution No. 18-22-388
Moved By Deputy Mayor Gardner
Seconded By Councillor Wells

THAT By-law No. 2019-110, being a By-law to amend the Personnel Policy, 3-11 be read and passed, in open Council, signed and sealed.

CARRIED

8. CONSENT AGENDA

Resolution No. 18-22-389
Moved By Councillor Lewis
Seconded By Deputy Mayor Gardner

THAT all items listed under General Consent section of the Agenda be adopted as presented.

CARRIED

- a. Grey Sauble Conservation - Conservation Authorities
That Council receive and file for information.
- b. Township of Stirling-Rodson - Municipal Liability and Insurance Costs
That Council receive and file for information.
- c. Township of Ramara - Conservation Authority Exit Clause
That Council receive and file for information.
- d. Provincial Consultation on the Transformation of Building Services In Ontario
That Council receive and file for information.
- e. Ministry of Municipal Affairs
That Council receive and file for information.
- f. Iroquois Waterfront Committee Minutes - October 2019
That Council receive and file.
- g. Iroquois Waterfront Committee Requests
That Council receive and refer to staff for action.
- h. Building/By-law Statistics
That Council receive and file for information.
- i. Surplus Equipment
That Council receive and file for information.
- j. Monthly Activity Reports
That Council receive and file for information.
 - 1. Economic Development
 - 2. Transportation
 - 3. Water/Wastewater
 - 4. Fire and Emergency Services
 - 5. Finance
 - 6. Administration

9. BOARDS AND COMMITTEES/DISCUSSION ITEMS

- a. Council Representatives

Updates were provided by the Committee Members.

- b. Key Information Report - 2020 Tourism Marketing Plan

EDO Hunter outlined the key points of the Tourism Marketing Plan for 2020.

10. NOTICES OF MOTIONS

Nil

11. CLOSED SESSION

Resolution No. 18-22-390
Moved By Councillor Lewis
Seconded By Councillor Mellan

THAT Council proceed In Camera in order address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employee.

CARRIED

Resolution No. 18-22-391
Moved By Councillor Lewis
Seconded By Deputy Mayor Gardner

THAT the Council of the Municipality of South Dundas rise and reconvene and authorize Staff to proceed as directed.

CARRIED

12. RATIFICATION BY-LAW

Resolution No. 18-22-392
Moved By Councillor Lewis
Seconded By Councillor Mellan

THAT By-law No. 2019-111, being a By-law to adopt, confirm and ratify matter dealt with by resolution, be read and passed in open Council, signed and sealed.

CARRIED

13. ADJOURNMENT

Moved By Councillor Lewis
Seconded By Deputy Mayor Gardner

THAT Council now adjourn to meet again at the call of the Chair.

CARRIED

MAYOR

CLERK

ZONING BY-LAW AMENDMENT

COUNTY ROAD 2 PT LOTS 34, CONCESSION 1 (FORMER GEOGRAPHIC TOWNSHIP OF WILLIAMSBURG) MUNICIPALITY OF SOUTH DUNDAS

EXPLANATORY NOTE

This parcel has received draft plan of subdivision approval, from the United Counties of Stormont, Dundas and Glengarry, for a residential plan of subdivision consisting of:

- 74 lots for single detached dwellings,
- 31 lots for freehold semi-detached dwellings, and
- one (1) block showing three condominium buildings.

The subdivision will include the creation of several new roads with access to the development via County Road 2, together with stormwater management and sanitary pump station blocks. The lots are to be serviced by both piped municipal sewer and water services.

This Zoning By-law amendment is needed to fulfill a condition of draft plan approval and to permit the proposed mixed-use residential subdivision on municipal sewer and water services. The lot and block numbers as indicated on the draft plan of subdivision are used here to summarize the effect of the proposed amendment as follows:

Item 1: To rezone Lots 1 to 7, 17 to 20, 39 to 42, and 102 to 105 from 'Rural (RU) Zone' to 'Residential First Density (R1) Zone'

Item 2: To rezone Lots 8 to 16 from 'Rural (RU) Zone' to 'Residential Second Density (R2) Zone'

Item 3: To rezone Block 106 from 'Rural (RU) Zone' and 'Residential Hamlet (RH) Zone' to 'Residential Fourth Density Exception 17 (R4-17) Zone' and establish provisions for the 'R4-17 Zone' that provides for a maximum 48 units, and maximum building height of storey of 4 storeys to a maximum of 15 m.

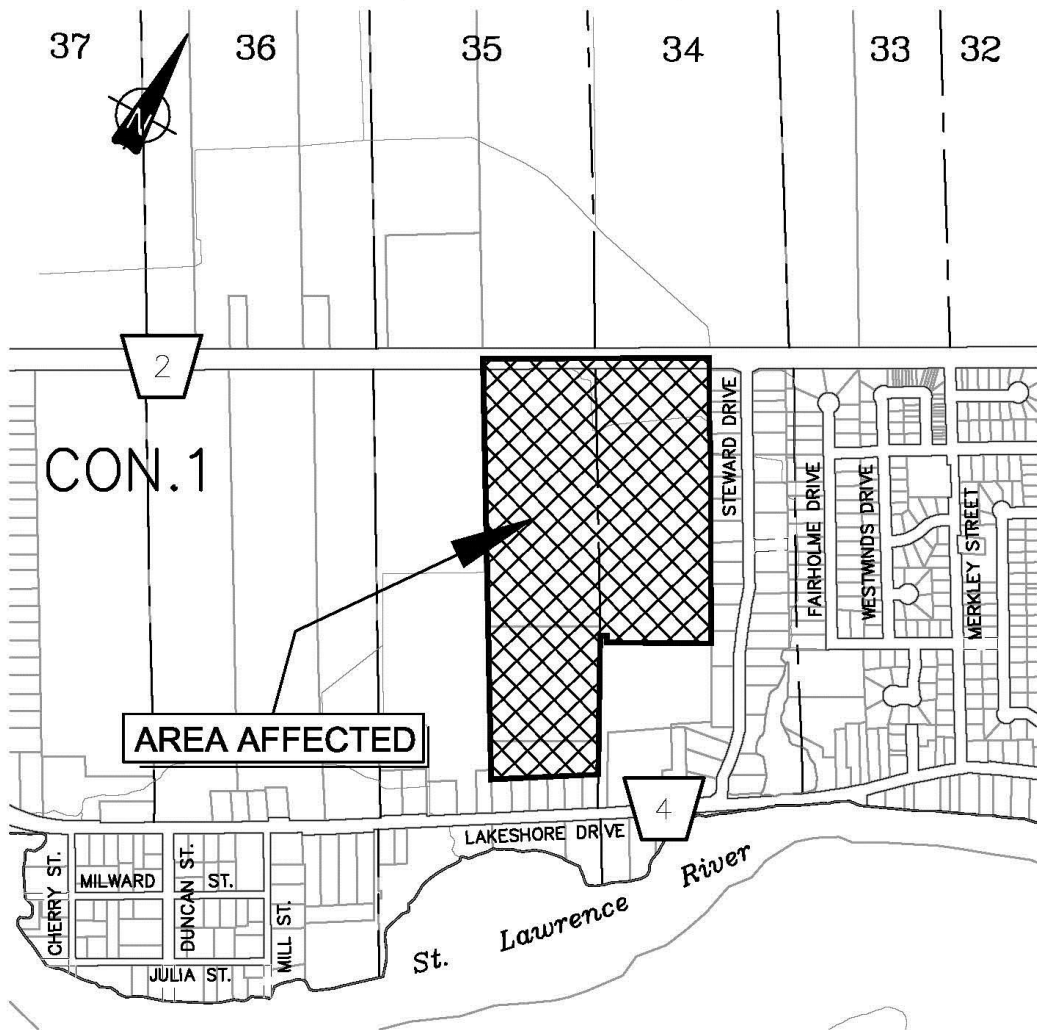
Item 4: To rezone Block 107 and 108 from 'Rural (RU) Zone' to 'Residential First Density (R1) Zone', which will provide for a stormwater management system and sanitary pump station, and a stormwater management system, respectively.

Holding Provision (-h): A holding symbol (-h) will be applied to the 'Residential First Density (R1) Zone' and the 'Residential Second Density (R2) Zone' for lots located in Phases 2 to 4 until such time as any applicable services have been provided the satisfaction of the Municipality. Lots affected by the holding symbol include Lots 21 to 38, and 43 to 101.

This amendment is related to the United Counties of Stormont, Dundas and Glengarry Plan of Subdivision Application: 01-SD-S2018.

These lands are designated in the Stormont, Dundas and Glengarry Official Plan as Residential District.

KEY MAP





MUNICIPALITY OF SOUTH DUNDAS

Planning & Enforcement Department Report PE2019-03

To: Mayor & Council
From: **Nicole Lowey, Chief Building Official**
Date: December 2, 2019
Subject: Site Plan Templates – Zoning Compliance

Recommendation:

THAT the Council of the Municipality of South Dundas accepts Report PE2019-03 to approve the Urban and Rural Site Plan Samples and Templates for use by Staff and residents with respect to Building Permit applications and Zoning Compliance.

Background:

Site plan samples and templates have been created at the request of Council to provide better Customer Service during building permit application, and zoning procedure processes. Samples and templates include both Rural and Urban lots. Each template allows for site specific information as needed to determine compliance with the Municipal Zoning By-law.

Discussion/Options:

One site plan has been created for Rural lots and one for Urban lots. These plans provide examples of the requirements to be submitted with building permit applications, and zoning procedures. Templates for both types were also created to aid the residents of the Municipality in completing the requirements for building permit applications and zoning procedures.

Current & Future Budget Implication:

There are no budget implications at this time. The documents can be made available on the Municipality of South Dundas website.

ROAD NAME

10.0 m

10.0 m

7.0 m

3.0 m

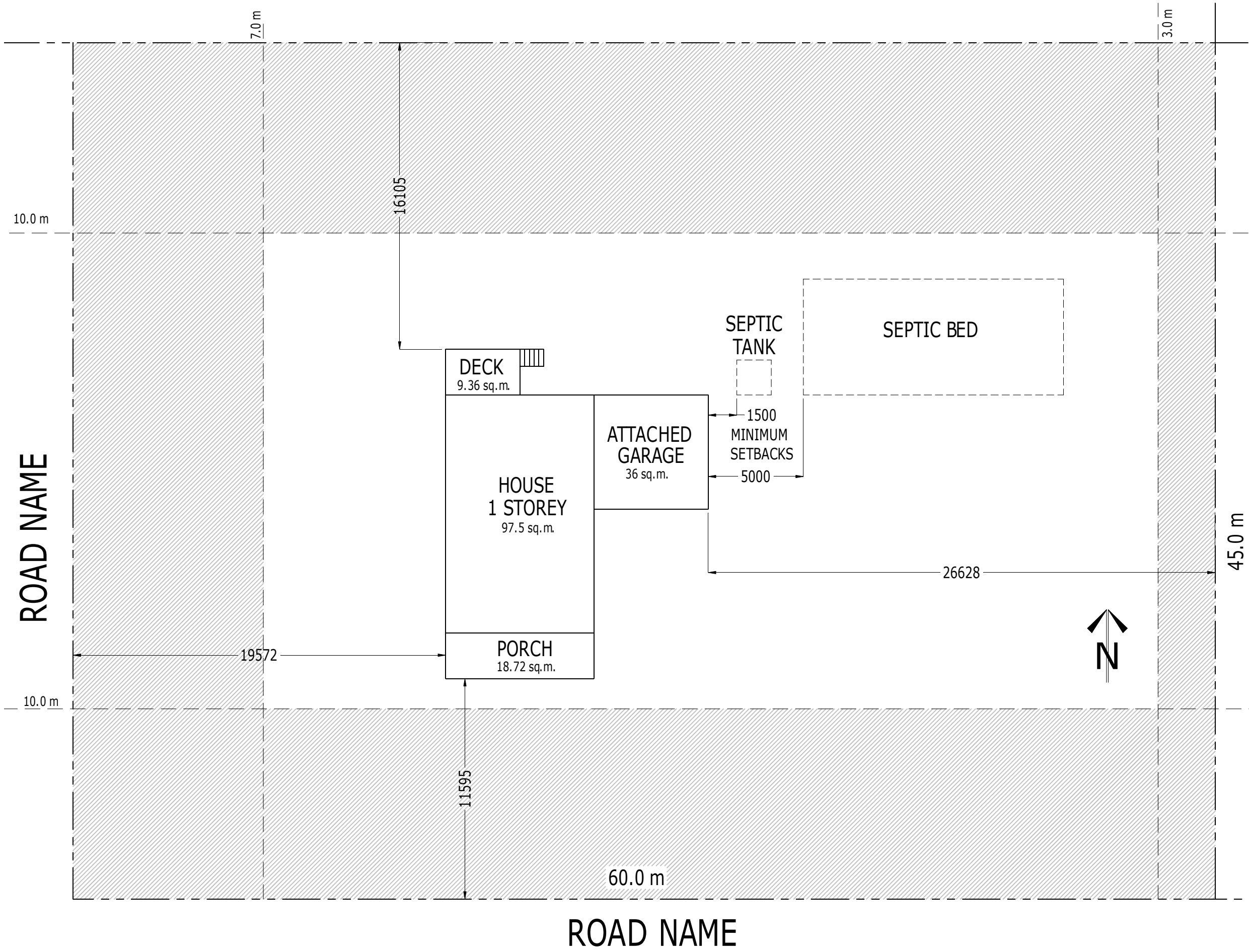
ROAD NAME



PROJECT		ADDRESS		
ZONING	RU	SETBACKS	PERMITTED	PROPOSED
LOT AREA	sq.m.	FRONT YARD	10.0 m	
LOT COVERAGE PERMITTED	10%	REAR YARD	10.0 m	
LOT COVERAGE PROPOSED	%	INTERIOR SIDE YARD	3.0 m	
ACCESSORY BUILDINGS	%	EXTERIOR SIDE YARD	10.0 m	

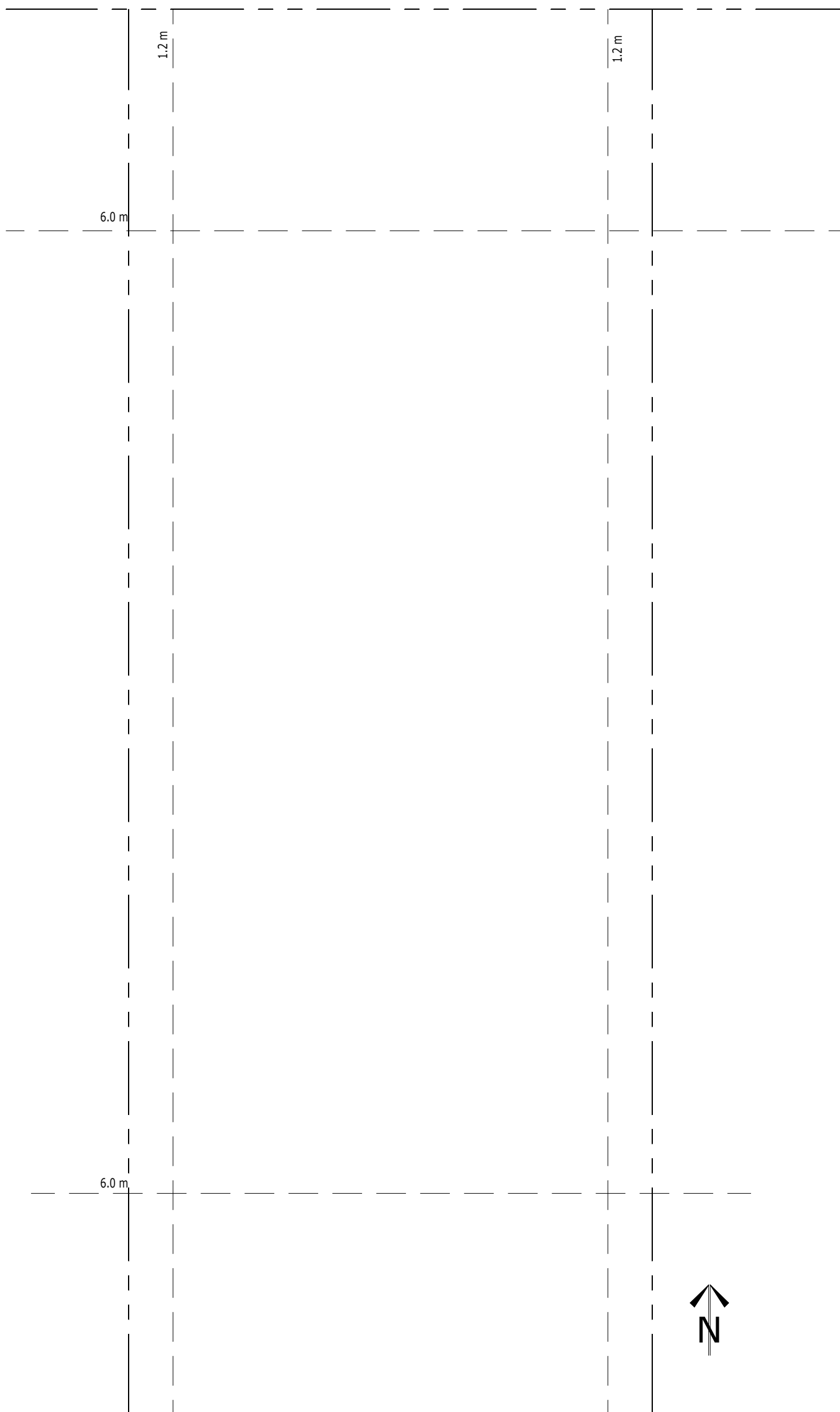
* HATCH DENOTES MINIMUM SETBACK AREAS PER ZONING BY-LAW (VALUES MAY CHANGE DEPENDING ON PROPERTY ZONING)

** MEASUREMENTS SHOWN IN METRIC, METRES & MILLIMETERS



PROJECT		ADDRESS	
ZONING	RU	SETBACKS	PROPOSED
LOT AREA	2700 sq.m.	FRONT YARD	11.6 m
LOT COVERAGE PERMITTED	10%	REAR YARD	16.1 m
LOT COVERAGE PROPOSED	5.8%	INTERIOR SIDE YARD	26.6 m
ACCESSORY BUILDINGS	N/A	EXTERIOR SIDE YARD	19.6 m

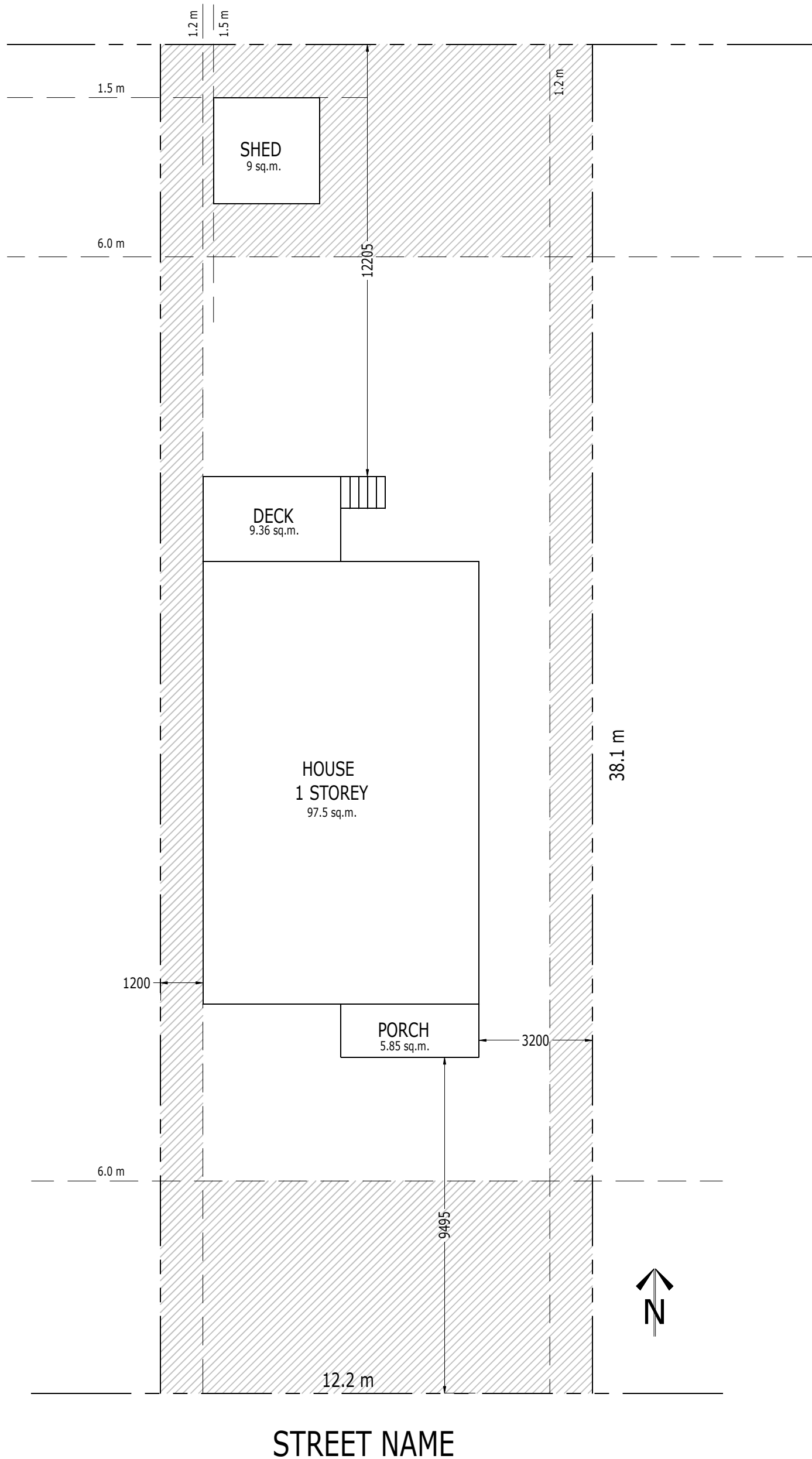
* HATCH DENOTES MINIMUM SETBACK AREAS PER ZONING BY-LAW (VALUES MAY CHANGE DEPENDING ON PROPERTY ZONING)
 ** MEASUREMENTS SHOWN IN METRIC, METRES & MILLIMETERS



STREET NAME

PROJECT		ADDRESS		
ZONING	R1	SETBACKS	PERMITTED	PROPOSED
LOT AREA	sq.m.	FRONT YARD	6.0 m	
LOT COVERAGE PERMITTED	40%	REAR YARD	6.0 m	
LOT COVERAGE PROPOSED	%	INTERIOR SIDE YARD	1.2 m	
ACCESSORY BUILDINGS	%	EXTERIOR SIDE YARD	6.0 m	

* HATCH DENOTES MINIMUM SETBACK AREAS PER ZONING BY-LAW (VALUES MAY CHANGE DEPENDING ON PROPERTY ZONING)
 ** MEASUREMENTS SHOWN IN METRIC, METRES & MILLIMETERS



STREET NAME

PROJECT		ADDRESS		
ZONING	R1	SETBACKS	PERMITTED	PROPOSED
LOT AREA	464.82 sq.m.	FRONT YARD	6.0 m	9.5 m
LOT COVERAGE PERMITTED	40%	REAR YARD	6.0 m	12.2 m
LOT COVERAGE PROPOSED	26%	INTERIOR SIDE YARD	1.2 m	1.2 m / 3.2 m
ACCESSORY BUILDINGS	2%	EXTERIOR SIDE YARD	6.0 m	N/A

* HATCH DENOTES MINIMUM SETBACK AREAS PER ZONING BY-LAW (VALUES MAY CHANGE DEPENDING ON PROPERTY ZONING)

** MEASUREMENTS SHOWN IN METRIC, METRES & MILLIMETERS



MUNICIPALITY OF SOUTH DUNDAS

Public Works Department Report TS2019-15

To: Mayor & Council
From: Jeff Hyndman, Director
Date: December 2, 2019
Subject: Williamsburg MTO Upgrades

Recommendation:

THAT the Council of the Municipality of South Dundas approve report TS2019-15 to complete the work required to meet the Ontario Building Code standards at the Williamsburg Garage at the cost of \$12,610.00 + HST.

AND THAT the remaining funds from the project of \$15,992.00 be transferred to the roads reserve to help fund the purchase and installation of a water/oil separator in 2020.

Background:

During 2019 Budget deliberations Council approved \$40,000.00 to be allocated for the upgrades to the Williamsburg Garage, so that it can meet the Ontario Building Code and gain the proper requirements needed to become a licenced MTO safety inspection facility.

Per the OBC, the following work is required to be performed:

- Electrical-automatic door openers
- Purchase & installation of two doors-west shop wall & new bathroom door

Staff is proposing the purchase of a water/oil separator in 2020 to better the existing infrastructure. The separator will remove oil and other debris from the water leaving the building through the floor drains. This is not a requirement under the OBC; however, it is a control measure Staff would like to have in place. Staff has received quotes for the separator and will be including this project in the 2020 budget.

Current & Future Budget Implication:

There is currently \$40,000.00 allocated in the 2019 budget for this project. Of that amount, \$12,752.70 has been spent on engineering and building permit leaving \$27,247.30 to complete the work at the shop. Costs for the remaining work is attached.

Williamsburg Garage OBC					
Respondent	Quote	HST	HST Rebate	Net Expenditure	Lowest Bid
Door Installation					
Swank Construction	\$ 2,980.00	\$ 387.40	-\$ 334.95	\$ 3,032.45	\$ 2,980.00
Robert Jordan Construction	\$ 5,400.00	\$ 702.00	-\$ 606.96	\$ 5,495.04	
Door Purchase					
Select Door & Frame	\$ 3,250.00	\$ 422.50	-\$ 365.30	\$ 3,307.20	\$ 3,250.00
Doormasters Inc.	\$ 4,385.00	\$ 570.05	-\$ 492.87	\$ 4,462.18	
Door Opener					
Dwyer Glass	\$ 4,830.00	\$ 627.90	-\$ 542.89	\$ 4,915.01	\$ 4,380.00
Select Door & Frame	\$ 8,500.00	\$ 1,105.00	-\$ 955.39	\$ 8,649.61	
Electrical					
Atel Air (Recurring Services)	54.00/HR + Material (\$2,000 Estimate)				\$ 2,000.00
Total Cost Of Work Required					
				\$ 11,254.66	\$ 12,610.00
Engineering				\$ 12,152.70	
Building Permit				\$ 600.00	
Total				\$ 24,007.36	
2019 Budget				\$ 40,000.00	
Remaining Funds					
				\$ 15,992.64	



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Report TR2019-09

To: Mayor & Council
From: Shawn Mason, Deputy Treasurer
Date: December 2, 2019
Subject: 2020 Water Flat Rate

Recommendation:

THAT the Council of the Municipality of South Dundas accept Report TR2019-09 to approve the increase of the flat rate for water services by two percent (2%) for the fiscal year 2020.

Background:

At the special meeting of Council on April 18, 2019, Staff presented Council with the Water & Wastewater budgets for 2019.

Staff had proposed an increase to the flat rate for water services for each of the years of 2019 through 2023.

Discussion/Options:

The revenue for the water rate, inclusive of the flat rate and metered consumption, as of the 10 months ended October 31, 2019, is \$1,026,264.

Assuming static metered consumption and the 2% increase to the flat rate, the potential additional revenue for the same ten-month period is estimated at \$15,619.

Council is cognizant of the infrastructure deficit the municipality faces and any additional revenue generated by a rate increase is transferred to reserves for future capital or infrastructure replacement.

It should be noted, however, that any increase imposed on the water rate results in increases to the Morrisburg & Iroquois wastewater revenue as well.

Rideau St. Lawrence utilities is appreciative of timely notification of any change to rates to allow them sufficient lead time to adjust the rates in their billing software.

Schedule of Water Flat Rates Fees

Size Year	Proposed 2% increase each year					
	2018	2019	2020	2021	2022	2023
5/8"- 3/4"	\$399.43	\$407.41	\$415.56	\$423.87	\$432.35	\$441.00
1"	\$559.20	\$570.38	\$581.79	\$593.43	\$605.30	\$617.41
1 1/2"	\$718.92	\$733.29	\$747.96	\$762.92	\$778.18	\$793.74
2"	\$1,158.36	\$1,181.52	\$1,205.15	\$1,229.25	\$1,253.84	\$1,278.92
3"	\$1,158.36	\$1,181.52	\$1,205.15	\$1,229.25	\$1,253.84	\$1,278.92
4"	\$1,158.36	\$1,181.52	\$1,205.15	\$1,229.25	\$1,253.84	\$1,278.92

Note: For 2020 the flat rate fee for water and wastewater for a typical 5/8" residential water meter would be \$727.23 in Morrisburg & \$847.74 in Iroquois. Consumption fees would be in addition to the flat rate.



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department
Report TR2019-08

To: Mayor & Council
From: Sarah McMillan, Treasurer
Date: December 2, 2019
Subject: 2019 Tax Write-offs

Recommendation:

THAT the Council of the Municipality of South Dundas accept report TR2019-08 pursuant to Section 357 of the Municipal Act, that Municipal tax write-offs in the amount of \$29,228.90 for the 2019 taxation year be approved according the property classes;

AND THAT Council approve a transfer of \$15,771.10 to the Tax Write-off Contingency Reserve to fund any future budget deficits.

Background:

Each year, the Municipality receives applications for the cancellation, reduction or refund of taxes. There are several avenues in which the taxpayer may apply for a reduction in their property assessment which may result in a tax write-off.

Those avenues include:

- 1) a Section 357/358/359 application through the Municipal Act;
- 2) a Vacancy Rebate application, for commercial & industrial properties, per the municipality's Property Tax Collection Policy;
- 3) a Request for Reconsideration (RFR) through the Municipal Property Assessment Corporation (MPAC);
- 4) an application through the Assessment Review Board (ARB);
- 5) an application for the Farm Property Class Tax Rate Program through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA);
- 6) a charitable rebate application to the municipality or,
- 7) changes to assessment through approved severances.

The attached illustrates the total write-offs of \$83,466.56 as apportioned to the upper tier, the lower tier and the school boards.

Comparatively, the total amount of the 2018 write-offs for the upper tier, lower tier and school boards were \$112,665.27 (2017- \$193,924).

Current & Future Budget Implication:

The 2019 budget for Municipal tax write-offs is \$45,000.00. The transfer to the Tax Write-Off Contingency Reserve of \$15,771.10 will bring the balance in the reserve to \$73,534.46; however, we are currently waiting on signed minutes from the Assessment Review Board (ARB) regarding one of our larger commercial properties. The total write-off is estimated to be \$39,021 (Municipal portion \$10,234). This write-off will be funded from the reserve and a report to Council authorizing this transaction will be forthcoming.



MUNICIPALITY OF SOUTH DUNDAS

Administration Department Report CLK2019-09

To: Mayor & Council
From: Brenda M. Brunt, Clerk
Date: December 2, 2019
Subject: 2019-09 – Cruickshank Mural Refurbishing

Recommendation:

THAT the Council of the Municipality of South Dundas accept Report CLK2019-09 to refurbish the Cruickshank Mural.

Background:

In 2004 the Cruickshank mural was painted by David Yeatman and erected on the side of the Morrisburg Public School.

The mural consisted of 18 panels that had been glued with PL Premium construction adhesive and fastened using regular uncoated screws. Most of the screws had rusted off and the glue was failing over time.

The top flashing had failed allowing water to penetrate behind the mural accelerating the deterioration.

The frame foundation was left on the wall and was in fair condition with a couple areas needing repair. The frame and mounting hardware should be evaluated before being reused.

Discussion/Options:

Staff contacted Keith Robinson, as the Riverside Church mural is undergoing a refurbishing as well. Keith is working with John Gleed who has provided a report, as attached, to aid in “saving” the mural.

Staff can work with John Glead, Keith Robinson and Bill Morrow to get the process started in 2019 and finish up in 2020.

Current & Future Budget Implication:

There is presently \$7,167.21 in the mural reserve but the project may require some additional funding. Additional funding to the mural reserve will be considered during 2020 budget deliberations.

Resurrection of the Cruickshank Mural

Introduction

In early November, a major wind-storm blew down several of the panels of the Cruickshank Mural located on the South facing wall of Morrisburg Public School on Second Street. On careful examination by Municipal Staff it was determined that most of the panels (blown off and remaining) were sufficiently weather damaged that they all had to be removed for safety considerations.

This mural was created and installed about fifteen years ago (Artist: David Yeatman, Aylmer). *“This mural represents the 500th house moved during Seaway construction. Owned by Dr. Shannette it was moved from the bottom of Ottawa St. to 5 Fifth St. East. using the huge house mover operated by a Hartshorne employee, Bob Parks. The grader is a replica of the first piece of equipment purchased by the operator Les Cruickshank for Cruickshank Construction Ltd. The survey crew and flag men are represented by family members, Steve, Lynn & Laurie. “*

Go to http://stlawrencepiks.com/murals/Index_files/mural06.htm to see what it looked like. It consisted of 6 rows wide by 3 rows high of 8' x 4' panels (total 18 panels, 48' wide by 12' high).

The problem of resurrecting this Mural is the same problem currently being undertaken by the Riverside Community organization (Keith & Linda Robinson) for the **Churches of South Dundas Mural - Riverside Heights** (See http://stlawrencepiks.com/murals/Index_files/mural15.htm). This project is a work in progress with just the bottom row having been replaced – the remainder is proposed to be completed by Spring 2020.



We are proposing a similar approach to resurrect the Cruickshank Mural.

Steps

The steps to do this are as follows:

- Locate high resolution photos of the Mural in better days before serious weather damage has occurred – *we believe we have several photos taken in 2010 that will fulfill this requirement.*
- Use Adobe Photoshop to extract an image for each 8'x4' panel
- Correct for camera angle lens distortion and scale to precise panel size
- Correct any peeling/stains using Photoshop
- Correct for fading with age and weather exposure using Photoshop
 - Colour hue & saturation
 - Brightness and contrast
 - Sharpen image
 - Match edges with adjacent panels
 - Match colours with adjacent panels
- Produce separate high-resolution images for each panel (96"x48" at 200 dpi) ready for printing
- Print for each panel on laminated weather-proof media (SportsFix – Bill Morrow is doing a great job for the Riverside mural)
- Attach to high grade weather proofed plywood base
- Install each panel in place to create the resurrected Mural

Costs

The estimated costs are based on the experience to date on the Riverside Mural

- Image file creation for each panel – John Gleed estimates about one hour's graphic arts work per panel now that he has the experience and learning opportunity doing the Riverside Mural. 18 8'x4' panels @1 hour per panel = 18 hours. John Gleed will undertake this work at no cost on a volunteer basis.
- Printing each panel on laminated weather-proof media – based on Riverside Mural experience, SportsFix could undertake this work at an estimated cost of \$350 per 8'x4' panel. Total cost estimate: \$6,300.
- High grade weather proofed plywood base panels - based on Riverside Mural experience, \$50 per 8'x4' panel. Total cost estimate: \$900 – please refer to Keith Robinson for more details.
- Installation – Assuming Municipal Staff – no estimate provided.
- Total costs (not including installation): \$7,200.
- These costs are primarily based on the total area of the mural. Therefore, as an example, if a decision was made to replace a mural at only half its original dimensions (quarter of the area) these costs would be reduced substantially.

Conclusion

When can we get started? Consideration should be given for some of the other ageing murals (including the ones already gone). John Gleed has suitable picture from 2010 for all of them.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2019-112

A By-law to amend By-law No. 2010-48.

WHEREAS By-law No. 2010-48 regulates the use of land and the use and erection of buildings and structures within the Municipality of South Dundas;

AND WHEREAS the Council of the Corporation of the Municipality of South Dundas deems it advisable to amend By-law No. 2010-48 as hereinafter set forth;

NOW THEREFORE the Council of the Corporation of the Municipality of South Dundas enacts as follows:

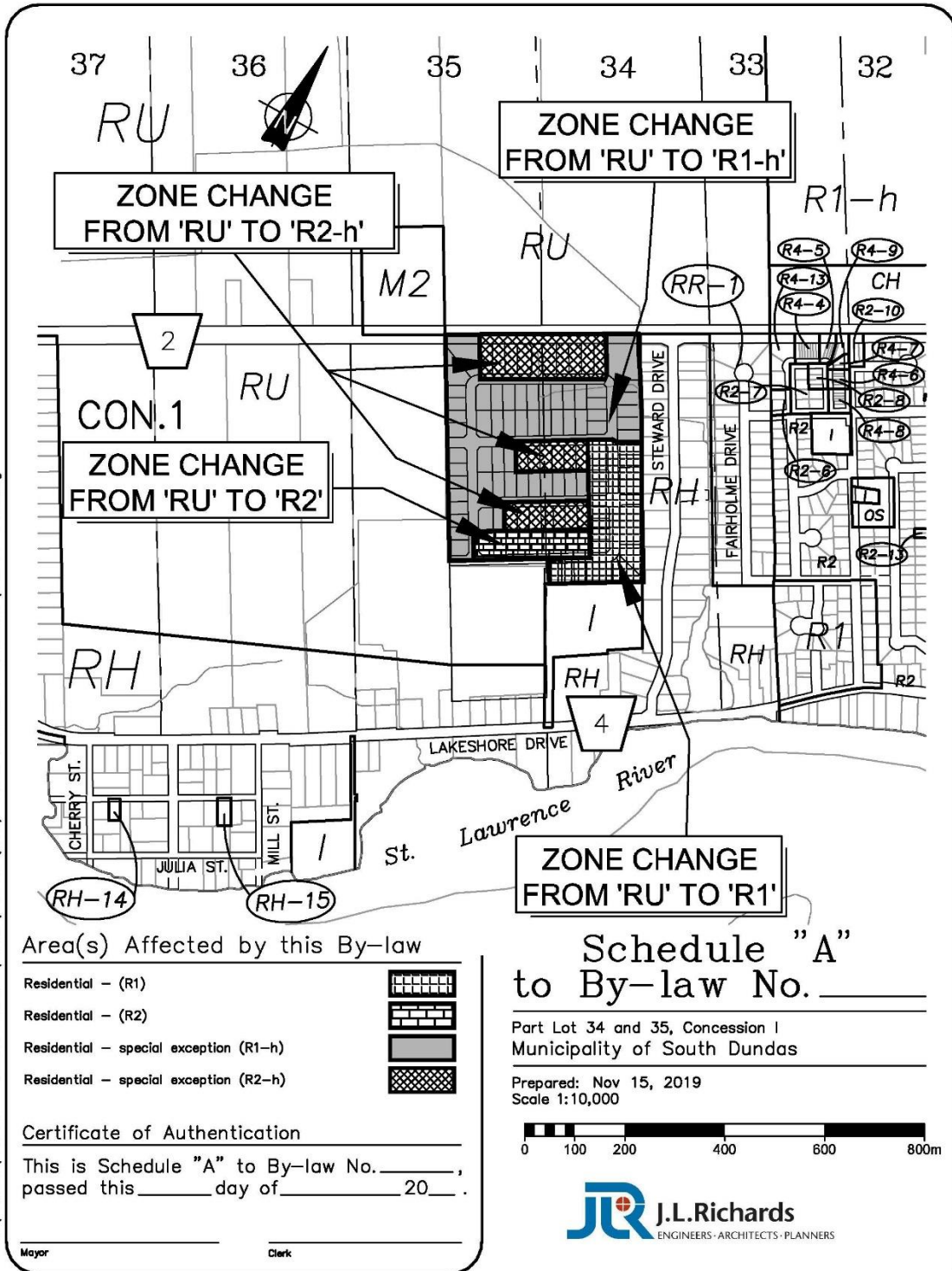
1. The area affected by this By-law is indicated by the shaded tone on the Schedule 'A' attached hereto and forming part of this By-law.
2. By-law No. 2010-48 is hereby amended as follows:
 - i) Schedule 10 of By-law No. 2010-48 is hereby amended in accordance with Schedule 'A' attached hereto;
 - ii) The areas shown on Schedule 'A' to this By-law shall henceforth be zoned 'Residential First Density (R1) Zone', 'Residential First Density-holding (R1-h) Zone' 'Residential Second Density (R2) Zone', and 'Residential Second Density-holding (R2-h) Zone'.
 - iii) The holding provision (-h) shall only be removed by way of an amending Zoning By-law once any applicable Municipal services have been provided to the satisfaction of the Municipality.
3. This By-law shall come into full force and effect in accordance with Section 34 (19) of the *Planning Act*, R.S.O. 1990.

READ and passed in open Council, signed and sealed this 2nd day of December, 2019.

MAYOR

CLERK

SCHEDULE "A"
TO BY-LAW NO. 2019-112



V:\24000\24711 - South Dundas\2019\24711 (119) Dutch Meadow Subdivision\24711-119.dwg



VIA Email <justin.trudeau@parl.gc.ca>

November 19, 2019

Justin Trudeau
House of Commons
Ottawa, ON
K1A 0A6

RE: Ban of Single-Use Disposable Wipes

Please be advised that the above-noted matter was placed before Council at its meeting held on November 5, 2019, and the following resolution was passed:

WHEREAS Single-use wipes are a \$6 billion industry and growing, and are now being advertised as a clean alternative to toilet paper that is safe to flush; and

WHEREAS Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system, requiring significant additional repair and maintenance; and

WHEREAS the Municipal Enforcement Sewer Use Group estimates non-flushable materials cause \$259 million in annual repairs across Canada; and

WHEREAS a 2019 study released by Ryerson University tested 101 types of single-use disposable wipes and found that all of the wipes failed basic requirements of flushable products; and

WHEREAS there is no one standard for what the word “flushable” means; and

WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact; and

WHEREAS Single-use wipes, even when properly disposed of as waste, are an inefficient and unsustainable use of resources that contribute significantly to environmental degradation.

NOW THEREFORE BE IT RESOLVED THAT the Town of Whitchurch-Stouffville lobby the Provincial and Federal Governments to ban single-use disposable wipes; and



THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada, the Honourable Premier of Ontario, the Minister of the Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Local Members of Provincial Parliament, York Region and all Municipalities within the Province of Ontario.

Yours truly,

Kristina Soolepp, Council Coordinator
(905) 640-1910 x 2463

- cc. Honourable Premier of Ontario,
Minister of the Environment, Conservation and Parks,
Minister of Municipal Affairs and Housing,
Association of Municipalities of Ontario,
Local Members of Provincial Parliament,
York Region
All Municipalities within the Province of Ontario



The Corporation of The Town of Amherstburg

November 25, 2019

VIA EMAIL

Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
College Park 5th Floor
777 Bay St.
Toronto, ON
M7A 2J3

Re: Declaration of Climate Emergency in the Town of Amherstburg

Dear Hon. Yurek,

At its meeting of November 12th, 2019, Amherstburg Town Council passed the following resolution as recommended by the Windsor-Essex County Environment Committee:

***“WHEREAS** the Windsor-Essex County Environment Committee is sounding the alarm and urging the City of Windsor and the County of Essex to declare Climate Emergencies and work together to reduce emissions; and,*

***WHEREAS** more than 444 Canadian municipalities (including Chatham-Kent, London, Sarnia, Hamilton, St. Catharines, Guelph, Kingston, Kitchener and the Waterloo Region) have declared Climate Emergencies, some of which are also implementing strategic plans in order to help reduce global carbon emissions and mitigate the impacts of climate change; and,*

***WHEREAS** Amherstburg distributed sandbags to residents this summer in the face of historic water levels and has 43.7 km of shoreline along the Detroit River and Lake Erie, along with 12.4 km of shoreline on inland waterways, and is thus greatly affected by water levels in the Great Lakes basin; and,*

WHEREAS the most recent report by the UN Intergovernmental Panel on Climate Change (IPCC) has indicated that within 12 years, in order to keep the global average temperature increase to 1.5 degree C and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and,

WHEREAS based on current projections of the future impacts of human-caused climate change, climate change will adversely the local economy, local infrastructure and property, put a strain on municipal budgets and result in significant economic and health burdens for local residents, particularly our vulnerable populations; and,

WHEREAS climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems; and,

WHEREAS Amherstburg and the surrounding region is already experiencing climate change impacts including, but not limited to, overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and,

WHEREAS municipalities are understood to produce and/or have regulatory jurisdiction over approximately 50% of carbon emissions in Canada; and,

WHEREAS Amherstburg is embarking on a review of the Town's Official Plan; and,

***WHEREAS** implementing climate action and making a transition to a low-carbon economy also represents a significant opportunity to stimulate economic growth, increase job opportunities and develop new technologies;*

***THEREFORE BE IT RESOLVED** that Amherstburg declare a Climate Emergency and direct administration to prepare a report containing recommendations for priority actions items, implementation measures and cost requirements to accelerate and urgently work towards the reduction of emissions and preparing for our climate future.”*

cc:

Doug Ford, Premier of Ontario
Association of Ontario Municipalities (AMO)
Essex Region Conservation Authority (ERCA)
Ontario Municipalities
Taras Natyshak, MPP, Essex
Chris Lewis, MP, Essex
Windsor-Essex County Environment Committee

Regards,



Tammy Fowkes
Deputy Clerk
tfowkes@amherstburg.ca

Dundas County Archives Meeting Nov 6, 2019

Present – Mayor Steven Byvelds & Tony Fraser, Clerks Jo-Anne McCaslin, Brenda Brunt, Committee members: Eric Duncan, Susan Peters, Larry Empey, Lorraine Reoch, Darlene Fawcett, Evonne Delegarde.

Call to Order

Motion by Eric Duncan/second by Evonne Delegarde to approve the minutes of the previous meeting. Carried

Eric added one addition to the agenda – his role on the committee going forward.

Old Business:

- **Computers & internet** – Larry has the Toshiba printer working with the computers in the UEL room.
- **Sign & flagpole** – Brenda stated the sign is to be installed in the coming week but the flagpole is still in Morrisburg.

New Business:

- **Archivist report** – See enclosed report from Susan. Digitization money must be spent by end of year. Tim Simpson advised money has been dedicated and can go into January/February of 2020. 31,000 pages have been digitized and Dundas Archives have reached their quota. Jo-Anne, Brenda and Communications are working on a Grant that has a deadline of November 12th. It will be late April or early May before they will receive word on Grant approval. Steven asked that Susan's report on the newspapers currently held, be corrected to read Eastern Ontario Agri News part of Etcetera Publications.
- **Rubber mat at entrance** – Brenda will work on providing a mat at the entrance. Post a notice at door to remove outdoor shoes/boots and put out a boot tray.
- **Snow removal** – Township will clean the parking lot and sidewalk.
- **Eric's role going forward** – North Dundas Council had agreed to allow Eric to continue as their rep for one year. Eric will be stepping down as of November 6, 2019 and Tony Fraser will continue as the ND rep. He would like to continue in a non-voting capacity going forward and see the completion of the digitization and Sandra and Roger Johnstone.
Motion by Tony Fraser/second by Lorraine Reoch that Eric Duncan remain as a non-voting board member until the end of 2022. Carried.
- **Budget** – leave the credit balance as a reserve into the following year. Councils will work on a formal arrangement between Municipalities for 2020-21.

Motion by Eric Duncan/second Evonne Delegarde to approve the draft budget be forwarded to respective Councils. Carried.

- Steven suggested looking at extending the current shelving in the storage room by going up to utilize all the space. We must ensure the lower shelves could bear the weight and the proper ladder/s would have to be obtained.

Next Meeting - Wednesday February 11, 2020 at 9am

Eric moved to adjourn the meeting.

Larry Empey, Chairperson

Darlene Fawcett, Secretary

Archives Committee Meeting November 6, 2019 - Archivist's Report

Updates since last meeting:

Most of the last two months have been spent sorting, arranging and preparing for digitization the **Iroquois Post and Matilda Advocate** which were donated by Sandra Lee and Roger Johnson. Joe Morin, who had worked on the **Iroquois Chieftain**, has donated several years of that paper, from when he had been on staff. I have also continued to prepare a range of papers to be sent to Image Advantage, in order to ensure that all of Dundas County is covered.

Web site:

Re: web site for the Dundas County Archives is linked through the municipal web pages at <https://northdundas/town-hall/clerk/dundas-county-archives/> and <http://southdundas.com/residents/dundas-county-archives/> This site is for providing information to prospective users / researchers and potential donors as well as to provide updates. It has recently been updated about operational details.

Computer / Internet / Phone line / Printer:

The Scanner / printer software for the archives has been set up. The phone line has now been established and is in working order.

The St Lawrence Branch of the United Empire Loyalist Association and Lynne Cook Collections:

Many of the research enquiries received for the archives include topics for which the UEL and Lynne Cook collections can offer different resources to assist the researcher. The archives may have records that the UEL collection does not. When I receive an enquiry from a researcher, I do share it with Larry, Darlene or Lorraine if I feel that they are able to assist in providing the researcher results.

Researcher Requests:

We have still have had requests from people traveling quite a distance to conduct research. Most recently was someone from Seattle.

I have continued to **provide research assistance** to staff members of the municipalities in locating files, building permits and historic reports. I have also continued to respond to emails requesting research assistance to members of the general public, (family history and requests to search newspapers), and also reporters of local newspapers. The newspaper collection is the largest collection that researchers have requested to search. **The Winchester Press** has been

searching their back issues for materials to put into a commemorative issue that was published October 30.

One issue that has been apparent, there is still general confusion regarding the fact that the UEL / Lynne Cook collection is a separate entity from the Dundas County Archives. I also often get requests for people asking me to conduct research for them. Often this is for newspaper searches - some over lengthy periods of time. I honestly do not have time to do these long searches, so I do invite them to make an appointment to come in and do the research. If it is a short request, then I can accommodate but being part time and being heavily occupied with archival processing and the newspaper digitization process this is simply not possible.

Donations:

We have continued to receive some donations of archival materials from the general public. Most of these have been back issues of newspapers. There have been some donations of historic photos or documents.

Photocopy Fees:

Since my last report, \$25 has been paid from researchers for photo copies.

Social Media promotion of the archives:

I have continued to post new arrivals on the **Facebook** page and on **Instagram** for the Dundas County Archives - thanking donors and providing updates on progress. Many of these posts offer an update on the progress of the Newspaper Digitization project. Several have also included pictures of the exhibits in the South Dundas Municipal Centre Lobby.

Display case at South Dundas Municipal Building

This **display case** will have a rotation of displays showcasing local history, (both North and South Dundas). These will link to items in our collection as promotion for the archives. These are changed over about every 2 months. Leading up to the federal election, I did a display on elections in the past in Dundas County and an homage to the fact that women had won the legal right to vote federally exactly 100 years ago. The current display is in honour of Remembrance Day. As the legions and newspapers will be reflecting on those local soldiers who served, I decided to look at something different. The display is about feeding armies and the domestic need to deal with rations and shortages of food.

Volunteers:

Howard and Leslie Kirkby have continued to volunteer in organizing the recently donated Iroquois newspapers. Howard's late father, Ken Kirkby, had been the publisher of the Iroquois Post, Iroquois Chieftain and the Dundas County Farmer. Howard Kirkby had previously donated

issues of the **St Lawrence News** from 1905, 1918 and 1919 and some corporate records of the Chieftain. Carol Montgomery has also assisted with organizing back issues of these papers. Their assistance is gratefully appreciated.

Newspaper Digitization Project.

Image Advantage has continued to pick up newspapers which I have prepared for scanning. Most of the older issues were very fragile and required a lot of stabilization and repair. It is, however, a process which is required to be completed. The papers are stabilized by using a pressure sensitive acid free archival tissue to bind it together. This is costly but the only proper way to approach the process. The tissue tape is \$34.50 per 95-foot roll. Most of the earlier papers need a lot of this tissue to repair them. To date I have used 19 rolls or about 1,805 feet of tape. This was at a cost of approximately \$655.50

The archival repair tissue tape and the archival newspaper boxes were funded by generous donations noted in the spring by local service Clubs. To date we have used 110 newspaper boxes to house these historic newspaper collections. 223 Bankers boxes have been used for more modern newspapers. Bankers boxes are used for the newer papers as they are much less expensive and the papers are in much better condition.

As of the end of this week, Image Advantage estimates that they will have completed scanning 31,181 pages for the Dundas County Archives. That is very close to completing our share of the United Counties Council budget designated for our facility. Once they have completed what I have sent to them, we will assess how many pages we have left in our allotment. My focus will be on the very old and rare papers recently donated from the 1880's.

Our newspaper collections currently contain:

- **Chesterville Record** (Chesterville) 1902 to the present with some gaps. 1902 to 1920, 1976 - 1980 scanned. still need to scan 1981 to 2019
- **Dundas County Herald and St Lawrence reporter** (Morrisburg) 3 issues between 1874 – 1877. All scanned
- **Iroquois Chieftain** (Iroquois) 1981 to end of publication in October 8, 2008 not yet scanned
- **Iroquois Post and Matilda Advocate** (Iroquois) 1930's (some issues) 1940 – 1981. 1930's to 1970 scanned (missing 1951). Left to be scanned 1971 to 1981
- **Morrisburgh Courier and Dundas County General Advertiser** (Morrisburg) May 22, 1885, Feb 1886, April 15, 1887, June 3, 1887. Scanned

- **Morrisburg Banner** (Morrisburg) 1977 – 78. Scanned
- **Morrisburg Leader** (Morrisburg) 1917 to the present but 1925 onward are still in the Leader office and need to be brought to the archives and processed. Scanned 1911 – 1912, 1917 – 1918. Yet to be scanned 1919 – 2019
- **Mountain Herald** (Mountain) one issue Mar 2, 1905. scanned
- **St Lawrence News** (Iroquois donated by Howard Kirkby) 1905 (bound), 1918, 1919. scanned
- **Williamsburg Times** (Williamsburg) 2 issues: July 12, 1935 and July 22, 1938 scanned
- **Winchester Press** (Winchester) 1918 to the present. So far 1982 to 1987 has been scanned. Yet to be scanned 1918 – 1981 and 1988 to 2019

Still to be organized:

- **Eastern Ontario Agri news** (a monthly publication of the Etcetera Publications)
- **The Dundas County Farmer** (a monthly publication of the Iroquois Post)

Newspapers digitized: approximately 31,181 pages have been scanned so far. This is pretty much what was our share of the United Counties Council funding for 2019.

Professional development:

In order to keep up to date with new techniques, I had engaged in an Archives Association of Ontario workshop in materials Preservation held in the Ottawa City Archives. This was at my own expense, on my own time. I have also taken a few webinars in the process of researching and applying for potential grants. This was also on my own time.

Moving forward:

Plans, moving forward are to continue organizing and cataloguing records of the municipalities, as well as any donations from individuals or groups, assisting researchers and facilitating the process by which we can serve our research clientele. Once we have some archival cataloguing software, one can start creating a catalogue. However, this task is not possible without the software.

The UEL / Lynne Cook have identified that they are open 6 days a week, Monday to Friday 9 am to 3 pm and 9 til noon on Saturday. I have stated that the Dundas County Archives will be operating drop in hours on Tuesdays from 9 to 4. It shall be open other times by appointment -

by email. This works for me at this point since I am first of all part time and secondly focusing my attention on preparing newspapers to be digitized. When someone emails me with a research request, I have always worked to promptly assist them in their query. This will continue. Many people seem to request that I do their research for them. This is not possible for me to do, due to time constraints. But time is spent each time communicating this to people. To date, all research enquiries have commenced with an email, (or a message through the Archives Facebook page). No one has simply dropped by.

Moving forward, it is timely to work on an emergency plan, as this is an essential part of document preservation. This has not previously been conducted as the preparation of the newspapers was a higher priority and more time sensitive.

Budget 2019 and 2020:

See attached budget report

Susan Peters

dundascountyarchives@gmail.com

IROQUOIS WATERFRONT COMMITTEE

17 October 2019

Minutes

1. Meeting called to order at 7:00 p.m.
2. In Attendance Jim Wilson, John & Diane Ross, Keith Poore, Jim Millard, Penny Davidson, Steven Byvelds. Regrets, Marg Lee, Joyce Latulippe,
3. Confirmation of Agenda - motion by Keith, seconded by John - - Carried
4. Approval of Minutes of Aug. 22 – motion by John, seconded by Keith-- Carried
5. Business arising:

Review of the on the action plan that was prepared prior to the opening of the season.

- Non-local user fees – agreed to change to a voluntary donation from beach visitors. A sign and collection box will be sourced.
- John reported that the construction has begun on the new campground building.
- Historic plaques along the pathway were discussed with the hope of having them installed next season. John felt it was important to map them out and align information with the old maps of the original village. John Gleed, who was responsible for the project to install similar signs in Morrisburg has offered his help. Jim W will ask Marg Lee to head up a sub-committee to take on this project.
- Our budget requests for 2020 will include replacement of many of the signs [such as the rules] that are showing their age and need updating.
- Lawn bowling club is reported to have submitted a grant application to fund new lights.

- The awning / shutter for the south facing service window has not been addressed yet. The committee strongly advises shutters be in place before winter sets in. The awning should be a priority in spring prior to opening.
- Water levels have been high enough that there has been no problem with location of the raft and dock. All equipment will be left in place until late September.
- The new perennial bed on the east side of the building has suffered from the drought and from a lack of maintenance. The committee asks that municipal workers do a thorough weeding of the beds a couple times in the season with the other ongoing maintenance provided by volunteers.
- Overflow parking area has been shelved for the present time. Instead it was decided that the simplest approach would be to buy some parking cones and a sign that would define an area for perpendicular parking along the east side of Adair Road.
- Repairs to Adair Road, particularly where it meets Elizabeth Drive were discussed with Mayor Byvelde noting that there are many other roads with higher priority for upgrades. If the road deteriorates badly, it might need to be changed in part to a gravel road.
- Twice weekly pumping of the sewage holding tank has prevented any backups this year. It's expensive but effective.
- Floors in both washrooms should be painted before next season. It was noted that work to paint the interior walls will be temporary at best due to moisture infiltration through the porous exterior blocks. **Black mould has been noted in the washrooms and due to potential liability issues, should be addressed.** John Ross suggested a temporary fix of applying sealer to the exterior of the walls, but the long-term remedy is to replace or cover the blocks with siding..

- On a motion by Keith, seconded by John, the committee agreed to make a proposal to the 100 Men of South Dundas this fall to fund the purchase and installation of a water station similar to the one at Morrisburg beach. This would cost about \$2,500. The 100 Women group will be asked in the spring to fund the installation of five previously mentioned heritage plaques at a cost of about \$1,000. each.
- Budget requests for 2020 will include a proposal for some form of shade to be provided on the deck. After discussing a pergola, it was felt that a shade sail installation might be simpler. This can be finalized for our presentation to council.
- The ongoing discussion about having a beach attendant resulted in the concept of asking council to apply on our behalf for a grant to cover two students who would work 40 hours a week each and be on duty weekends to staff the canteen [with volunteer help] and to be a first line of supervision. Any problems would be reported by them to bylaw or OPP.

It was moved by Penny, seconded by John that the above proposals relating to budget be approved. Carried

New Business:

Keith reported that volunteers have been hard to find on the weekends and because of that our canteen sales were down considerably. We have about \$700 profit from sales of about \$1,500. Keith was authorized to keep about 350 on hand for a float for next year and to deposit the balance with S.D. Motion by Keith, seconded by Jim - Carried

John Ross indicated the need to get working on the installation of memorial benches along the waterfront path. He feels the location of the benches must be defined on a map and transferred to a promotional brochure. People would then select the exact bench they were leasing. We need to work on defining and promoting the bench project. It was agreed to ask Marg to include the benches with the historic marker project because it was seen as important

to locate a bench near each historic marker. Once the information is defined and the brochure created, we can all help with manpower to promote it. John offered resources to help with the brochure if needed.

The meeting was adjourned on a motion by Keith shortly after 8 p.m. Next meeting is tentatively set for Nov. 28.



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Key Information Report

To: Mayor & Members of Council

From: Sarah McMillan, Treasurer

Date: December 2, 2019

Subject: 2020 Budget Dates

Background:

This Key Information Report is to serve as public notice that the Municipality of South Dundas will be commencing its operating and capital budget discussions for the 2020 budget on Thursday, December 19, 2019 and Friday, December 20th. The meetings will begin at 9:00 am and will be held in the Council Chambers.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2019-XXX

A By-law of the Corporation of the Municipality of South Dundas to regulate Grading and Drainage on Properties located within Urban and Rural Settlement Areas and on Properties that are 0.4 hectares or less in size.

WHEREAS the *Municipal Act, 2001*, as amended, provides that the powers of the municipality shall be exercised by By-law;

AND WHEREAS the Building Code Act 1992, Chapter 23, as amended Section 7(b), states Municipalities can require building permit applications to be accompanied by such plans, specifications, documents and other information as prescribed by the Municipality;

NOW THEREFORE the Council of the Corporation of the Municipality of South Dundas enacts as follows:

1. That the rules and regulations contained in this By-law as set out in Schedule "A" attached hereto and forming part of this By-law, shall be hereby adopted.
2. That this By-law shall come into force and effect on the date of final passing.

READ and passed in open Council, signed and sealed this 2nd day of December, 2019.

MAYOR

CLERK

Schedule "A"
To By-law No. 2019-xx

1. Definitions

The following definitions apply to this By-law:

"Building Official" means the Chief Building Official of the Municipality of South Dundas and/or his/her designate;

"Corporation or Municipality" shall mean the Corporation of the Municipality of South Dundas and its officers or employees appointed to administer the provisions of this By-law;

"Council" means the Council of the Corporation of the Municipality of South Dundas;

"Development" means the construction, erection, placing or replacing of one or more buildings or structures on land or the making of an addition or alteration of a building or structure that has the effect of substantially increasing the size of usability thereof; and

"Qualified Professional" means a person especially qualified and experienced in the field of work; Registered in the Province of Ontario.

2. General Provisions

2.1 Prior to the issuance of a building permit on a property located within a Urban or Rural Settlement area or on a property that is 0.4 hectares (1 acre) or less in size, a grading and drainage plan prepared by a Qualified Professional must be submitted and approved by the Chief Building Official.

2.2 The Grading and Drainage Plan will incorporate the following:

- (a) The Legal description of the property including dimensions and civic number,
- (b) Location of proposed and/or existing municipal services;
- (c) Location of proposed and/or existing private well and on-site sewage systems;
- (d) Location of the proposed and/or existing public and private access and the dimensions;
- (e) The existing and proposed grading and drainage of the subject site;
- (f) The location and identification of all existing and/or proposed buildings;
- (g) The location, dimensions and footprint of the building as well as the total lot coverage, and
- (h) Dimensions between buildings and the property lines.
- (i) Drainage is to be directed away from all structures.
- (j) The minimum surface slope will be 2%.
- (k) Swales to be provided when drainage flows are to be carried around buildings and drainage enters a lot from adjacent lands; and to incorporate the following:

- (i) Minimum gradient of 1%.
- (ii) Preferred maximum side slopes of 4:1; Maximum side slopes of 3:1.
- (iii) Minimum depth of 200 millimeters; Maximum depth of 600 millimeters.
- (iv) Swale and side slopes located fully within one lot.
- (v) A band, 1 metre in width, will be maintained at the site perimeter that matches the existing grade of abutting lands.

2.3 The Grading Plans will present the following:

- (a) A benchmark related to geodetic datum.
- (b) Existing contours, based on field elevations, for the area drained. These contours should include sufficient detail of the adjacent lands to delineate fully the area draining into the proposed development.
- (c) Existing and proposed drainage works.
- (d) Existing and final elevations of:
 - (i) Lot corners.
 - (ii) Road centerline at intersections, changes in gradient, and at a maximum spacing of 25 metres.
 - (iii) Elevation of first floor.
 - (iv) Locations and details of swales.
 - (v) Arrows indicating flow direction of surface water.

2.4 As-built drawings of final grading and drainage will be required to be submitted to the Municipality of South Dundas within 6 months of completion of the construction and site works.

2.5 The Chief Building Official will be responsible for requesting grading and drainage plans associated with a building permit application. The Chief Building Official will have the authority to accept and approve the grading and drainage plans received.

2.6 The Chief Building Official will be responsible for requesting as-built drawings of the final grading and drainage. The Chief Building Official will have the authority to accept and approve the as-built drawings of the final grading and drainage received.

2.7 Any deviation from any dimension shown on the plans provided pursuant to this By-law to a maximum of 1 metre, shall be permitted provided deviation does not result in a violation of any provisions of any By-law of the Municipality.

3. Administration

3.1 This By-law shall be administered by the Chief Building Official.

3.2 This By-law shall be enforced by the Chief Building Official.

3.3 This By-law shall be known as the "Grading and Drainage By-Law".

3.4 In the event of conflict between the provisions of this By-law and any other By-law of the Municipality, the most restrictive provisions shall prevail.

PROJECT STATUS UPDATE

Planning and Enforcement Department

A Key Information Report was presented to Council on July 2, 2019 with regards to Outdoor Patios on Municipal Property.

Please find attached Draft Right of Way Patio By-law for discussion and consideration. Application form and fees have yet to be determined.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2019-XXX

A By-law of the Corporation of the Municipality of South Dundas to regulate and license Right of Way patios on Municipal property.

WHEREAS the *Municipal Act, 2001*, as amended, provides that the powers of the municipality shall be exercised by By-law;

AND WHEREAS the Municipality of South Dundas deems it necessary to regulate and control Right of Way patios on Municipal properties to ensure they are safe, compatible with their surroundings, and do not create a hazard to pedestrians or motorists;

NOW THEREFORE the Council of the Corporation of the Municipality of South Dundas enacts as follows:

1. That the rules and regulations as set out in Schedule "A", and the Permit Application as set out in Schedule "B" attached hereto and forming part of this By-law shall be hereby adopted.
2. That fees and fines shall be set as per Schedule "C" attached hereto and forming part of this By-law shall be hereby adopted.
3. That this By-law shall come into force and effect on the date of final passing.

READ and passed in open Council, signed and sealed this 2nd day of December, 2019.

MAYOR

CLERK

Schedule "A"
To By-law No. 2019-xx

1. Definitions

The following definitions apply to this By-law:

"appurtenances" means anything attached to a structure including but not limited to canopies, umbrellas, tables, chairs and wrought iron railings;

"Building Official" means the Chief Building Official of the Municipality of South Dundas and/or his/her designate;

"Corporation or Municipality" shall mean the Corporation of the Municipality of South Dundas and its officers or employees appointed to administer the provisions of this By-law;

"Council" means the Council of the Corporation of the Municipality of South Dundas;

"Liquor License Act" means the *Liquor License Act*, R.S.O. 1990, c.L.19, as amended, and includes any regulation passed under it;

"Municipal Act, 2001" means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, and includes any regulation passed under it;

"Municipal Property" means real or personal property owned, occupied or rented by the Municipality;

"Officer" means the Municipal Law Enforcement Officer, Building Inspector or Chief Building Official of the Municipality of South Dundas and/or his/her designate;

"patio" means a space on a sidewalk, boulevard or roadway outside of a building or other structure providing services in the nature of a restaurant or tavern or like business, and within or on which may be included objects such as tables, chairs, temporary entrance shelters, canopies, umbrellas, parasols and decorative planters;

"pedestrian clearway" means a clear and unencumbered area of the property approved by the Municipality that is reserved for pedestrian traffic;

"permit" means a permit issued by the Municipality granting permission or written authorization for a ROW patio and issued by the Municipal Building Department;

"permit holder" means the person to which a ROW patio permit has been issued under this by-law, the permit holder's successors or any person to whom the related business has been assigned;

"right of way patio" means a space on a sidewalk, boulevard or roadway outside of a building or other structure within or on which may be included objects such as tables, chairs, temporary entrance shelters, canopies, umbrellas, parasols and decorative planters and may also be referred to as a ROW patio for the purposes of this by-law; and

“right of way patio fee” means a fee for a right of way patio permit as set out in Schedule “A”.

2. General Provisions

- 2.1 No person shall construct, erect, or alter a ROW patio, or permit a ROW patio to be constructed, erected or altered, without first having obtained a ROW patio permit in accordance with the provisions of this by-law.
- 2.2 The Municipality reserves the right to remove any ROW patios erected without a permit.
- 2.3 Any damage to the Municipal property caused by the ROW patio will be repaired by the permit holder at the permit holder’s expense, to the satisfaction of the Municipality.
- 2.4 If the work required to repair damage to the property referred to in subsection 2.3 is not performed by the permit holder to the Municipality’s satisfaction, the work may be undertaken by the Municipality at the permit holder’s expense, and the Municipality may recover its costs from the permit holder by adding them to the tax roll and collecting them in the same manner as property taxes.
- 2.5 A ROW permit holder is not entitled to any special or additional maintenance and the permit holder is responsible for cleaning the ROW patio area, including litter, snow and ice removal.
- 2.6 The ROW permit holder shall ensure that, where liquor is served, the permit holder of the ROW patio comply with and obtains a Liquor License through the Alcohol and Gaming Commission of Ontario.
- 2.7 The ROW patio permit holder shall ensure that the perimeter of the patio is delineated with an item that is cane detectable at the leading edge, trailing edge, and every 3m, except for café seating patios.
- 2.8 No ROW patio permit holder shall cook food or permit the cooking of food on the ROW patio.
- 2.9 No ROW patio permit holder shall locate items outside the permitted ROW patio area at any time, including signs, planters, and rope and stanchion systems.

3. Procedure for Application

- 3.1 An applicant shall file an application for ROW patio permit in such form and detail as the Chief Building Official may prescribe from time to time, and which application shall include, at the applicant’s cost, the following:
 - 3.1.a Site plan and elevation drawings showing the location and dimensions of the proposed ROW patio, the premises to which the ROW patio will be appurtenant, and all relevant lot lines and all existing surface features located between the premises and the roadway;

- 3.1.b A description of the proposed ROW patio and of all the materials to be used in construction and operation of the patio, including all appurtenances such as:
 - i. Canopies,
 - ii. Umbrellas,
 - iii. Planters,
 - iv. Tables and chairs, and
 - v. Perimeter barriers or railings;
- 3.1.c Any other information required by the Chief Building Official to approve the application and determine compliance with this by-law; and
- 3.1.d The non-refundable fees in accordance with "Schedule C" of this by-law.
- 3.2 The applicant shall provide evidence of insurance in accordance with the provisions of Section 8, prior to the issuance of the ROW patio permit.
- 3.3 The applicant shall apply for ROW patio permit for each season, per Section 6, that the applicant wishes to place the ROW patio on Municipal property.

4. Approval of Applications

- 4.1 The Chief Building Official shall receive, investigate, and consider all requests for ROW patio permits, and refuse approval, approve, or approve a request with such changes and conditions as the Chief Building Official deems necessary in the circumstances to ensure compliance with this by-law and that are in the public interest, including any proposed appurtenances.
- 4.2 Prior to approving a ROW patio application, the Chief Building Official shall confirm the pedestrian clearway applicable to the property segment on which the proposed ROW patio is located.
- 4.3 The Chief Building Official may reject an application for a ROW patio on the basis of its potential interference or inconsistency with:
 - i. Safety of the public or of property,
 - ii. Property maintenance,
 - iii. The requirements for access to egress from a property in relation to planned or ongoing development, or
 - iv. Other public uses.
- 4.4 Issuance of a ROW patio permit is conditional upon the Chief Building Official's approval of its dimensions and proposed location within the property and such approval shall be subject to the following considerations:
 - i. Ensuring a minimum pedestrian clearway of 2.0m at all times;
 - ii. Ensuring vertical barriers do not exceed 0.9m in height;

- iii. Ensuring compliance with the location of pedestrian clearway and consideration of other circumstances tending to restrict the free movement of pedestrians;
- iv. Not obstructing or interfering with public travel, any public service including maintenance operations;
- v. Not creating any public safety hazards, including sight obstructions; and
- vi. Compliance with the requirements of the Accessibility for Ontarians with Disabilities Act.

4.5 Despite clause 4.4(i) the Chief Building Official may permit a pedestrian clearway that is less than 2.0m at all times where the sidewalk next to any pre-existing patio for which approval was granted by the Municipality prior to the coming into force of this by-law is less than 2.0m or is separated from the patio by infrastructure unrelated to the patio itself.

4.6 The applicant shall submit any changes or modification to the ROW patio for approval by the Chief Building Official prior to completion of those changes or modifications.

5. Effect of Approval

5.1 Approval of a ROW patio permit does not constitute approval for the operations of the patio, and it remains the responsibility of the applicant to satisfy the requirements of all other applicable By-laws, or Provincial or Federal laws and regulations.

6. ROW Patio Seasons

- 6.1 The following ROW patio permit seasons are established:
- 6.1.a Summer permit for any month from May 1st to October 31st of the same year;
 - 6.1.b Winter permit for any months from November 1st to April 30th of the following year; and:
 - i. May be restricted to daily use only during business hours; and
 - ii. May be required to be completely removed for the purpose of maintenance operations.

7. Penalty

Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as defined in the Provincial Offences Act.

8. Insurance & Indemnification

8.1 Insurance

Every applicant, shall submit, with a ROW Patio Permit application, a certificate of insurance as evidence of coverage as follows:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the applicant relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products & completed operations; owners & contractors protective; occurrence property damage; employees as Additional Insured(s); contingent employers liability; cross liability, severability of interest clause and pollution liability resulting from hostile fire.

Such insurance shall add the Corporation of the Municipality of South Dundas as an Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

The Policies shown above shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

8.2 Indemnification

The applicant shall indemnify and hold the Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the applicant, their officers, employees or other persons for whom the applicant is legally responsible.

As a condition to the issuance of a ROW Patio Permit, all persons engaged in the business of installing or maintain patios which involves in whole or in part the erection, relocation, removal or maintenance of a patio or other work, shall agree to hold harmless and indemnify the Municipality, its officers, agents and employees from any and all claims of negligence resulting from erection, alteration, relation or maintenance of a patio or other work.

9. Administration

9.1 This By-law shall be administered by the Chief Building Official.

9.2 This By-law shall be enforced by the Chief Building Official.

9.3 This By-law shall be known as the "ROW Patio By-Law".

9.4 In the event of conflict between the provisions of this By-law and any other By-law of the Municipality, the most restrictive provisions shall prevail.

Schedule "B"
To By-law No. 2019-xx

Application for ROW Patio

Summer

Winter

Year Round

General Information

Applicant/Business Name: _____

Applicant/Business Address: _____

Telephone: _____ Email: _____

Specific Information

Address/Location of ROW Patio: _____

Dates of Operation: _____

Number of Tables: _____ Number of Seats: _____
(if applicable) (if applicable)

Submission Checklist

- | | | |
|---|------------------------------|-----------------------------|
| 1. LCBO approval attached
(if applicable) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Required Plans/drawings/sketches | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Copy of Insurance certificate | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Adjacent Property Owners Approval
(if applicable) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

For Office Use Only:

ROW Patio Permit #

Date of Issue: _____ Expiry Date: _____


Building/By-law Approval Required: _____

Comments/Conditions:

Permit Fee \$ _____ Paid: _____

Schedule "C"
To By-law No. 2019-xx

Permit Type and Size	Fees
Summer – May 1 to Oct 31	\$25.00
Winter – Nov 1 to Apr 30	\$25.00
Year Round	\$50.00
ROW Patio Size in Square Feet	\$0.50 per sq.ft.
<p>Permit fees are calculated as follows:</p> <p>Season or Year Round + Size in sq.ft. = Total Permit Fee</p> <p>Example: 6ft x 6ft patio area for Summer only $\\$25.00 + (\\$0.50 \times 36\text{sq.ft.}) = \\43.00 total permit fee</p>	

 <small>SOUTH DUNDAS</small>	The Corporation of the Municipality of South Dundas Part I, Provincial Offences Act ROW Patios on Municipal Property By-law No. 2019-XX		
ITEM	Column 1: Short Form Wording	Column 2: Provision creating or defining offence	Column 3: Set Fines
1	ROW Patio install without a permit	Schedule "A" Section 2.1	\$100.00



MUNICIPALITY OF SOUTH DUNDAS

Administration Department Explanatory Note

To: Mayor & Council
From: Brenda M. Brunt, Clerk
Date: December 2, 2019
Subject: 2019-113 Confirmation

Recommendation:

That By-Law No. 2019-113, being a By-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed.

Background:

This By-law is passed at every meeting, so that the action which is taken or authorized to be taken by the Municipality of South Dundas does not lend itself to the passage of an individual By-law.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2019-113

A By-law 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 Municipality of South Dundas, shall be exercised by By-law;

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

NOW THEREFORE the Council of the Corporation of the Municipality of South Dundas hereby enacts as follows:

1. THAT the Minutes of the Regular and In Camera Meetings held on November 18, 2019 of the Municipality of South Dundas, be and the same are hereby adopted.
2. THAT the actions of the Municipality of South Dundas, the Regular and In Camera Meetings held on December 2, 2019 in respect of which recommendations contained in the reports of the committees considered at each meeting and in respect of each motion, resolution and other action taken by the Municipality of South Dundas at its meeting are, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
3. THAT where no individual By-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Municipality of South Dundas in the above-mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Municipality of South Dundas.
4. THAT the Mayor and Members of Council of the Municipality of South Dundas are hereby authorized and directed to do all things necessary to give effect to the said action of the Municipality of South Dundas to obtain approvals where required and accept otherwise provided, the Mayor or Clerk are hereby directed to execute all documents necessary on behalf of the Municipality of South Dundas.

READ and passed in open Council, signed and sealed this 18th day of November, 2019.

MAYOR

CLERK