



AGENDA

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

Tuesday, March 17, 2020, 1:00 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. Regular Council Meeting - March 2, 2020 5
5. PUBLIC MEETINGS
6. DELEGATIONS/PETITIONS
7. ACTION REQUEST
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| 9. | CONSENT AGENDA | |
| a. | Ministry of Municipal Affairs and Housing Re: Provincial Policy Statement That Council receive and file. | 59 |
| b. | The Township of Tyendinaga Re: Motion of Support for a Peaceful conclusion to the Ongoing Rail Disruptions That Council receive and file. | 61 |
| c. | Municipality of West Nipissing Re: Legislative Changes in Bill 132 That Council receive and file. | 62 |
| d. | Morrisburg Business Improvement Area Minutes - January 21, 2020 That Council receive and file. | 68 |
| e. | South Dundas Soccer Association Re: Lakeview Drive Closures That Council receive and refer to staff. | 71 |
| f. | Iroquois Waterfront Committee Minutes - February 20, 2020 That Council approve and refer back to Staff. | 72 |
| g. | KIR - Upcoming Spring Events That Council receive and file. | 75 |
| h. | KIR - Matilda Hall Renovations That Council receive and file. | 76 |
| i. | KIR - Year-Round Operation of the Morrisburg Dog Park That Council receive and file. | 78 |

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| j. | KIR - Launch of Recycle Coach- An Educational Tool for Residents | 80 |
| | That Council receive and file. | |
| k. | KIR - Joint Tender Results - Dust Suppression | 82 |
| | That Council approve and refer back to Staff. | |
| l. | KIR - Tax Sale Properties | 83 |
| | That Council approve and file. | |
| m. | KIR - Council Remuneration & Expenses 2019 | 84 |
| | That Council receive 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. | KIR - Fleet Spending | 87 |
| c. | Draft Right of Way Patio By-law Discussion | 89 |
| d. | Enbridge Inc. Re: Natural Gas Expansion Program Update | 102 |

11. NOTICES OF MOTIONS

12. CLOSED SESSION

- a. Personal matters about an identifiable individual, including municipal or local board employees

13. RATIFICATION BY-LAW

- a. 2020-21 - Ratification

106

14. ADJOURNMENT



MINUTES

FORTY-SECOND MEETING OF THE SEVENTH COUNCIL OF THE MUNICIPALITY OF
SOUTH DUNDAS
Monday, March 2, 2020, 6:00 PM

Present: Mayor Byvelds
Deputy Mayor Gardner
Councillor Lewis
Councillor Mellan

Absent: Councillor Wells

Staff Present: CAO Geraghty
Clerk Brunt

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

1. CALL TO ORDER

Mayor Byvelds and Deputy Mayor Gardner welcomed the First South Dundas Girl Guides and Pathfinders to the Council meeting. The Troop was attending the meeting to learn more regarding local government.

2. CONFIRMATION OF AGENDA

a. Additions, Deletions or Amendments

Amendments: 8.b and 8.g moved to Discussion Items

Additions: In Camera Session - A proposed or pending acquisition or disposition of land by the municipality or local board

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Nil.

4. ADOPTION OF MINUTES

- a. Regular Council Meeting - February 18, 2020

Resolution No. 18-22-471
Moved By Deputy Mayor Gardner
Seconded By Councillor Lewis

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

CARRIED

5. DELEGATIONS/PETITIONS

- a. Swank Construction Re: Iroquois Outdoor Rink

Ron Swank representing Swank Construction presented a request to donate an Iroquois Outdoor Rink Building. Mr. Swank noted the importance of the outdoor rink to the community and his family. Mr. Swank, with the support of other businesses in the community offered to fund and build a new Iroquois Outdoor Rink Building in partnership with the Municipality. Mr. Swank provided an overview of the proposed building features, costs and design. Council thanked Mr. Swank for his contribution to the community. Staff will work with Mr. Swank to ensure the project comes to fruition.

6. ACTION REQUEST

- a. TR2020-02 - Charity Tax Rebate - Tax Write Off

Resolution No. 18-22-472
Moved By Councillor Mellan
Seconded By Deputy Mayor Gardner

THAT the Council of the Municipality of South Dundas accept report TR2020-02 to approve the Municipal tax write-off in the amount of \$409.50 pursuant to United Counties By-law No. 4734- Charity Tax Rebate Program.

CARRIED

- b. CAO2020-03 - Farm Credit Canada AgriSpirit Fund

Resolution No. 18-22-473
Moved By Deputy Mayor Gardner
Seconded By Councillor Mellan

THAT Council of the Municipality of South Dundas accept Report CAO2020-04 to approve Option Two - Accessible washrooms at Matilda Hall from the list provided to submit for an application to the 2020 FCC AgriSpirit Fund.

CARRIED

- c. CAO2020-04 - Ontario Street

Resolution No. 18-22-474
Moved By Councillor Lewis
Seconded By Deputy Mayor Gardner

THAT the Council of the Municipality of South Dundas accept Report CAO2020-05 to approve the reconstruction of Ontario Street by Cornwall Gravel in the amount of \$2,389,988.50 plus HST.

DEFERRED

7. BY-LAWS

- a. 2020-13 - Ontario Trillium Foundation Grant Agreement

Resolution No. 18-22-475
Moved By Deputy Mayor Gardner
Seconded By Councillor Lewis

THAT By-Law No. 2020-13, being a By-law to execute a Grant Contract with the Ontario Trillium Foundation be read and passed, in open Council, signed and sealed.

CARRIED

- b. 2020-14 - Emily 911 Farm Entrance Program By-law

Resolution No. 18-22-476
Moved By Councillor Lewis
Seconded By Councillor Mellan

That By-Law No. 2020-14, being a By-law to repeal and replace By-law No. 2002-03 being a By-law to provide for the placing and maintaining of a civic address system be read and passed in open Council, signed and sealed.

CARRIED

8. CONSENT AGENDA

Resolution No. 18-22-477
Moved By Councillor Mellan
Seconded By Councillor Lewis

THAT all items listed under General Consent section of the Agenda be adopted as presented, save and except for Items 8.b and 8.g, be moved to Discussion Items.

CARRIED

- a. South Nation Conservation Re: Municipal Information Day
That Council receive and file.
- b. Eastern Ontario Health Unit Re: 2020 Municipal Cost Share of Public Health Funding
Moved to Discussion Items.
- c. Ministry of Natural Resources and Forestry Re: Proposed Regulatory Changes Under the Aggregate Resources Act
That Council receive and file.
- d. Overnight Rolling Closures on Highway 401 at County Road 31 - March 4 & 5
That Council receive and file.
- e. Dundas County Archives Report
That Council receive and file.
- f. South Branch Community Fund Minutes - February 20, 2020
That Council receive and file.
- g. Morrisburg Waterfront Committee Minutes - February 19, 2020
Moved to Discussion Items.
- h. South Dundas Economic Development Advisory Committee Minutes - January 15, 2020
That Council receive and file.
- i. South Dundas Regional Drinking Water System - 2019 Annual Report
That Council receive and file.

- j. Capital Summary
That Council receive and file.
- k. KIR - March Break Programming
That Council receive and file.
- l. KIR - Canadian Dermatology Association Shade Structure Grant Program
That Council receive and file.
- m. Monthly Activity Reports
That Council receive and file for information.
 - 1. Economic Development
 - 2. Building, Planning and Enforcement
 - 3. Fire and Emergency Services
 - 4. Transportation
 - 5. Environmental Services
 - 6. Finance
 - 7. Administration
 - 8. Water/Wastewater

9. BOARDS AND COMMITTEES/DISCUSSION ITEMS

- a. Council Representatives
Committee members provided updates.
- b. Correspondence from Hugh Gordier Re: Speed Bump Request
Council discussed the request from Mr. Gordier regarding the speed bump. Council noted that issues concerning speeding should be taken to the local Ontario Provincial Police detachment.
- c. Water Tower Funding
CAO Geraghty provided information concerning funding for the Morrisburg and Iroquois water towers, Council discussed the presentation from Alstor International Inc. regarding potential steel structures. Council provided direction to staff to continue with the rehabilitation plan for both towers.

- d. Eastern Ontario Health Unit Re: 2020 Municipal Cost Share of Public Health Funding

Mayor Byvelds and Deputy Mayor Gardner provided an overview of the correspondence from the Eastern Ontario Health Unit. Council discussed the current funding structure, and the impacts of the changes for South Dundas.

Resolution No. 18-22-478
Moved By Deputy Mayor Gardner
Seconded By Councillor Lewis

That the Council of the Municipality of South Dundas supports the resolution from the Eastern Ontario Health Unit concerning the 2020 Municipal Cost Share of Public Health Funding.

CARRIED

- e. Morrisburg Waterfront Committee Minutes - February 19, 2020

Mayor Byvelds provided an overview of the Morrisburg Waterfront Committee Meeting Minutes from February 19, 2020, noting the Committees decision to move forward with upgrades to the Amphitheater. Council provided comments concerning the current status of the Amphitheater, potential covering for the stage area and potential future uses. Council provided direction to Staff to aid the Committee in the rehabilitation process.

10. NOTICES OF MOTIONS

Nil.

11. CLOSED SESSION

Resolution No. 18-22-479
Moved By Deputy Mayor Gardner
Seconded By Councillor Mellan

THAT Council proceed In Camera in order address a matter pertaining to a proposed acquisition or disposition of land by the municipality or local board.

CARRIED

Resolution No. 18-22-480
Moved By Councillor Lewis
Seconded By Deputy Mayor Gardner

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

CARRIED

12. RATIFICATION BY-LAW

a. 2020-15 - Ratification

Resolution No. 18-22-481
Moved By Deputy Mayor Gardner
Seconded By Councillor Mellan

THAT By-law No. 2020-15, being a By-law to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed.

CARRIED

13. ADJOURNMENT

Resolution No. 18-22-482
Moved By Councillor Mellan
Seconded By Councillor Lewis

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

CARRIED

MAYOR

CLERK



MUNICIPALITY OF SOUTH DUNDAS

Environmental Services Department Report ES2020-02

To: Mayor & Council
From: Danielle Watson, Director of Environmental Services
Date: March 17, 2020
Subject: Review of Landfill Compactor Options

Recommendation:

THAT the Council of the Municipality of South Dundas accept Report ES2020-02 to approve Option ___ regarding the purchase of a landfill compactor.

Background:

As part of 2020 budget discussions, the purchase of a used Landfill compactor was budgeted for at \$193,000.00. A landfill compactor is a piece of heavy equipment that is utilized to achieve compaction at a landfill site. Currently the Municipality contracts its compaction out to a contractor who compacts waste once a week.

Under the Municipalities Certificate of Approval, issued by the Ministry of Environment, Conservation, and Parks, the Matilda Landfill site does not require daily compaction, however the site is required to have daily cover in place. While compaction is not a requirement, applying cover to uncompacted waste is not practical, and not a best practice with regards to landfill operations.

In February 2020, Administration issued a tender for a used 816 F Series II CAT Landfill Compactor, Administration sought Council's approval prior to issuing the tender. The Tender closed on March 9th at 12:00 pm and the Municipality only received one bid.

Discussion/Options:

The single bid submitted for the Landfill Compactor, originally budgeted for at \$193,000 came in at a final bid price of \$398,000 before HST.

Administration is seeking advice from Council on how to proceed using the following options:

1. Award the Purchase of a Used Landfill Compactor to the Successful Proponent at the purchase price of \$398,000 plus applicable HST
2. Re-tender the used Landfill Compactor with less specifications and less requirements to determine if better pricing exists for an older model with more hours
3. Have administration review other possibilities such as contracted services to determine if there are any cost savings.

Current & Future Budget Implication:

With regards to Option 1, awarding the purchase of a used Landfill Compactor at the purchase price of \$398,000 plus applicable HST, Administration recommends Council use the remaining Efficiency Funding to cover the difference between the budgeted expense of the compactor and the actual cost, so that there is no impact to the tax base.

In considering option 2, re-tendering the used Landfill Compactor with less specifications, Administration recommends that Council consider that this re-tendering could result in an older model compactor with more hours that may require more maintenance. Re-tendering with less specifications may also result in higher bid prices.

Option 3, reviewing alternatives to purchasing the compactor such as utilizing contracted services for compaction. Administration recommends that Council provide direction as to what alternatives they would like administration to consider. Administration would report back with alternatives and if any, potential cost savings.

Administration feels that compaction is vital to the extension of the life of the landfill as well as imperative to the decreased potential of offsite leachate migration do to improved distribution of cover material. While the Landfill Compactor bid has resulted in an increased cost, it is Administrations opinion that the Compactor will, through daily utilization, recover the associated upfront purchase costs within the first four years of its use.



MUNICIPALITY OF SOUTH DUNDAS

Administration Department Report CAO2020-05

To: Mayor & Council
From: Shannon Geraghty, Chief Administrative Officer
Date: March 17, 2020
Subject: Request for Proposal – Organizational Review

Recommendation:

THAT the Council of the Municipality of South Dundas accept Report No. CAO2020-05 to approve the Organizational Review to be completed by Pesce & Associates in the amount of \$39,200.00 plus HST.

Background:

The Municipality of South Dundas is seeking proposals from qualified consultants to undertake a review of Municipal service offerings, Staff resources and workplace options.

The scope of work is expected to include:

- A review of the current organization structure and alignment of departmental service responsibilities.
- Recommendations related to identified and projected service and Staffing needs leading 10 to 20 years into the future.
- An overview of current physical workplace locations.
- Recommendations related to identified and projected workplace needs.

A key component of this engagement will include consultation with Staff and members of Council. There is an expectation that the selected consultant will be able to illustrate and make recommendations based on similar Municipalities in order to address any identified areas for improvement.

Part 1

The organizational review will focus on identifying the necessary resources and improving interrelationships between departmental functionality as well

as public service delivery requirements. The following project objectives have been established for Part 1:

1. To review and evaluate the current organization structure and Staffing considering the Municipality's service delivery requirements and organizational principles.
2. Related to the above, to provide a commentary on external pressures and legislative requirements facing the Municipal organization, along with a projection of the impact they will have on future workloads and the organizations means to address them.
3. Related to the above, to undertake a benchmarking comparison of the Municipality's current organizational structure and Staffing levels against Municipalities of a similar size and nature.
4. Based on the foregoing, to make recommendations related to the organization of resources required for the Municipality's efficient delivery of mandated and discretionary services.
5. It is an expectation of this review that the consultant will obtain and consider comments and suggestions from a cross section of permanent full-time Staff, permanent part-time Staff and management members as well as members of Council.
6. To recommend revisions/adjustments of the current organization, Staffing and service delivery aimed at:
 - a. Clarifying roles and responsibility of management
 - b. Improving service delivery customers
 - c. Establishing appropriate and necessary Staffing levels
 - d. Strengthening communications/coordination between departments where required
7. To provide opportunities for the growth and development of employees

Part 2

In concert with the objectives of Part 1, the consultant will review the quantity and quality of workspaces currently used by Municipal Staff and Council for carrying out their duties. This review is related to public suitability, political, administrative and operational functionality and does not include any requirements for engineering or structural review. The following project objectives have been established for Part 2:

1. To identify the range of facilities and their use for Council and Municipal administration and operations.
2. Based on the findings of Part 1, and the nature of existing facilities, to make recommendations related to the continued, amalgamated, or

discontinued use of these facilities as may be desired to meet public service and operational efficiency needs.

3. With the concurrence of Council, the finding and recommendations of Part 2 will be used by Staff to develop a capital plan for improvement of the Municipality's administrative and operational building infrastructure.

Discussion/Options:

On November 1, 2019 the Minister of Municipal Affairs and Housing announced the information about Ontario's new Municipal Modernization Program and that Intake 1 was open for applications. As discussed with Council, staff completed and submitted the Expression of Interest for conducting an Organizational Review for South Dundas which was due on December 6, 2019.

An announcement was made a few weeks ago of the successful applicants, in which South Dundas was not part of the group. According to the program Intake 2 is planned for the Spring/Summer of 2020, with additional intakes expected through 2022-2023. In reviewing the approved projects under the first intake, the Province is looking for collaboration with neighboring municipalities to fund a project that improves efficiencies and cost long-term. In reviewing potential projects under the next intake, landfills and dog control could be good candidates which involves joint submissions.

The Request for Proposal was sent out to 7 consulting firms to which the Municipality received 4 submissions on February 28, 2020. These submissions were reviewed and evaluated by the Treasurer, Clerk, and CAO on price, qualifications, deliverables, and timeline. The successful proponent is expected to have the review completed with a presentation to Council in July 2020.

Current & Future Budget Implication:

In 2019, the Municipality received a one-time payment of \$600,406 to support small and rural municipalities' effort to become more efficient and reduce expenditures in the long term. Approximately \$150,000 has been allocated from this fund towards a 2-year Asset Management Coordinator contract which is set to begin May 2020 and would recommend these funds be used to finance this organizational review.

The cost for review was originally expected to come in at \$50,000 and based on the recommended consulting firm would save the Municipality \$10,000 which could be used towards further deliverables that arise throughout this

exercise which may achieve a greater benefit to the process and the Municipality long-term.



MUNICIPALITY OF SOUTH DUNDAS

Administration Department Explanatory Note

To: Mayor & Council
From: Brenda M. Brunt, Clerk
Date: March 17, 2020
Subject: OCWA Agreement

Recommendation:

That By-Law No. 2020-16, being a By-law to extend a Consulting Services Agreement with Ontario Clean Water Agency (OCWA) be read and passed, in open Council, signed and sealed.

Background:

In 2016 the Municipality hired Ontario Clean Water Agency to provide compliance management services for the water and wastewater operations.

For the past three years, the Municipality has utilized the services of OCWA only for a data and reporting perspective only. This has allowed municipal staff to focus on the operations of the infrastructure and systems. With more than 50 years' experience in the operations and maintenance of water and wastewater treatment plants, remote reservoirs, pumping stations, water distribution systems, and wastewater collection systems, OCWA has gained exceptional experience in the provision of water and wastewater services in Ontario. No other operating entity can match the knowledge of operating these facilities in Ontario's challenging climate, or the comprehensive understanding of Ontario's regulations and compliance challenges.

After many months of negotiation with OCWA, the Municipal Insurance Broker and Solicitor, this is the final Agreement. The term of the agreement will be five years.

Insurance Broker Comments:

Further to our earlier emails, while I appreciate that OCWA is a government agency and contracts cannot be readily amended, Clauses 5.1 and 5.3 presents an increased exposure to the Municipality.

- Clause 5.1 only provide indemnification is OCWA was solely responsible for the damages
- Clause 5.3 - Ceiling on Damages – they are limiting loss paid out under their policy for what appears to be the value of the contract.

We had recommended that the wording in the agreement be amended so OCWA is responsible for losses arising out of or allegedly attributable to their negligence acts, errors, omissions, whether willful or otherwise by OCWA, their officers, employees, agents, or others who the OCWA is legally responsible and they should be required to be responsible for losses that occurred as a result of their negligence regardless of the value.

They Insurer reviewed the contract and they are in agreement with my comments, especially with respect to the Ceiling on Damages section of the agreement.

Generally speaking, the third party contractor is being paid a fee to provide certain services; accordingly, they should be responsible for any liability resulting out of their operations or lack of action in performing the agreed services.

Based on the OCWA agreement, losses arising out of their negligence will be subject to the value of the contract – as such, the Municipalities insurance will be called upon to respond to losses over the contract price. Additionally, they are only liable for losses if they are solely responsible for the loss – again subject to the value of the contract. If there is contributing negligence on the part of the Municipality, they will not be held liable.

It is important to note that the municipality's contract for insurance does not permit you to waive or limit any liability or subrogation rights against the responsible party. After much negotiation, based on OCWA refusal to amend their agreement, **QBE (Insurer) has agreed to waive subrogation above the contract value and for indirect costs.** They are not overly happy but are supportive of the Municipality.

Solicitor's Comments:

Further to our discussion it would always be my advice not to enter into any agreement which limits the liability of the other side to a particular dollar figure. If there is a claim/loss and they are responsible then they should be compensating the Municipality or others for their negligence.

Above being said if OCWA is offering a service and they are saying they insist on the limited liability or they won't provide the service then you are stuck with the decision to proceed or find another service provider.

If the liability is limited, then in the event of a claim the Municipality's insurer will have to cover the shortfall. I understand why they don't care for that and it will likely result in an increased cost of insurance. But there is no other way.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2020-16

A By-law to extend a Consulting Services Agreement with Ontario Clean Water Agency to provide Compliance Management Services for South Dundas water and wastewater operations.

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 desires to extend the Consulting Services Agreement with Ontario Clean Water Agency to provide Compliance Management Services for South Dundas water and wastewater operations.

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

1. That an Agreement be executed with Ontario Clean Water Agency in accordance with Schedule "A" attached to this By-law.
2. That the Mayor and Clerk are hereby authorized to execute all documents as required to effectively carry out this Consulting Services Agreement.

READ and passed in open Council, signed and sealed this 17th day of March, 2020.

MAYOR

CLERK

CONSULTING SERVICES AGREEMENT

THIS AGREEMENT made effective the 1st day of April, 2020

B E T W E E N

ONTARIO CLEAN WATER AGENCY/AGENCE ONTARIENNE DES EAUX, a corporation established under the *Capital Investment Plan Act, 1993*, c.23, Statutes of Ontario

(Referred to in this Agreement as “OCWA”)

A N D

THE CORPORATION OF MUNICIPALITY OF SOUTH DUNDAS

(Referred to in this Agreement as “the Client”)

(Each a “Party” and together, “the Parties”)

BACKGROUND TO THIS AGREEMENT

- (a) OCWA carries on the business consisting principally of the operation and management of water and wastewater treatment facilities in the Province of Ontario.
- (b) The Client is a municipality located in Eastern Ontario. The Client operates the water and wastewater treatment plants and water distribution and wastewater collection systems.
- (c) The Client wishes to retain OCWA to provide compliance management services for the water and wastewater operations.
- (e) OCWA provided a computerized Process Data Management (PDM) system at the start of the initial term in 2016.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the Client and OCWA agree as follows:

ARTICLE ONE - CONSULTING SERVICES

1.1 Retainer. The Client agrees to retain OCWA to provide the Client with services consisting generally of: maintaining, updating and monitoring regulatory compliance related programs and documents and installing PDM hardware and software, providing hosting services for the software and training of the Client’s staff on the program. These services are more specifically described in Schedule A to this Agreement (the “Services”). OCWA agrees to provide the Services to the Client.

1.2 Term of Agreement. This Agreement shall remain in full force and effect for a term of five (5) years from October 31, 2019 to October 31, 2024 (the “Initial Term”) subject to earlier termination as provided in Section 6.1. The Initial Term shall be extended if agreed to in writing by the Parties. (the “Renewal Term”)

1.3 Client Contact. In the course of providing the Services, OCWA shall deal directly with and take instruction from the Client’s Director of Public Works (the “Client Representative”).

1.4 Remuneration.

(a) Compliance Management

(i) Annual Price

In accordance with the provisions of this Agreement and subject to any adjustments made pursuant to other provisions of this Agreement, the Client shall pay OCWA a price for the Services for each Year of the Initial Term in the following amounts (the “Annual Price):

For Year One from April 1, 2020 through to March 31, 2021 inclusive:
\$51,819.

| | |
|------------|----------|
| Water | \$25,792 |
| Wastewater | \$26,027 |

(ii) Annual Adjustment

For Year Two and subsequent Years: **\$51,819** plus the CPI Adjustment (All Items Ontario for the month of July), plus an adjustment for maintaining the Insurance which is renewed annually by OCWA. The CPI Adjustment shall be calculated as soon as necessary information is available from Statistics Canada. In Year Two of the Agreement, the CPI Adjustment shall be added to the Annual Price for Year One of the Agreement and for subsequent Years, on a cumulative basis.

(iii) Payment of the Annual Price

The Client shall pay OCWA the annual price for each Year of the Initial Term or any Renewal Term, in twelve (12) equal monthly payments, in advance, on the first day of each month. The first payment shall be due and payable within 30 days of receipt of the invoice. Payment shall be made by the Client by pre-authorized bank debit from a bank account designated by the Client.

(b) Process Data Management costs and fees

(i) Installation Costs

The Client paid to OCWA a one-time installation cost for the installation of PDM hardware and programming of PDM software at the start of the initial Agreement in the year 2016.

(ii) Equipment Costs

The Client paid to OCWA the one-time costs for the PDM hardware at the start of the initial Agreement in the year 2016. The PDM hardware will remain the property of the Client.

(iii) Annual PDM Hosting Fee

The Client shall pay to OCWA an annual hosting fee (the "Fee") for hosting the PDM software. The Fee for the first year ("Year One") of the Initial Term shall be \$27,198. For the second year ("Year Two") and subsequent years of the Initial Term, the Fee shall be \$27,198 plus the CPI Adjustment.

The Client shall pay OCWA the Fee for each Year of the Initial Term or any Renewal Term, in twelve (12) equal monthly payments, in advance, on the first day of each month. The first payment shall be due and payable within 30 days of receipt of the invoice. Payment shall be made by the Client by pre-authorized bank debit from a bank account designated by the Client.

1.5 Changes to Scope of Work

The Client may, from time to time, request changes in the scope of the Services. Where in the opinion of the Client or OCWA, such changes will involve any increase or decrease in the Fee, such increase or decrease shall be mutually agreed upon in writing between the Client and OCWA prior to the change of Services taking effect.

1.6 OCWA an Independent Contractor

In providing the Services, OCWA shall be acting as an independent contractor and only to the extent and for the specific purpose described in this Agreement. Neither OCWA, its directors, officers, employees and agents nor Her Majesty the Queen in Right of Ontario, as represented by the Minister of the Environment and Climate Change (MOECC) and all directors, officers, employees and agents of the MOECC shall be construed as being employees of the Client.

ARTICLE TWO - REPRESENTATIONS AND WARRANTIES OF OCWA

- 2.1 Authority of OCWA.** OCWA represents and warrants that it has full power and authority and has taken all necessary steps to enter into and perform its obligations under this Agreement.
- 2.2 Provision of Services.** OCWA represents and warrants to the Client that it has the necessary skills, training and qualifications to provide the Services in accordance with the provisions of this Agreement.
- 2.3 No Warranties Regarding Hardware or Software.** OCWA makes no representations or warranties regarding the condition of any computers, equipment, software and/or software upgrades that may be supplied to the Client under this Agreement.

ARTICLE THREE - REPRESENTATIONS AND WARRANTIES AND COVENANTS OF THE CLIENT

- 3.1 Authority of the Client.** The Client warrants that it has the power and authority to enter into and carry out all of its obligations under this Agreement.
- 3.2 Payment of the Fee.** The Client covenants to promptly pay all amounts owing to OCWA under this Agreement as they become due.
- 3.3 Other Covenants.** In addition to any specific responsibilities outlined in this Agreement, the Client covenants to:
- (a) respond to requests for relevant information on a timely basis;
 - (b) if applicable, ensure that representatives of the Client are present as OCWA may reasonably require in connection with the performance of the Services;

- (c) provide OCWA with timely and accurate information and documentation, as reasonably required by OCWA to perform the Services;
- (d) maintain a proper operating environment for software and hardware, if the maintenance of such a proper operating environment may affect the performance of the Services; and
- (e) if applicable, provide a safe area for OCWA to perform the Services.

ARTICLE FOUR – SOFTWARE LICENCES AND CONFIDENTIALITY

- 4.1 **Software Licences.** The Client agrees to be bound and abide by the terms of all third-party software licensing agreements associated with the transfer of any software under this Agreement.
- 4.2 **Confidentiality and Security.** OCWA shall, both during and following the term of this Agreement, maintain confidential and secure, all material, information and documentation provided to OCWA, whether obtained directly or indirectly from the Client, or belonging to the Client and in the possession or under the control of the Client pursuant to this Agreement (“the Confidential Information”). OCWA agrees that it shall not directly or indirectly disclose or use the Confidential Information, either during or following the term of this Agreement, without first obtaining the written consent of the Client Representative (listed in Section 9.8) for such disclosure or use. OCWA shall ensure that its employees, representatives and agents are aware of and comply with this Section 4.2.

ARTICLE FIVE – INDEMNIFICATION AND LIABILITY

- 5.1 OCWA shall exonerate, indemnify and hold harmless the Client, its directors, officers, employees and agents from and against Claims which may be suffered or incurred by, accrue against or be charged to or recoverable from the Client to the extent that such Claim is solely attributed to OCWA’s negligence or wilful misconduct when performing the Services. Such Pre-existing Conditions shall be the ongoing responsibility of the Client. OCWA, in providing these Services, is not responsible, accountable or liable, in any way, for Pre-existing Conditions, either directly or indirectly.
- (b) The Client shall be deemed to hold the provisions of this Section 5.1 that are for the benefit of the Client’s directors, officers, employees and agents in trust for such directors, officers, employees and agents as third party beneficiaries under this Agreement.

5.2 Ceiling on Damages. OCWA's liability for damages for all claims and losses incurred by the Client for OCWA's wilful misconduct or negligence in the delivery of the Services shall be limited to direct damages, and in no event shall exceed \$259,295.

5.3 Causes Beyond Control. Notwithstanding any other provision in this Agreement, failure or delay in performance by any Party of any term of this Agreement, shall be excused to the extent caused by any event beyond such Party's reasonable control provided the Party prevented from or delayed in rendering performance notifies the other Party in writing immediately and in detail, of the commencement and nature of such a cause and provided further that such Party uses its best efforts to render performance in a timely manner utilizing to such end all resources reasonably required in the circumstances, including obtaining supplies or services from other sources if they are reasonably available.

ARTICLE SIX – TERMINATION

6.1 Early Termination. Either Party may terminate this Agreement prior to its expiration provided that the other Party is provided with ninety (90) days prior written notice. If the Client terminates the Agreement prior to its expiration, the Client shall be responsible for payment of that portion of the Fee reasonably incurred for the value of the work completed up to and including the date of any such termination.

ARTICLE SEVEN – INSURANCE

7.1. Insurance

- (a) OCWA shall arrange for and maintain insurance coverage in connection with the Services provided under this Agreement. This insurance coverage is as described in Schedule B.
- (b) The Client shall be an additional insured under Commercial General Liability and Contractor's Pollution Liability insurance policies. These insurance policies shall be non-contributing with and apply as primary and not as excess of any insurance available to the Client.
- (c) Any and all deductibles applicable to the above noted insurance shall be the sole responsibility of the OCWA and the Municipality shall bear no cost towards such deductible.
- (d) OCWA is responsible to keep their property / assets insured - failure to do so shall not impose any liability on the Client.

- (e) OCWA is responsible to provide evidence of WSIB or its equivalent.
- (f) OCWA shall provide the Client with a certificate of insurance in compliance with the insurance requirements as stipulated in the agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the Client 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 Client.

ARTICLE EIGHT – DISPUTE RESOLUTION

8.1 Mediation

- (a) If a dispute arises between the Client and OCWA which cannot be resolved within a reasonable time, then the issue shall be referred to a mediator.
- (b) The fees and expenses of the mediator shall be divided equally between the Parties.
- (c) Involvement in mediation is on a without prejudice basis and does not preclude and is not a bar to either Party pursuing whatever legal remedies may be available, including litigation.

ARTICLE NINE – GENERAL PROVISIONS

9.1 Enurement and Assignment. This Agreement shall enure to the benefit of and be binding upon the Parties and their administrators, successors and permitted assigns. Neither Party shall assign this Agreement, or any part thereof, without the prior written approval of the other Party, which approval may be:

- (a) withheld; or
- (b) given subject to such terms and conditions as the other Party may require.

9.2 Waiver. No waiver of any breach of any provision of this Agreement will be effective or binding unless it is in writing and signed by the Party purporting to give such waiver and, unless otherwise provided, will be limited to the specific breach waived.

9.3 Entire Agreement. This Agreement includes the attached Schedule A and embodies the entire agreement with regard to matters dealt with in this Agreement and supersedes any understanding or agreement, collateral, oral or otherwise, existing between the parties at the date of execution.

- 9.4 Freedom of Information.** The Client understands and agrees that this Agreement and any materials or information provided to OCWA through the performance of the Services may be subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, as amended.
- 9.5 Severability.** All paragraphs, terms and conditions of this Agreement are severable, and the invalidity, illegality, or unenforceability of any such paragraph, term or condition shall be deemed not to affect the validity, enforceability or legality of the remaining paragraphs, terms and conditions.
- 9.6 Amendments.** No additions, deletions or modifications to the provisions of this Agreement shall be effective unless agreed to in writing by both Parties.
- 9.7 Agreement to Govern.** If there is any inconsistency between this Agreement and any Schedule to this Agreement, this Agreement shall govern.
- 9.8 Notices.** Any notice, or other communication required or permitted to be given under the Agreement by the Client or OCWA shall be in writing and shall be delivered in person, transmitted by fax or sent by registered mail, addressed as follows:
- (i) if to the Client:
Municipality of South Dundas
34 Ottawa Street, PO Box 740
Morrisburg, ON K0C 1X0
Telephone: 613-543-2673
Fax: 613-543-1076
Attention: Shannon Geraghty, CAO
E-mail: sgeraghty@southdundas.com
 - (ii) if to OCWA:
Ontario Clean Water Agency
122 Patterson Crescent
Carleton Place, ON K7C 4P3
Telephone: 613-329-9408
Attention: Aimée Hennessy, Business Development Manager
E-mail: ahennessy@ocwa.com

9.9 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and each of the Parties hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the courts of Ontario.

IN WITNESS THEREOF, the Client and OCWA have duly executed this Agreement.

**THE CORPORATION OF
THE MUNICIPALITY OF SOUTH DUNDAS**

Date of Signing

By: _____
(Authorized Officer)

Date of Signing

By: _____
(Authorized Officer)

ONTARIO CLEAN WATER AGENCY

Date of Signing

By: _____
(Authorized Officer)

Date of Signing

By: _____
(Authorized Officer)

SCHEDULE A – DESCRIPTION OF SERVICES

A. Compliance Management Services

- 1) Provide compliance management services for the DWQMS as follows:
 - (i) Maintain, update and monitor the entire DWQMS program, including distribution and treatment for the South Dundas drinking water system
 - (ii) Plan and perform all management review meetings as required under DWQMS with participation of municipal staff
 - (iii) Identify action items from the management review meetings and audits and provide guidance and recommendations to South Dundas staff
 - (iv) Maintain and oversee necessary reporting related to DWQMS
 - (v) Plan and perform all internal audits, and cooperate with third-party auditing required under DWQMS
 - (vi) Facilitate DWQMS training sessions with operational staff
 - (vii) In cooperation with the Client's staff, ensure that annual risk assessment review is completed and 3 year risk assessment is completed;
- 2) Review and update all standard operating procedures (SOPs) and Contingency Plans as required through consultation with the Client's staff;
- 3) Participate in and prepare for MOECC inspections in cooperation with the Client's operations staff.

B. Process Data Management System

- 1) Provide a computerized Process Data Management (PDM) system which includes OCWA's Outpost as follows:
 - (i) Provide access to the PDM for the desired number of users.
 - (ii) Host the software and hardware solutions for the application, and purchase any required licensing on behalf of the Client.
 - (iii) Maintain facility templates, sampling parameters, and regulatory reports
 - (iv) Maintain integrations between PDM and existing SCADA systems as well as integration with lab data (LIMS)
 - (v) Provide user training as required
 - (vi) Ensure the system is accessible for users from the Municipality's network.

C. Reporting

- 1) Provide a quarterly report based on Key Performance Indicators (KPI) as agreed upon between the Parties;
- 2) Prepare all regulatory annual reports for both water and wastewater.

SCHEDULE B - Insurance

Automobile Insurance

Coverage: Automobile Liability for OCWA owned or leased vehicles.

Limit: \$5,000,000

Commercial General Liability Insurance

Coverage: Third party liability including legal fees, for property damage and/or bodily injury as caused by OCWA's negligence arising out of OCWA's performance of the services at the Facilities.

Limit: \$5,000,000 per Occurrence. \$10,000,000 aggregate.

Deductible: \$50,000 for the year 2019; subject to change on an annual basis.

Contractor's Pollution Liability/Professional Liability Insurance

Coverage: Professional Liability: To pay on behalf of OCWA sums which OCWA shall become legally obligated to pay as damages and/or claims expense as a result of claims made first against OCWA, and reported to the insurer, in writing during the policy period, automatic extended reporting period (90 days), and by reason of any act, error or omission in professional services rendered or that should have been rendered by OCWA, or by any person for whose acts errors or omissions OCWA is legally responsible, and arising out of the conduct of OCWA's profession.

Pollution legal liability covering third party property damage and bodily injury and clean up costs for pollution conditions arising out of the performance of the services provided by OCWA.

Limit: \$10,000,000 per loss on a Claims Made basis with automatic, extended reporting periods for Pollution Liability. \$10,000,000 aggregate.

Limit: \$5,000,000 per loss for Professional Liability Insurance.
\$5,000,000 aggregate.

Deductible: \$50,000 for the year 2019; subject to change on an annual basis.



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Explanatory Note

To: Mayor & Council
From: Sarah McMillan, Treasurer
Date: March 17, 2020
Subject: 17- Budget Amendment for 2020

Recommendation:

That By-Law No. 2020-17, being a By-Law to rescind By-Law No. 2020-08; and, to set the 2020 general and capital budgets for Municipal purposes only, be read and passed in open Council, signed and sealed.

Background:

A By-law under Section 290 (1) of the Municipal Act is required to be passed in the year that the budget is to be adopted by Council. At the February 3, 2020 Council Meeting, By-law No. 2020-08 was approved which passed the 2020 Operating and Capital Budget. At that time, water & wastewater was excluded. At the meeting on March 5, 2020 the budget was presented by Staff which included the operating and capital projects proposed for 2020 to which Council approved.

Presented to Council in By-Law 2020-17 is the 2020 Operating and Capital Budgets which include all Departments and maintains the same level of tax levy as discussed previously at \$7,308,655.00. Water and wastewater operations are supported by the user rates and have no impact on the levy required for the year.

This By-law fulfills all requirements under the Municipal Act for budget purposes.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2020-17

A By-law to rescind By-law No. 2020-08; and, to set the 2020 general operating and capital budgets for Municipal purposes only.

WHEREAS *the Municipal Act, 2001*, as amended, provides for each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS it is deemed expedient to adopt the budget outlining the Corporation's yearly estimates in accordance with relevant legislation;

AND WHEREAS it is deemed necessary to review and amend the budget to allow for changes in the water and sewer budgets accordingly.

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

1. And that Schedules "A" and "B" attached hereto and forming part of this By-law are hereby adopted.
2. If a surplus exists as of December 31, 2020, all funds shall be transferred to reserves for working capital, water, sewer, and fire or as Council otherwise directs.
3. And that By-Law No. 2020-08 is hereby repealed in its entirety.
4. This By-law shall come into force and effect on the date of passing.

READ and passed in open Council, signed and sealed this 17th day of March, 2020.

MAYOR

CLERK



For Period Ending 31-Dec-2020

BUDGET

.....2020...

GENERAL FUND

REVENUE SUMMARY

| | |
|--------------------------------|---------------|
| CORPORATE PROVINCIAL FUNDING | -1,169,200.00 |
| PIL & TAX INTEREST COLLECTED | -355,045.00 |
| GOVERNMENT GRANTS & ASSISTANCE | -115,851.00 |
| ADMINISTRATION | -128,472.00 |
| TREASURY | -196,122.00 |
| FIRE SERVICES | -23,000.00 |
| ROADS | -362,300.00 |
| ENVIRONMENTAL SERVICES | -234,104.00 |
| BUILDING & ENFORCEMENT | -183,503.00 |
| HEALTH & SOCIAL SERVICES | -516,215.00 |
| RECREATION | -663,832.00 |
| PLANNING & DEVELOPMENT | -100,250.00 |
| COUNCIL | -7,600.00 |
| WATER & SEWER | -2,932,147.00 |

Total REVENUE SUMMARY -6,987,641.00

EXPENSE SUMMARY

| | |
|--------------------------|--------------|
| COUNCIL | 212,432.00 |
| ADMINISTRATION | 1,107,698.00 |
| TREASURY | 664,177.00 |
| BUILDING & ENFORCEMENT | 482,193.00 |
| ROADS | 3,040,303.00 |
| ENVIRONMENTAL SERVICES | 1,298,238.00 |
| FIRE SERVICES | 826,177.00 |
| HEALTH & SOCIAL SERVICES | 591,215.00 |
| RECREATION | 2,128,713.00 |
| PLANNING & DEVELOPMENT | 469,503.00 |
| WATER & SEWER | 2,415,516.00 |

Total EXPENSE SUMMARY 13,236,165.00

Total GENERAL FUND 6,248,524.00



For Period Ending 31-Dec-2020

BUDGET

.....2020...

GENERAL FUND

REVENUE SUMMARY

| | |
|--|---------------|
| DONATIONS & GRANTS | -955,000.00 |
| TRANSFER FROM RESERVES AND RESERVE FUN | -4,600,141.00 |
| | <hr/> |
| Total REVENUE SUMMARY | -5,555,141.00 |

EXPENSE SUMMARY

| | |
|--------------------------|--------------|
| ADMINISTRATION | 12,000.00 |
| FIRE SERVICES | 272,500.00 |
| ROADS | 2,685,309.00 |
| ENVIRONMENTAL SERVICES | 842,000.00 |
| HEALTH & SOCIAL SERVICES | 30,000.00 |
| RECREATION | 1,031,000.00 |
| PLANNING & DEVELOPMENT | 207,500.00 |
| WATER & SEWER | 1,534,963.00 |
| | <hr/> |
| Total EXPENSE SUMMARY | 6,615,272.00 |

| | |
|--------------------|--------------|
| Total GENERAL FUND | <hr/> |
| | 1,060,131.00 |
| | <hr/> |



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Explanatory Note

To: Mayor & Council
From: Sarah McMillan, Treasurer
Date: March 17, 2020
Subject: 18-Amend Interim Tax

Recommendation:

That By-Law No. 2020-18, being a By-law to change the interim tax date for 2020, be read and passed in open Council, signed and sealed.

Background:

In an effort to reduce exposure to COVID-19 and maintain a safe environment for our employees and residents, Staff is recommending changing the interim tax levy due date from March 31, 2020 to April 30, 2020. Installment pre-authorized payments scheduled to be withdrawn on March 31st will now be withdrawn on April 30, 2020. Monthly pre-authorized payments will be withdrawn as scheduled.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2020-18

A By-law to amend By-law 2020-11 to change the due date for the interim tax levy for 2020.

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

WHEREAS the *Municipal Act, 2001*, as amended, provides that a local Municipality, before the adoption of the estimates for the year, may pass a By-law levying amounts on the assessment of property in the local Municipality ratable for local municipal purposes;

AND WHEREAS the Council of the Municipality of South Dundas deems it necessary to change the interim tax due date;

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

1. That the interim tax levy imposed by this By-law shall become due and payable in one installment having a due date of April 30, 2020;
2. That all other terms and conditions of By-law No. 2020-11 remain unchanged.
3. And That this By-law shall come into force and effect on the date of passing.

READ and passed in open Council, signed and sealed, this 17th day of March, 2020.

MAYOR

CLERK



MUNICIPALITY OF SOUTH DUNDAS

Administration Department Explanatory Note

To: Mayor & Council
From: Brenda M. Brunt, clerk
Date: March 17, 2020
Subject: Delegation of Authority

Recommendation:

That By-Law No. 2020-19, being a By-law to delegate certain powers and duties to Officers and Employees, be read and passed, in open Council, signed and sealed.

Background:

In light of the COVID-19, it may be difficult to organize meetings between Council and Staff. This By-law will ensure the efficiency in processing certain applications. The CAO, in consultation with the Mayor will ensure business continuity. Council will be updated at the next regular meeting.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2020-19

A By-law to Delegate Certain Powers and Duties to Officers and Employees.

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

AND WHEREAS the *Municipal Act, 2001*, as amended, provides that Sections 9, 10 and 11 authorize a municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions;

AND WHEREAS the *Municipal Act, 2001*, as amended, requires the establishment of policies for the delegation of certain powers and duties to Staff;

AND WHEREAS Council adopted a Delegation of Powers and Duties Policy on January 8, 2008;

AND WHEREAS Council deems it advisable to delegate certain powers and duties to officers and employees of the Municipality for the purpose of providing responsible, accountable, good and efficient government.

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

1. That Council hereby delegates certain powers and duties to officers and employees as described in Schedule "A" hereto and forming part of this By-law.
2. That officers and employees of the Municipality of South Dundas are hereby delegated the powers and duties in accordance with the Delegation of Powers and Duties Policy.
3. No further delegation of the authorities contained herein is permitted without Council approval, either with respect to the authority and limits of the delegation or the persons to whom the delegation is granted.
4. Where delegated authority involves the expenditure of funds

and/or commitment of resources, the delegated authority must be exercised with the Council approved budget for that matter.

5. Officers and employees with delegated authority under this By-law shall exercise their authority responsibly and shall be accountable and responsible for their actions and decisions.
6. If an Officer or employee has a conflict of interest related to a delegated authority then the officer or employee must not exercise their delegated authority and must forthwith report the conflict of interest to the CAO or Council.
7. This By-law does not diminish, restrict or reduce any authority delegated to any Officer or employee by any other By-law, statute, regulation or as otherwise provided by law.

READ and passed, signed and sealed in open Council this 17th day of March, 2020.

Mayor

Clerk

Schedule "A" to By-law No. 2020-

Delegate - Chief Administrative Officer

| Delegated Powers and Duties | Criteria/ Conditions |
|--|--|
| Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for the receipt of funds | Authority to sign applications Include notation in Monthly Activity Summary |
| Correspondence or documents required to implement an action/decision of Council | Authority to sign |

Delegate - Director of Corporate Services/Clerk

| Delegated Powers and Duties | Criteria/Conditions |
|---|--|
| Executing contracts/agreements | Authority to sign contracts/agreements as authorized under current Procurement Policy and approved annual budget |
| Correspondence or documents required to implement an action/decision of Council | Authority to sign |

| | |
|--|---|
| Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for the receipt of funds | Authority to sign |
| Land conveyance documents or land title clearance | Authority to sign |
| Software and data sharing agreements | Authority to sign provided the product to be licensed has been authorized within the current year's operating or capital budget |
| Noise & Nuisance By-law Exemption(s) for events that are reasonable and specifically, have been exempted in the past | This delegation does not extend to an event that has changed substantially in nature since the previous exemption was granted Include notation in Monthly Activity Summary |
| Authority to accept service of notices and documents on behalf of the municipality | |
| Letters of Support | Issuance of letters of support for community festivals, outdoor events, third party grants that do not require a municipal financial contribution |
| Authority to designate events as municipally significant for the purposes of the Special Occasion Permit process | Include notation in Monthly Activity Summary |

Delegate - Director of Finance

| Delegated Powers and Duties | Criteria/ Conditions |
|--|--|
| Executing contracts/agreements | Authority to sign contracts/agreements as authorized under current Procurement Policy and approved annual budget |
| Executing documents related to Municipality bank accounts | Authority to sign |
| Execute applications for federal or provincial funding/subsidy programs for operating costs or capital projects, as well as subsequent submissions that may be required for the receipt of funds | Authority to sign |
| Accounts Receivable | Authority to write off interest in accordance with Council approved annual operating budget |

| | |
|--------------------------------------|--|
| POLICY MANUAL | Policy No. 1-9 |
| For Township of South Dundas | Effective Date: January 1, 2008 |
| Subject: Delegation of Powers | DEPARTMENT: Council |

DELEGATION OF POWERS

PURPOSE

The Municipal Act, 2001 requires that all municipalities adopt and maintain a policy with respect to the delegation of Council’s legislative and administrative authority. This policy outlines what Council should consider before any delegation of some of its powers and duties and the requirements, conditions and restrictions for Council to authorize any delegation. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy applies to all committees of Council, departments and staff.

POLICY STATEMENT

The Council of the Township of South Dundas, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council’s decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context and in accordance with the requirements outlined in the Municipal Act.

IMPLEMENTATION PROCEDURE

Council may delegate its powers and duties under the Municipal Act, the Planning Act, a private Act relating to the municipality and such other Acts as may be prescribed to a person or body subject to the restrictions as set out in this Policy and the legislative requirements of the Municipal Act.

Administrative Powers and Duties:

Definition: Includes all matters required for the management of the corporation which do not involve discretionary decision making.

1. Council may delegate any of its administrative powers and duties.

Administrative Powers and Duties: (Cont'd)

2. In order for Council to authorize the delegation of any of its administrative powers and duties, it shall first approve the conditions and limitations of the delegation by the approval of a by-law.
3. Council shall approve policy and procedures for the delegation which includes measures for the monitoring and accountability of the delegate and the transparency of the delegate's actions and decisions.
4. Any delegation of administrative powers may be subject to any regulation made by the Minister.

Legislative and Quasi-Judicial Powers:

Definition: Includes all matters where Council acts in a legislative or quasi judicial function including enacting by-laws, setting policies and exercising decision making authority

1. Legislative and quasi-judicial powers can only be delegated to the following:
 - One or more members of municipal council
 - A body that has at least 2 members, of which 50% are council members, council appointees, or combination
 - An officer, employee or agent of the municipality (if the power delegated is of a "minor nature")
2. Council shall approve the conditions and limitations for the delegation of any of its legislative and quasi-judicial powers by the adoption of a by-law.
3. Council shall approve policy and procedures for the delegation which includes measures for the monitoring and accountability of the delegate and the transparency of the delegate's actions and decisions.
4. Council shall only delegate legislative and quasi-judicial powers to an officer, employee or agent of the municipality which are minor in nature which is clearly defined within the policy and procedures authorizing the said delegation. Council, in determining whether or not a power is of a minor nature, should consider a number of factors as well as the number of people, the size of the geographic area and the time period affected by an exercise of the power.
5. The delegation of legislative and quasi-judicial powers of Council are restricted to powers found in the Municipal Act, the Planning Act, a private act relating to the municipality and "such other Acts as may be prescribed."

Legislative and Quasi-Judicial Powers: (Cont'd)

6. No delegation of legislative or quasi-judicial powers to a corporation is permitted.
7. Any delegation of legislative or quasi-judicial powers may be subject to any regulation made by the Minister.

Scope of Power:

1. A delegation may be revoked at any time without notice unless the delegation by-law specifically limits the municipality's power to revoke the delegation.
2. A delegation shall not limit the right to revoke the delegation beyond the term of the council which made the delegation.
3. A delegation may provide that only the delegate can exercise the delegated power or that both the municipality and the delegate can exercise the power.
4. A delegation or deemed delegation under Paragraph 6 of a duty results in the duty being a joint duty of the municipality and the delegate.
5. A delegation may be made subject to such conditions and limits as the council considers appropriate. Council shall outline the procedures that the delegate is required to follow and specific measures for accountability of the delegate and the transparency of the delegate's actions.
6. Where a power is delegated, the power is deemed to be delegated subject to any limits on the power and to any procedural requirements, including conditions, approvals and appeals which apply to the power and any duties related to the power are deemed to be delegated with the power.

Restrictions of Delegation of Legislative & Quasi – Judicial Powers:

1. Council is not authorized to delegate any of the following powers and duties:
 - To appoint or remove from office statutory officers of the municipality.
 - To pass a by-law and deal with issues regarding taxes.
 - To incorporate corporations.
 - To adopt an official plan or an amendment to an official plan under the Planning Act.
 - To pass a zoning by-law under the Planning Act.
 - To pass a by-law related to small business counselling & municipal capital facilities
 - To adopt a community improvement plan

- To adopt or amend the municipal budget
- Any other power that may be prescribed

Delegation Re Hearings Application

1. This section applies when a municipality is required by law to hold a hearing or provide an opportunity to be heard before making a decision or taking a step, whether the requirement arise from an Act or from any other source of law.
2. If Council delegates to a person or body the power or duty to hold a hearing or provide an opportunity to be heard before the decision is made or the step taken, but does not delegate the power to make the decision or take the step, the following rules apply:
 - a) If the person or body holds the hearing or provides the opportunity to be heard, the municipality is not required to do so.
 - b) If the decision or step constitutes the exercise of a statutory power of decision to which *The Statutory Powers Procedure Act* applies, that Act, except sections 17, 17.1, 18 and 19, applies to the person or body and to the hearing conducted by the person or body.

Appeal Body

1. Council may establish an appeal body to hear appeals or review decisions made under any delegated power, if it deems necessary.
2. Before an Appeal Body is established, Council shall determine procedures, powers & rules of those conducting the appeals to be approved in a By-law establishing the Appeal Body.



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Explanatory Note

To: Mayor & Council
From: Sarah McMillan, Treasurer
Date: March 17, 2020
Subject: 20- Fees & Charges

Recommendation:

That By-Law No. 2020-20, Being a By-law to rescind By-law No. 2019-13; and, to establish fees and charges to be collected, be read and passed in open Council, signed and sealed.

Background:

The fees & charges by-law identifies the fees proposed for specific Municipal services and programs. Every year, Staff reviews the fees and charges by-law to ensure the rates charged are fair and relevant to the services and programs provided. Changes to the current fees & charges schedule are in red text.

SCHEDULE "A"
To By-Law No. ~~2019-13~~2020-20

| DEPARTMENT | FEE |
|--|--|
| ADMINISTRATION | |
| Duties of Commissioner of Oaths | No Charge |
| Marriage License | \$125.00 |
| Marriage Solemnization Service | \$300.00 |
| Death Certificate/Burial Permit | \$10.00 |
| Faxes | 1 st Page - \$2.00 Each additional page - \$1.00 |
| Photocopies – one sided | \$0.25 |
| Copy of Zoning By-Laws | \$25.00 |
| Copy of Official Plan | \$25.00 |
| Lottery - Nevada License | 2% of total prize value/box or minimum \$35.00 |
| Lottery – Raffle License | 2% of total prize value |
| Lottery – Blanket Raffle License | \$50.00 initial charge and \$10.00/amendment |
| Lottery – Bingo License | \$5/event or minimum \$35.00 |
| Lottery – Extension/Amendment or Minimum | \$35.00 |
| Freedom of Information Requests | \$5.00 + Cost of search (per Ministry regulations) |
| Market Garden License | \$40.00 |
| Transient Trader License | \$400.00/year |
| Specific Location Daily License – maximum four (4) days | \$300.00 |
| Motorized Refreshment Vehicle | \$550.00/year |
| Motorized Ancillary Refreshment Vehicle | \$550.00/year |
| Non-motorized Refreshment Vehicle | \$150.00/year |
| Carnival/Circus/Midway | \$50.00/day |
| Adult Entertainment Parlour - Owner's License | \$250.00/year |
| Adult Entertainment Parlour - Operator's License | \$250.00/year |
| Adult Entertainment Parlour - Owner & Operator Same Person | \$425.00/year |
| Adult Entrainment Parlour – Entertainer | \$25.00/year |
| Transfer Fee -Cabs/Limousines | \$40.00/year |
| Taxi Cabs/Limousines – Owner | 1 st Vehicle - \$75.00 Each additional vehicle - \$50.00 |
| Taxi Cabs/Limousines - Driver | \$50.00 |
| Salvage Yard License | \$40.00 |

| DEPARTMENT | FEE |
|--|--|
| TREASURY | |
| Tax Certificates | \$50.00 |
| Compliance/Zoning Certificates | \$50.00 |
| Interest Rate for Miscellaneous A/R | at year-end outstanding balances transferred to taxes 1.25% after the first month |
| Tax Account Printouts - Real Estate/Lawyers/Public etc Verbal/Written/Fax/In Person | \$10.00/transaction |
| Prior to year 2005 Tax Account Printouts or History - Real Estate/Lawyers/Public etc Verbal/Written/Fax/In Person | \$50.00 hourly rate with a minimum \$50.00 fee |
| NSF Cheques & Returned Pre- Authorized Payments | \$40.00/transaction |
| Tax Sale-Administration Fee | \$200.00 |
| PLANNING/ZONING | |
| Committee of Adjustment | \$100.00 Application Fee + \$250.00 deposit |
| Zoning By-Law Amendment | \$100.00 Application Fee + \$550.00 deposit |
| Site Plan Control Agreement | \$100.00 Application Fee + \$900.00 deposit |
| Application to Consent (Severance) | Commercial/Industrial - 2% of parcel created and/or Residential/Agriculture - 5% of parcel created |
| Tile Drainage Inspection Fee | \$100.00 |
| BUILDING | |
| Residential Building Permit | \$0.85/ square foot or minimum \$100.00 |
| Residential Accessory Building Permit | \$0.65/square foot or minimum \$100.00 |
| Residential - Alteration and Renovation Permit | \$10.00/\$1,000.00 of construction value |
| Commercial/Industrial/Institutional and others | \$0.85/square foot or minimum \$100.00 |
| Commercial/Industrial/Institutional accessory buildings | \$0.70/square foot or minimum \$100.00 |
| Commercial - Alteration and Renovation Permit | \$10.00/\$1,000.00 of construction value |
| Demolition Permit | \$100.00 |
| Buildings razed by fire or Act of God | No Charge within one (1) year |
| Farm Buildings - Silo | \$150.00 |

| DEPARTMENT | FEE |
|---|--|
| BUILDING | |
| Farm Buildings - Ag Barns & Machine sheds | \$0.32/square foot or minimum \$100.00 |
| Farm Buildings - Manure Pits, Bunker Silos | \$150.00 |
| Conditional Permits | \$0.35/square foot |
| Change of Use | \$150.00 |
| <u>Sign Permit</u> | <u>\$125.00</u> |
| Solid fuel burning appliance Permit | \$125.00 |
| Private Swimming Pool Permit | \$125.00 |
| Install a Mobile Home Permit | \$125.00 |
| Moving Permit | \$100.00 |
| Plumbing Permit—Sewer connection | \$50.00 |
| Plumbing Permit—Water connection | \$50.00 |
| Plumbing Permit—Water & Sewer connections | \$75.00 |
| <u>Plumbing Only Permit</u> | <u>\$75.00</u> |
| <u>Re-Inspection Fee</u> | <u>\$75.00 per inspection</u> |
| <u>Building Code Act Administration Fee</u> | <u>\$200.00</u> |
| <u>Annual Maintenance Fee for Dormant Permits</u> | <u>\$200.00 per year</u> |
| <u>Agency Letter of Approval</u> | <u>\$50.00</u> |
| <u>Permit Transfer/Deferral</u> | <u>\$100.00</u> |
| Tents | \$100.00 |
| Tents – Community Group | No Charge |
| Minimum Permit Fee | \$100.00 |
| <u>Patio Permits</u> | |
| <u>Summer- May 1 to Oct 31</u> | <u>\$25.00</u> |
| <u>Winter- Nov 1 to Apr 30</u> | <u>\$25.00</u> |
| <u>Year Round</u> | <u>\$50.00</u> |
| <u>ROW Patio or Sidewalk Display Size in Square Feet</u> | <u>\$0.50 per sq. ft.</u> |
| <u>Permit fees are calculated as follows:</u> | |
| <u>Season or Year Round + Size in sq. ft. = Total Permit Fee</u> | |
| <u>Example: 6ft x 6ft patio area for Summer only</u> | |
| <u>\$25.00 + (\$0.50 x 36 sq. ft.) = \$43.00 Total Permit Fee</u> | |

| DEPARTMENT | FEE |
|---|--|
| MUNICIPAL LAW ENFORCEMENT | |
| Topsoil Removal | \$300.00/ha to maximum of \$900.00 and a \$45.00 application fee |
| Dog Tags | \$20.00 |
| Kennel License | \$60.00 |
| Replacement Tag | \$5.00 |
| Release Fee 1 st Offence | \$25.00/dog |
| Release Fee Repeated Offence | \$50.00/repeated offence |
| PUBLIC WORKS | |
| Entrance Permits | \$50.00 |
| Ditch Fill-in | \$50.00 |
| Buried Hydro Permit | \$50.00 |
| Tile Drainage Crossing Permit | \$50.00 |
| Road Cut Permit | \$50.00 |
| Civic Number and Post Installed | \$125.00 + HST |
| Civic Number Sign | \$40.00 + HST |
| Civic Number Sign Installed | \$80.00 + HST |
| Civic Number Post | \$40.00 + HST |
| Civic Number Post Installed | \$85.00 + HST |
| <u>Civic Number Sign- Emily 911</u> | <u>\$125.00 + HST</u> |
| Septage Rates – Morrisburg Wastewater Treatment Plant | \$11.00/m ³ |

| DEPARTMENT | FEE | |
|---|-----------------------------------|----------------------------------|
| LANDFILL | | |
| Minimum Charge | \$5.00 - under 4 bags | |
| Additional Bags | \$1.25/bag over 4 bags | |
| Garbage Bags (Curbside) | \$1.25 each | |
| Green & Blue Boxes | \$7.00 each | |
| Pick-up truck (8 feet box max) | \$15.00 | |
| Pick-up truck (8 feet box max with rails or rack) | \$30.00 | |
| Cargo van | \$30.00 | |
| Roll-off-box - under 10 yard | \$250.00 | |
| Roll-off-box - 10 yard to 30 yard | \$400.00 | |
| Roll-off-box - over 30 yard | \$500.00 | |
| Tractor Trailer over 31' long | \$600.00 | |
| Packer | \$500.00 | |
| Tires | No Charge | |
| Tires with rims | No Charge | |
| Dump Open After Hours | \$40.00/hour | |
| Trailer length (feet) | Side walls up to 18 inches | |
| 6 | \$10.00 | |
| 8 | \$15.00 | |
| 10 | \$40.00 | |
| 12 | \$60.00 | |
| 16 | \$100.00 | |
| 20 | \$250.00 | |
| 25+ | \$300.00 | |
| MISCELLANEOUS ITEMS | | |
| Item | Price | Side walls over 18 inches |
| Electronic waste | \$0.00 | \$20.00 |
| Burnable Clean Wood | \$5.00 | \$30.00 |
| Propane tanks | \$0.00 | \$80.00 |
| Tires | \$0.00 | \$120.00 |
| Tires on rims | \$0.00 | \$200.00 |
| Appliances with refrigerant | \$20.00 | \$500.00 |
| Appliances without refrigerant | \$0.00 | \$600.00 |
| Mattress, box spring | \$15.00 | |
| Couch, chesterfield | \$10.00 | |
| Furniture (except mattress, box spring, chesterfield and stuffed items) | \$5.00 | |
| Carpeting (roll) | \$10.00 | |
| Contaminated Soils | \$25.00/tonne | |

| DEPARTMENT | FEE |
|--|---|
| PARKS/RECREATION/FACILITIES | |
| Iroquois Campground - daily - unserviced | \$22.57 + HST <u>\$29.34 + HST</u> |
| Iroquois Campground - daily with 15 amp electrical | \$25.50 + HST <u>\$33.15 + HST</u> |
| Iroquois Campground - daily with 30 amp electrical | \$28.22 + HST <u>\$36.69 + HST</u> |
| Iroquois Campground - weekly - unserviced | \$135.42 + HST <u>\$176.05</u> |
| Iroquois Campground - weekly with 15 amp electrical | \$153.00 + HST <u>\$198.90</u> |
| Iroquois Campground - weekly with 30 amp electrical | \$169.32 + HST <u>\$220.12</u> |
| Iroquois Campground - monthly with 15 amp electrical | \$459.00 + HST <u>\$596.70</u> |
| Iroquois Campground - monthly with 30 amp electrical | \$507.96 + HST <u>\$660.35</u> |
| Iroquois Campground - seasonal with 15 amp electrical | \$1,624.78 + HST |
| Iroquois Campground - seasonal with 30 amp electrical | \$1,798.08 + HST |
| Sewage Disposal - campsite | \$5.00/use |
| Galop Canal Iroquois Landing Marina Daily Power | \$1.47 + HST/Foot |
| Galop Canal Iroquois Landing Marina Daily Canal Wall No Power | \$1.25 + HST/Foot |
| Galop Canal Iroquois Landing Marina Daily Floating Dock No Power | \$0.95 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Weekly Power | \$8.62 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Weekly Canal Wall No Power | \$7.27 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Weekly Floating Dock No Power | \$5.53 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Monthly Power | \$20.23 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Monthly Canal Wall No Power | \$12.63 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Monthly Floating Dock No Power | \$10.60 + HST/Foot |
| Galop Canal Iroquois Landing Marina - Seasonal Power | \$40.00 + HST/Foot <u>\$40.80 + HST/Foot</u> |
| Galop Canal Iroquois Landing Marina - Seasonal Canal Wall No Power | \$37.50 + HST/Foot <u>\$38.25 + HST/Foot</u> |

| DEPARTMENT | FEE |
|--|--|
| PARKS/RECREATION/FACILITIES | |
| Galop Canal Iroquois Landing Marina - Seasonal Floating Dock No Power | -\$30.00 + HST/Foot <u>\$30.60 + HST/Foot</u> |
| Galop Canal Iroquois Landing Marina - Seasonal Additional 30 AMP | \$171.75 + HST/Foot <u>\$175.19 + HST/Foot</u> |
| Galop Canal Iroquois Landing Marina - Seasonal Pump Outs | \$61.20 + HST <u>\$62.42 + HST</u> |
| Galop Canal Iroquois Landing Marina - Transient Pump Outs | -\$61.20 + HST |
| Seasonal Boat Launch Pass - seasonal | No Charge |
| Boat Launch Pass- Special Event Fee | \$10.00 + HST per Boat- 1 day \$15.00 + HST per Boat- Weekend |
| Ice Time (prime) | \$125.00 + HST/hour |
| Ice Time (non-prime) | \$85.00 + HST/hour |
| Ice Time (youth sports) | \$95.00 + HST/hour |
| Signs above Ice Surface (block wall) | \$225.00 + HST/year |
| Signs in Lobby | \$225.00 + HST/year |
| Signs on Walkway boards | \$225.00 + HST/year |
| Signs on Zamboni (per side) | \$225.00 + HST/Year No Change |
| Rental of Ice Surface - Summer | \$50.00/hour (HST included) |
| Rental of Ice Surface | \$150.00 + HST/day |
| Rental of Ice Surface | \$450.00 + HST/weekend |
| Matilda Hall Rental – Licensed Event | \$250.00 + HST |
| Matilda Hall Rental – Licensed Event (reduced rate) | \$135.00 + HST |
| Matilda Hall Rental – Non-Licensed Event | \$100.00 + HST for ½ day \$175.00 + HST for full day |
| Matilda Hall Rental - Non-Licensed Event (reduced rate) | \$50.00 + HST for ½ day \$100.00 + HST for full day |
| Matilda Hall Rental - Other Use (1-2 hrs) | \$25.00 + HST |
| Matilda Hall Rental - Fire Victim or Personal Injury | No Charge |
| Matilda Hall Rental - Special Occasion use of yard or parking lot | \$100.00 + HST refunded when yard is cleaned up |
| Matilda Hall Rental – Kitchen Facilities | \$25.00 + HST |
| Matilda Hall Rental – Decorating in advance | \$50.00 + HST |
| Matilda Hall Rental - Bingo Users | \$30.00 + HST/event |
| Iroquois Civic Centre – Licensed Event | \$250.00 + HST |

| DEPARTMENT | FEE |
|---|--|
| PARKS/RECREATION/FACILITIES | |
| Iroquois Civic Centre – Licensed Event (reduced rate) | \$135.00 + HST |
| Iroquois Civic Centre – Non-licensed event | \$100.00 + HST for ½ day \$175.00 + HST for full day |
| Iroquois Civic Centre – Non-licensed event (reduced rate) | \$50.00 + HST for ½ day \$100.00 + HST for full day |
| Iroquois Civic Centre - Fire Victim or Personal Injury | No Charge |
| Iroquois Civic Centre – Kitchen Facilities | \$25.00 + HST |
| Iroquois Civic Centre – set up in advance | \$50.00 + HST |
| Iroquois Meeting Room | \$50.00 + HST for ½ day |
| Table/Chair Rental | \$4.00/table/day (pick up only) \$1.00/chair/day (pick up only) |

| DEPARTMENT | FEE |
|---|---------------|
| FIRE & EMERGENCY SERVICES | |
| Annual Open Air Burn (non-agricultural) | \$10.00 |
| Annual Open Air Burn (agricultural) | \$15.00 |
| Carbon Monoxide Alarms | Cost Recovery |
| Smoke Alarms | Cost Recovery |



February 28, 2020

Dear Head of Council:

RE: Provincial Policy Statement, 2020

Earlier today, the government of Ontario released the Provincial Policy Statement (PPS), 2020. The PPS is an important part of Ontario's land use planning system, setting out the provincial land use policy direction that guides municipal decision-making.

Municipalities play a key role in implementing provincial land use policies through local official plans, zoning by-laws and other planning decisions. The Planning Act requires that decisions on land use planning matters be "consistent with" PPS policies.

The PPS, 2020 supports implementation of **More Homes, More Choice**: Ontario's Housing Supply Action Plan and includes key changes to:

- Encourage an increase in the mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater certainty
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The PPS, 2020 works together with other recent changes to the land use planning system – including changes to the Planning Act through Bill 108, More Homes, More Choice Act, 2019 and **A Place to Grow**: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

The PPS, 2020 policies will take effect on May 1, 2020. It will replace the Provincial Policy Statement, 2014. In accordance with section 3 of the Planning Act, all decisions affecting land use planning matters made after this date shall be consistent with the PPS, 2020. My ministry will be in touch to provide education and training for municipal staff to support implementation of the new policies.

.../2

For more information about the PPS, 2020, please visit ontario.ca/PPS where you will find:

- A digital version of the PPS, 2020
- A link to the decision notice on the Environment Registry of Ontario (ERO #019-0279)

If you have any questions about the Provincial Policy Statement, 2020, please contact the ministry at provincialplanning@ontario.ca or by calling 1-877-711-8208.

Sincerely,



Steve Clark
Minister

c: Planning Head, Planning Board Secretary-Treasurer, and/or Clerks

March 3, 2020

Re: New Business- Motion of Support for a peaceful conclusion to the ongoing rail disruptions and encouragement for ongoing discussions for a solution to the Costal GasLink Project.

At its meeting of March 2, 2020, the Council of the Corporation of the Township of Tyendinaga ratified a motion, regarding the support for a peaceful conclusion to the ongoing rail disruptions and encouragement to find a path a peaceful solution regarding the Costal GasLink Project.

“WHEREAS the dispute regarding the Coastal Gas Link Project in British Columbia is continuing;

AND WHEREAS the dispute has directly affected both the Township of Tyendinaga and the Mohawks of the Bay of Quinte;

AND WHEREAS a resolution of the situation lies in discussion and negotiations with the appropriate parties;

NOWHEREFORE the Corporation of the Township of Tyendinaga calls on those parties to work together to find a successful and peaceful resolution of the pipeline matter as quickly as possible;

AND FINALLY that the Township urges all municipalities and municipal organizations across the Country to support the parties involved in their search for a resolution of this critically important matter.”

Best Regards,



Brad Roach

CAO (Chief Administrative Officer)

Clerk-Treasurer

The Corporation of the Township of Tyendinaga

859 Melrose Road, Shannonville, ON, K0K 3A0

(613) 396-1944 | clerk@tyendinagatownship.com

www.tyendinagatownship.com



West Nipissing Ouest

Joie de vivre

The Corporation of the Municipality of West Nipissing
La Corporation de la Municipalité de Nipissing Ouest
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)
F/TC (705) 753-3950

March 5, 2020

SENT VIA E-MAIL

Hon. John Yakabuski
Minister of Natural Resources and Forestry
Whitney Block 6th Flr Rm 6630,
99 Wellesley St W,
Toronto, ON M7A 1W3

Honourable Minister Yakabuski:

SUBJECT: LEGISLATIVE CHANGES IN BILL 132

At its regular meeting held on March 3, 2020, Council for the Municipality of West Nipissing passed resolution **2020/101**, attached hereto. The resolution supports a request circulated by the Township of Puslinch, supporting AMO's position on the legislative changes in Bill 132 with respect to the *Aggregate Resources Act* and the *Safe Drinking Water Act*.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the
Chief Administrative Officer

\Encl.

cc: Minister of Health and Long-Term Care
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



The Corporation of the Municipality of West Nipissing / La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 1 0 1

MARCH 3, 2020

Moved by / Proposé par : [Signature]

Seconded by / Appuyé par : [Signature]

WHEREAS the Municipality of West Nipissing received resolution no. 2020-010 from the Township of Puslinch supporting the Association of Municipalities of Ontario's (AMO) position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing also supports AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act, as supported by the Township of Puslinch;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Ministry of Natural Resources and Forestry, the Ministry of Health and Long-Term Care, the Association of Municipalities of Ontario (AMO) and Ontario municipalities for their consideration.

| | YEAS | NAYS |
|------------------------|------|------|
| DUHAIME, Yvon | | |
| FISHER, Christopher | | |
| LARABIE, Roland | | |
| MALETTE, Léo | | |
| ROVEDA, Dan | | |
| SÉGUIN, Jeremy | | |
| SÉNÉCAL, Denis | | |
| SÉNÉCAL, Lise | | |
| SAVAGE, Joanne (MAYOR) | | |

CARRIED: [Signature]
DEFEATED:
DEFERRED OR TABLED:



February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-010: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and
That Council direct staff to send correspondence in support of AMO's position on the
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe
Drinking Water Act.**

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,
Courtenay Hoytfox
Development and Legislative Coordinator

From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, December 16, 2019 11:17 AM
To: Courtenay Hoytfox
Subject: Queen's Park Update - December 16, 2019

AMO Update not displaying correctly? [View the online version](#) | [Send to a friend](#)
Add Communicate@amo.on.ca to your safe list



December 16, 2019

Queen's Park Update

Cannabis

On December 12th, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit www.agco.ca.

End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12th and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

[Bill 132, Better for People, Smarter for Business Act, 2019](#) – Received Royal Assent on Dec. 10th.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

Bill 138, Plan to Build Ontario Together Act, 2019 – Received Royal Assent on December 10th.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

Bill 136, Provincial Animal Welfare Services Act, 2019 – Received Royal Assent on December 5th.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation

requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

Bill 124, Protecting a Sustainable Public Sector for Future Generations Act, 2019

– Received Royal Assent on November 7th.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

AMO Contact:

You can contact AMO's Policy Team at policy@amo.on.ca or 416-971-9856.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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**Morrisburg BIA
EXECUTIVE MEETING
Monday, January 21st 2020
5:00 pm**

Morrisburg BIA Office, 99 Main Street, Morrisburg

Present: Dwayne Sprague, Sam Laurin, Helen Derix, Councillor Don Lewis, Victoria Windle, DBIA Coordinator: Adeana McQuaig-Bedard,

Regrets: Marguerite Baker

Call to order: 5:05 pm by Sam Laurin

Declaration of Pecuniary Interest or Conflict of Interest:
None

Confirmation of the Agenda: Additions Deletions, or Amendments:
Additions:

- Coordinator requests that OBIAA membership and conference be added under New Business.

Moved by: Dwayne Sprague

Seconded by: Laura Callery

That the OBIAA membership and conference be added under new business.

Carried

Review and Approval of Last Executive Minutes:

Moved by: Dwayne Sprague

Seconded by: Helen Derix

That the minutes dated November 4th 2019 be approved as presented

Carried

Business arising from the Minutes: None

Old Business:

- a. **DBIA Annual General Meeting:** AGM is scheduled for Tuesday, February 25th at 7:00 pm at the McIntosh Country Inn & Conference Centre. Helen Derix will Chair the meeting. The coordinator will prepare some remarks and meet with Helen to review them prior to AGM. Coffee, tea, & pop will be served.

New Business:

- a. **Proposed budget 2020:** The proposed budget is accepted by the board and will be presented at the AGM.

Moved by: Helen Derix
Seconded by: Victoria Windle
That the proposed budget for 2020 be presented at the 2020 AGM
Carried

b. Coordinator Contract: to be deferred until spring.

Moved by: Sam Laurin
Seconded by: Dwayne Sprague
That the coordinators contract be renewed in the spring
Carried

c. 2020 Events: Pre Canada Kick-off June 26th - 27th

Porkfest: August 15th

Tree Lighting Ceremony: December 4th

Other ideas for the upcoming year are open mic nights, zombie walk, decorating competitions with prizes, gingerbread house making and shopping promotions. Sam requested that everyone brainstorm event ideas and bring them to the next meeting.

The board would like to put extra emphasis on beatification. Coordinator is instructed to look into options for the medians in the parking lot.

d. Regional Incentive Program: Coordinator will look into applying this and the regional tourism grant.

e. OBIAA membership: Membership will be renewed for 2020 at the cost of \$254.52.

Moved by: Victoria Windle
Seconded by: Laura Callery
That the OBIAA membership will be renewed for 2020
Carried

f. OBIAA conference: Coordinator will look in to programming and will attend depending on relevance of topics.

Coordinators Report: Presented by coordinator

Moved by: Councilor Lewis

Seconded by: Helen Derix

That the Coordinators report be accepted as presented.

Carried

Financial Report: Attached

Moved by: Victoria Windle

Seconded by: Dwayne Sprague
That the financial report be accepted as presented
Carried

Motion to adjourn:
Moved by: Helen Derix
Seconded by: Dwayne Sprague
That the meeting be adjourned
Carried

Adjournment: 6:00 pm

NEXT MEETING: Next meeting will be Tuesday, March 10th 2020, 5:00 pm at the Morrisburg DBIA office (99 Main Street).

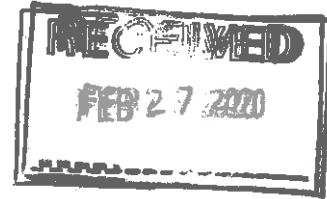
Moved by: Councillor Lewis
Seconded by: Helen Derix
That the Coordinators report be accepted as presented.
CARRIED (this is what a motion should look like) try changing them all as it will look and flow nicer)

SOUTH DUNDAS SOCCER ASSOCIATION

PO Box 618, Morrisburg, Ontario, K0C 1X0 – <http://www.southdundassoccer.org> – phillip@blancher.ca - 613-543-2168

February 27, 2020

Municipality of South Dundas
34 Ottawa St.
Morrisburg, Ontario
K0C 1X0



Attention: Jeff Hyndman, Director of Transportation

Dear Sir:

As we plan for our 25th season in 2020 we would like to once again request the closure of Lakeview Drive in Iroquois between College and Elizabeth Streets for the Saturdays beginning May 25th, 2020 and ending with the tournament on July 26th and 27th, 2020. The time line we are requesting for the Saturdays from May 23rd to July 18th is 7:00 am to 1:00 pm. On Friday, July 24th we would be looking at the period from 1:00pm to 9:00pm and on Saturday, July 25th from 7:00 am to 4:00 pm.

Also, we are looking once again at prohibiting parking on the east side of Elizabeth Drive between the corners of Church Avenue and Dundas Street during the road closure times.

As in past years our concern is for child safety and parking near the soccer fields makes it difficult for pedestrians to have a clear view when crossing the streets around the soccer fields.

The South Dundas Soccer Association would gladly be responsible for advising the proper authorities of the road closure.

The South Dundas Soccer Association is currently covered under our coverage for liability insurance in the amount of \$5,000,000. The May 2019-May 2020 certificate is presently on file with the municipality. Once the SDSA's insurance policy renews in May 2020, a copy of the new insurance certificate will be given.

I hope that the municipality will please consider this request at your next council meeting.

If there are any questions or issues, please let me know. The volunteers and over 400 players in the South Dundas Soccer Association are thankful for the continued support of the program by the Municipality of South Dundas.

Yours truly,

A handwritten signature in black ink, appearing to read "Phillip Blancher". The signature is fluid and cursive.

Phillip Blancher
President
South Dundas Soccer Association

IROQUOIS WATERFRONT COMMITTEE

20 February 2020

Minutes

1. Meeting called to order at 7:00 p.m. by the mayor
2. In Attendance Joyce Latulippe, Penny Davidson, Steven Byvelds, John & Diane Ross, Marg Lee, Jim Millard. Regrets: Keith Poore.
3. Mayor Steven noted that the group had to select a new chair and appoint a secretary. Prior to doing so, he recognized the good work and dedication of former chair Jim Wilson. John Ross put his name forward as chairman and in the absence of any other potential candidates, he was appointed as chair. Jim Millard volunteered to remain as secretary and was appointed to that position. At this point, John Ross took over as moderator of the meeting.
4. **Motion by Penny, seconded by Marg** to accept John Ross as Chair and Jim Millard as Secretary. Carried
5. Confirmation of Agenda - **motion by Joyce, seconded by Penny- - Carried**
6. Approval of Minutes of Nov. 28/19 – **motion by Penny, seconded by Joyce-- Carried**
7. Business arising:

Several action plan and agenda items that relate to the beach canteen were rolled into the first discussion.

- Steven reported that staff are planning to resolve the issue of water infiltration and potential mould by covering the porous block exterior with vinyl siding prior to our operating season. This will allow the blocks to dry out prior to painting of the interior rooms – likely next season. Any mould will also be removed using proper protocols. The committee indicated their thanks for this solution and asked for input into colour choice. Plans are

being formulated by staff as well for installation of the awning to protect the service window. Steven noted that this project [the awning] will be paid for from our yearly operating grant. The siding project is being handled by the municipal budget.

- The matter of recent vandalism – graffiti on the building – was discussed. The new siding will hide the latest graffiti but concern for the security of the building was discussed. John displayed a small microwave dish that he feels would be perfect. It could beam the signal from several low voltage cameras to a receiver at the new campground building where the pictures would be recorded and made available to approved staff via the internet. Details and pricing need to be worked out but Keith Poore, who has expertise in that field will be invited to participate.
- Canteen operation was on the agenda but was held over til the next meeting so that Keith can be involved.
- Steven explained the approval of a Trillium Grant that will fund most of the cost of replacement of the existing pathway system. To adhere to accessibility code, it will be paved. Historic plaques and benches along the pathway were discussed. Marg Lee has worked with Wendy Graham to look at the layout of the paths and is hoping to propose some slight changes. Steven noted that slight changes can hopefully be accommodated in the project, but the addition of connector paths would have to come later and be funded differently. John noted that he felt the contract for the life of a bench should be extended from ten to fifteen years with a renewal option [priced accordingly] for another ten years.
- The drinking fountain and water bottle filler – funded in part by the 100 Men of South Dundas was discussed. **It was moved by Marg, seconded by Joyce that our budget will be used to cover \$3,000. of the project cost. Carried.**

- John reported that on progress on the construction of the new campground building. The exterior is quite complete. He provided details on the window installation and washroom soundproofing. The official opening of the building will be at the annual fly-in breakfast on July 12. Problems with the elevation of the building made it necessary to bring in a lot of fill which unavoidably forces the need for a new layout for the adjacent campsites.

John provided aerial shots of the campground showing a proposed change to the layout of the campsites located along the south edge of the bowling green. The necessary addition of an access road allowance to the east of the tennis court requires a slight re-location eastward of the walking path that runs south from Elizabeth Drive. **It was moved by Penny and seconded by Marg that the committee approve the reconfiguration of the sites and new access road per the drawings provided by John. Carried.**

New Business: The mayor reported that our budget for the year is thirty thousand dollars, noting that we have committed to the cost of the awning and three thousand to the water fountain project.

At the next meeting, John will have pricing details on the security camera and microwave link.

The meeting was adjourned on a motion by Penny. Next meeting is set for March 26, 2020 and will be held in the board room at Ross Video where we will have access to a white board and computer screen. Members are asked to meet inside the front entrance by 7 pm. so we can sign in and be escorted to the board room.



MUNICIPALITY OF SOUTH DUNDAS

Economic Development Department Key Information Report

To: Mayor & Members of Council
From: Rob Hunter, Economic Development Officer
Date: March 16, 2020
Subject: Upcoming Spring Events

Background:

During the Fall both the Tourism Advisory Committee and the Economic Development Advisory Committee discussed the idea of jointly holding a Wine and Cheese Networking Event in the Spring. The Committees felt this would provide an excellent opportunity for the community to come together and network.

The Economic Development Advisory Committee has also had discussions over the last number of months about holding a Career Day as recommended in the South Dundas Report on Youth that was received by Council last year. This session would benefit our High School students by providing them with an idea of current job opportunities and job opportunities that might be available in the future. This would enable them to consider course selection and possible post-secondary education or training that might be required for a career they may chose to pursue.

Discussion:

The two Committees are pleased to advise Council that the Spring Wine and Cheese Event will be held at Stonecrop Acres Winery on Thursday, April 30th from 7:00pm to 9:00pm.

The Economic Development Advisory Committee is pleased to advise Council that it has partnered with Seaway District Highschool to hold a Career Day event that will take place on Thursday, May 14th at Seaway.



MUNICIPALITY OF SOUTH DUNDAS

Environmental Services Department Key Information Report

To: Mayor & Members of Council

From: Danielle Watson, Director of Environmental Services

Date: March 16, 2020

Subject: Matilda Hall Renovations

Background:

In 2019, as part of budget discussions the renovation of Matilda Hall was approved. Renovations included the replacement of the flooring, ceiling tiles, repainting the interior, and renovating the washrooms to make the building accessible as per AODA Universal Washroom Requirements.

As a part of the assessment of the building to complete budgeting for renovation work in 2018, it was identified that several of Matilda Hall's components contained asbestos. Asbestos is classed as a hazardous waste by the Ontario Ministry of Environment, Conservation, and Parks in Regulation 347 and is also noted in the Ontario Ministry of Labour Regulation 278/05 as a designated substance under the Occupational Health and Safety Act.

Discussion:

Due to the associated health and environmental hazards Administration has worked with designated service providers to arrange for proper disposal of the asbestos material and provided front line staff, conducting the removal, with the appropriate asbestos abatement training and personal protective equipment required under the regulation.

The removal of the Asbestos material in stage one of the construction project, will be a Type One Operation, as is defined in the Buller Crichton Environmental, 2008 designated substances report. Type One Operation is defined by O.Reg 278/05 as the breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if, the

material is wetted to control the spread of dust or fibres, and the work is done only by means of non-powered and held tools.

Administration has provided front-line staff completing the removal with air purifying half-mask respirators with N-100 particulate filters. This meets the associated requirement outlined in Table 2 of O. Reg 278/05. Staff will be removing the floor without the use of power tools, to Avoid Type 3 Operation removal requirements, internal staff are not equipped to conduct Type 3 Operations.

Staff will close the facility to all users during the period of the floor removal. They will also ensure they follow O.Reg 278/05 Section 14 requirements closely during the removal of the floor tile to protect themselves and the users of the facility.

It is anticipated that the Type One Operation for the Stage One of Matilda Hall renovations will be completed by the end of March.

Stage two of the Matilda Hall renovations, which includes the removal of the exterior plaster panels in the bathroom will require a separate approach, presumably a Type 3 Operation, and shall be addressed and planned for separately in order to ensure work health and safety, and proper environmental disposal. Administration is currently completing the FCC AgriSpirit Grant for Stage two work.

The table below outlines the recommendations from the Buller Crichton Environmental, 2008 designated substances report at Matilda Hall.

| Asbestos Containing Material | Material Location | Recommendations (per O. Reg 278/05) |
|-------------------------------------|--------------------------------------|---|
| 1) Vinyl Floor Tile | Main Hall, Kitchen and Storage Rooms | 1) Type 1 precautions (non powered hand tools and use of water) OR 2) Type 3 if removed using a power tool |
| 2) Exterior Caulking | Plaster Panels | 1) Remove following Type 1 precautions if completed with hand tools OR 2) Type 2 precautions if completed with HEPA equipped power tools OR 3) Type 3 precautions if removed with power tools without HEPA attachments. |
| 3) Exterior plaster panels | Exterior | 1) Remove following Type 1 precautions if completed with hand tools OR 2) Type 2 precautions if completed with HEPA equipped power tools OR 3) Type 3 precautions if removed with power tools without HEPA attachments. |
| 4) Vinyl wall covering and adhesive | Men's washroom | 1) Type 1 precautions (non powered hand tools and use of water) OR 2) Type 3 if removed using a power tool |



MUNICIPALITY OF SOUTH DUNDAS

Environmental Services Department Key Information Report

To: Mayor & Members of Council

From: Jamie Scott, Supervisor of Recreation and Parks

Date: March 16, 2020

Subject: Year-Round Operation of the Morrisburg Dog Park

Background:

The Municipality of South Dundas opened the dog park, located in Earl Baker Park, in 2011. The park consists of two separate fenced in areas, one for larger dogs, the other for small dogs. A popular facility, the dog park is a busy location in the spring, summer, and fall. The park offers a community gathering spot for residents to enjoy with their dogs while also holding special events. The dog park is a vital component of Earl Baker Park and an asset to the Municipality.

The dog park was created in partnership with the Park Pals, Canadian Tire, Valu-mart, and Morrisburg Scotiabank. The park consists of a landscaped garden, a stoned greeting area with benches for seating, a memorial-brick pathway, and a drinking fountain for dogs.

In the past, the dog park, for liability and safety reasons, has been closed to users in the winter months. The park was not a part of existing winter maintenance plans for Municipal staff and therefore was not made accessible to the public. In 2020 Administration was approached by members of Park Pals to determine the viability of having the dog park open all year round for people to enjoy.

Discussion:

Through an internal operational review, it has been determined that staff can maintain the dog park in the winter months for residents to enjoy. Administration is in the process of developing a maintenance plan for the facility, to ensure regular scheduled maintenance throughout the year.

Winter components will include pet friendly salt/sand applications and daily snow removal (when applicable) around the outside of both dog parks and entrances to eliminate the ability to dogs to leap out of or into the enclosed areas. Environmental Services has also developed a snow removal plan with the Transportation department to allow users access to the driveway and parking at the facility.

Administration does not feel there will be any significant additional costs to the operations budget with the removal of snow and application of sand and salt for the dog park during the winter.

By maintaining the dog park year-round in Earl Baker Park the waterfront will continue to be a community hub for recreational activities during all seasons.





E MUNICIPALITY OF SOUTH DUNDAS

Environmental Services Department Key Information Report

To: Mayor & Members of Council

From: Danielle Watson

Date: March 16, 2020

Subject: Launch of Recycle Coach- An Educational Tool for Residents

Background:

Recycle Coach is a digital solutions company that provides municipal and private waste management services to effectively educate and engage residents. Their solutions include technology platforms for web, mobile, and digital assistants which focus on education and encouragement to help residents everywhere become better recyclers, with the goal of inspiring positive and lasting change. They currently provide services to over 3,000 communities in the United States of America, Canada, Australia, and New Zealand.

The most common commodity Recycle Coach has created is their Recycle Coach App, a downloadable app with a series of information on recycling including reminders of when your garbage and recycling day occurs and the "What Goes Where?" tool. Since its launch they have had over 4 million users. Recycle Coach also offers a desktop version for residents to utilize.

Discussion:

In 2020, the Municipality of South Dundas Communication Coordinator compiled information regarding over 500 specific items to help develop the library of materials for "What goes Where", a feature available to South Dundas residents, where they can input a material and query regarding where it belongs. For example a refrigerator, when searched in the applications library, is a large item that is not collected curbside. The app then supplies the user with information regarding depots that accept refrigerators, costs associated with accepting the type of material, and also any available repair or maintenance places that may be able to assist them. This feature is

customized to each Municipality and can be updated in real-time, making it ideal for providing residents with alternatives to disposal.

Another feature the app will offer Residents is the collection day reminder tool, where residents input their address and the app will send emails and text messages to residents each week to remind them of their collection day. This feature also serves to remind residents about household hazardous waste days and holiday's where collection dates may be changed.

The app also features a "report a problem" tool where residents can report a number of "problems" they may encounter from missed collection of recycling or garbage, to the sighting of a new pothole.

In order to promote the App, the Communications Coordinator for the Municipality has arranged a promotion strategy in conjunction with Recycle Coach in order to encourage the continued use of the application by South Dundas residents.

To document the success of the application, Administration will receive a monthly report outlining the number of users, what their primary searches are, and when their collection dates are. Administration will use this collected data to then run targeted educational ads regarding the most searched items in what goes where, and develop further educational information to reach those areas of the Municipality that have less participation in the app.

With the launch of the app and the collected data, Administration hopes to reduce the number of calls and questions regarding collection dates. Administration also hopes that the app will reach more residents and educate them on the proper way to recycle and divert waste from the landfill. The cost associated with this platform is \$1,500, and falls within the landfill budget.



MUNICIPALITY OF SOUTH DUNDAS

Public Works Department Key Information Report

To: Mayor & Members of Council
From: Jeff Hyndman, Director of Transportation
Date: March 16, 2020
Subject: Joint Tender Results

Background:

The Transportation Department frequently collaborates with other local and upper tier municipalities for the procurement of common goods and services.

The Municipality's procurement policy states that the municipality may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a "piggy back clause" within public sector contracts, whenever it is determined to be in the best interest of the municipality to do so. By participating, the Municipality can receive competitive bid results and reduce overall costs.

Discussion:

To date, the Municipality of South Dundas has received the results of the Joint Tender for Dust Suppressants.

1. **Tender No. 04-2020:** Liquid Dust Suppressant, coordinated by the Township of South Glengarry
 - South Dundas identified quantities- 175 tonnes
 - Unit price for 2020 is \$383.50/tonne
 - 2020 Transportation budget is \$26,000.00

The quantity shown is approximate only and may be increased, decreased, or eliminated. Further Joint Tender results will be reported as received.



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Key Information Report

To: Mayor & Members of Council
From: Sarah McMillan
Date: March 16, 2020
Subject: Tax Sale Properties

Background:

The Municipality is proceeding with advertising two properties for tax sale beginning March 18, 2020. In September 2018, a final letter was sent to the property owners which outlined the action and consequences of the Municipality registering a tax arrears certificate on title. The letter requested full payment of arrears or arrangements to be made to avert proceeding with the tax sale process by December 14, 2018. On February 8, 2019 a tax arrears certificate was registered on the following properties:

Roll Number: 0506-001-003-74200 Pt Lt 31 Con 2 Williamsburg

Roll Number: 0506-001-001-29800 Lt 40 Pl 42 South Dundas

Final Notices were sent via registered mail on November 25, 2019 to the property owners. The properties will be advertised for tax sale beginning March 18th with tenders being received until 11:00am on April 16, 2020. There has been no contact from either property owner throughout this process.

The properties being advertised for tax sale have been provided several notices via tax bills, overdue notices, and letters advising the property owner to contact the Municipality to discuss payment. The Municipality has used every available tool to ensure that the property owner has been made aware of their tax arrears. Having done so, the Municipality has complied with requirements of the Act and has no further legal obligation to the property owners.



MUNICIPALITY OF SOUTH DUNDAS

Treasury Department Key Information Report

To: Mayor & Members of Council
From: Sarah McMillan, Treasurer
Date: March 16, 2020
Subject: Council Remuneration & Expenses 2019

Background:

The *Municipal Act, 2001*, (the *Act*) as amended, requires that: "The Treasurer of a Municipality shall in each year on or before March 31 provide to the Council of the Municipality an itemized statement on remuneration and expenses paid in the previous year to,

- a) Each Member of Council in respect to his or her services as a Member of the Council, or any other body, including a local board...; and
- b) Each person, other than a Member of Council, appointed by the Municipality to serve as a member of any body, including a local board..."

A budget is approved each year for Members of Council to attend conferences, meetings and training sessions. Each Member of Council is allocated a portion of the approved budget. Registration for conferences, meetings or training sessions related to their role as Members of Council along with costs for transportation, accommodations, meals, incidentals and hospitality (limited to meals) are permitted under the Municipal Policy.

The *Act* also specifies the statement shall identify the By-law under which the remunerations or expenses were authorized to be paid. The 2019 salaries, expenses and benefits for Mayor and Council were authorized under By-Law No.'s 2010-36 and 2014-95 respectively.

Types of Remuneration Included:

The figures presented in Schedule "A" include the following expenditures:

Honorarium – This is the amount payable to the Mayor, Deputy-Mayor and Councillors for performance of their duties on Municipal Council.

Benefits – This amount includes the Canadian Pension Plan (CPP) and Employer Health Tax (EHT) statutory contributions paid by the Corporation.

Meetings – This includes the per diem for attending special council meetings and/or committee meetings.

Mileage – Reimbursement of mileage is available for the Council and includes; Council meetings, local boards, training and conferences. The rate applicable for reimbursement is subject to the mileage policy.

Sundry Expenses – These are additional amounts incurred directly in the performance of the Council duties related to telephone, travel, training and conference expenses.

ATTACHMENTS

Schedule "A" – Municipality of South Dundas - Statement of Remuneration and Expenses

**Municipality of South Dundas
Statement of Remuneration & Expenses
for the Year 2019
per Municipal Act Section 284(1)**

| Municipal Council | Honorarium | Benefits | Meetings | Mileage | Sundry Expenses | Total |
|--------------------------|---------------------|--------------------|---------------------|------------------|------------------------|----------------------|
| Steven Byvelds | \$ 27,858.60 | \$ 2,139.83 | \$ 3,000.00 | \$ - | \$ 7,135.09 | \$ 40,133.52 |
| Kirsten Gardner | \$ 17,164.92 | \$ 1,315.00 | \$ 3,150.00 | \$ - | \$ 2,824.69 | \$ 24,454.61 |
| Lloyd Wells | \$ 13,826.28 | \$ 982.13 | \$ 1,425.00 | \$ - | \$ 3,905.71 | \$ 20,139.12 |
| Donald W. Lewis | \$ 13,826.28 | \$ 1,084.37 | \$ 3,150.00 | \$ - | \$ 3,173.46 | \$ 21,234.11 |
| Archie Mellan | \$ 13,826.28 | \$ 984.06 | \$ 1,275.00 | \$ 765.33 | \$ 4,805.15 | \$ 21,655.82 |
| Total | \$ 86,502.36 | \$ 6,505.38 | \$ 12,000.00 | \$ 765.33 | \$ 21,844.10 | \$ 127,617.17 |

| Rideau St. Lawrence Utilities | | Meetings | | | Total |
|--------------------------------------|--|-----------------|--|--|--------------|
| John Allison | | \$ 7,750.00 | | | \$ 7,750.00 |

| South Nation Conservation | | Meetings | Mileage | | Total |
|----------------------------------|--|-----------------|----------------|--|--------------|
| Archie Mellan | | \$ 792.00 | \$ 380.48 | | \$ 1,172.48 |

| Committee of Adjustment | | Meetings | | | Total |
|--------------------------------|--|-----------------|--|--|--------------|
| Doug Millard | | \$ 450.00 | | | \$ 450.00 |
| Mart Prost | | \$ 450.00 | | | \$ 450.00 |
| Michael Thompson | | \$ 450.00 | | | \$ 450.00 |



MUNICIPALITY OF SOUTH DUNDAS

Public Works Department Key Information Report

To: Mayor & Members of Council

From: Jeff Hyndman, Director of Transportation
Cameron Morehouse, Director of Fire & Emergency Services

Date: March 16, 2020

Subject: Fleet Repairs

Background:

This is an update to keep Council informed of the fleet repairs spending which has occurred thus far for 2020. Fleet services is responsible for safety and repairs of the equipment which the Municipality owns.

Discussion:

Fleet:

Presently, fleet repairs costs are at \$89,089 (2020 Budget \$140,000). Below is a list of the key contributors which has caused the repairs to be so high:

- #62 Tandem Plow Truck- Engine issues (sensors) **\$3,415.00**
- #66 Case Backhoe- New back tires **\$5,383.00**
- #68 Tandem Plow Truck- Hydraulic Pump **\$2,137.00**
- #75 Tandem Plow Truck- Engine issues (sensors), turbo, split manifold, EGR cooler (coolant into engine), aftertreatment filters **\$19,568.00**
- #76 Single Axle Plow Truck- Differential rear end, dump box hoist **\$9,323.00**
- #79 Single Axle Plow Truck- Hydraulic Pump **\$2,019.00**
- #84 Single Axle Plow Truck- Aftertreatment filters, engine issues (sensors) **\$7,664.00**
- #89 Case Tractor- Hydraulic Pump and 4x4 on front axle **\$11,202.00**
- #91 Volvo Grader- Front axle seals and bearings on both tires (front axle), electronic gear shift issues (locking in gear) **\$17,102.00**

These major repairs total \$77,813.

Fire:

Presently, fleet repairs for the Fire Department total \$20,087.05 (2020 Budget \$38,000). Below is a list of key contributors which has caused the repairs to be so high:

- #143 Freightliner- Tires & towing **\$6,153.72**
- #163 Freightliner- Blue lights- **\$2,605.52**
- #161 Spartan Pumper- Foam System **\$1,994.48**
- #181 Spartan Pumper- Transmission Coder **\$2,507.92**
- #CH1-1 Ford F150- Electrical problem **\$3,753.67**
- #184 Western Star Tanker- Charging unit **\$2,120.67**

These major repairs total \$19,135.98.

Staff will endeavour to keep costs under control for the remainder of the year; however, both departments have experienced a large number of unforeseen major repairs.

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2020-XXX

A By-law of the Corporation of the Municipality of South Dundas to regulate and license Right of Way Patios & Sidewalk Displays 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 & Sidewalk Displays 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 passing.

READ and passed in open Council, signed and sealed this XXX day of XXXX, 2020.

MAYOR

CLERK

Schedule "A"
To By-law No. 2020-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;

"Chief 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;

"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".

"sidewalk" means the portion of the boulevard that is set aside for the use of pedestrians;

2. General Provisions

- 2.1 No person shall construct, erect, or alter a ROW Patio or Sidewalk Display, or permit a ROW Patio or Sidewalk Display to be constructed, erected or altered, without first having obtained a ROW Patio or Sidewalk Display permit in accordance with the provisions of this by-law.
- 2.2 The Municipality reserves the right to remove any ROW patios or Sidewalk Displays erected without a permit.
- 2.3 Any damage to the Municipality's property caused by the ROW Patio or Sidewalk Display 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 Patio or Sidewalk Display permit holder is not entitled to any special or additional maintenance and the permit holder is responsible for cleaning the ROW Patio area, Sidewalk Display 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 system.

3. Procedure for Application

- 3.1 An applicant shall file an application for ROW Patio or Sidewalk Display 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 or Sidewalk Display, the premises to which the ROW Patio or Sidewalk Display 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 or Sidewalk Display 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. Clothing and merchandise racks,
 - v. Tables and chairs, and
 - vi. 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 or Sidewalk Display permit.
- 3.3 The applicant shall apply for ROW Patio or Sidewalk Display permit for each season, per Section 6, that the applicant wishes to place the ROW Patio or Sidewalk Display on Municipal property.

4. Approval of Applications

- 4.1 The Chief Building Official shall receive, investigate, and consider all requests for ROW Patio or Sidewalk Display 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 or Sidewalk Display application, the Chief Building Official shall confirm the pedestrian clearway applicable to the property segment on which the proposed ROW Patio or Sidewalk Display is located.
- 4.3 The Chief Building Official may reject an application for a ROW Patio or Sidewalk Display 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 or Sidewalk Display 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 such considerations as the Chief Building Official deems relevant based upon the location and proposed use of the ROW patio, and shall include but not be limited to the following:

- i. Ensuring a minimum pedestrian clearway of 1.2m 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 1.2m at all times where the sidewalk next to any pre-existing Patio or Sidewalk Display for which approval was granted by the Municipality prior to the coming into force of this by-law is less than 1.2m or is separated from the Patio or Sidewalk Display by infrastructure unrelated to the patio itself.

4.6 The applicant shall submit any changes or modification to the ROW Patio or Sidewalk Display 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 or Sidewalk Display 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 or Sidewalk Display Seasons

6.1 The following ROW Patio or Sidewalk Display 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 or Sidewalk Display Permit application, a certificate of insurance as evidence of coverage as follows:

- 8.1.a. ROW Patios serving Food, and/or Beverages including Alcohol require Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000.00 per occurrence / \$5,000,000.00 annual aggregate for any negligent acts or omissions by the applicant relating to their obligations under this Agreement.
- 8.1.b. All other ROW Patios or Sidewalk Display require Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000.00 per occurrence / \$2,000,000.00 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 or Sidewalk Display Permit, all persons engaged in the business of installing or maintaining 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 or Sidewalk Display 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.

DRAFT

Schedule "B"
To By-law No. 2020-xx

Application for ROW Patio or Sidewalk Display

Summer

Winter

Year Round

General Information

Applicant/Business Name: _____

Applicant/Business Address: _____

Telephone: _____ Email: _____

Specific Information

Address/Location of ROW Patio or Sidewalk Display:

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. Fees | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

**For Office Use
Only:**

| |
|---|
| ROW Patio or Sidewalk Display 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 or Sidewalk Display Size in Square Feet | \$0.50 per sq. ft. |

Permit fees are calculated as follows:

Season or Year Round + Size in sq. Ft. = Total Permit Fee

Example: 6ft x 6ft patio area for Summer only
 $\$25.00 + (\$0.50 \times 36\text{sq.ft.}) = \43.00 total permit fee

|  SOUTH DUNDAS | The Corporation of the Municipality of South Dundas Part I, Provincial Offences Act ROW Patios on Municipal Property By-law No. 2020-XX | | |
|---|--|---|--------------------------------|
| ITEM | Column 1: Short Form Wording | Column 2: Provision creating or defining offence | Column 3: Set Fines |
| 1 | ROW Patio or Sidewalk Display install without a permit | Schedule "A" Section 2.1 | \$100.00 |

Gilmer Pharmacy

P.O. Box 188, Iroquois, ON KOE 1K0

February 22, 2020

Municipality of South Dundas

Dear South Dundas Council,

I am writing on behalf of Gilmer Pharmacy Ltd. in regards to your recently proposed right of way (ROW) patio bylaw. I'm displeased that the local businesses were not asked for their input or questions before this was announced publically. I feel there are a lot of unanswered questions; such as,

- 1) Are the sidewalks in the Iroquois Plaza large enough to even apply for a ROW permit, since a 2m pedestrian clearance is required at all times as per Sec 4.4 part i of the current by-law?
- 2) Do charitable organizations or businesses hosting a charitable event require a ROW permit and would they be able to host a BBQ, ie Scouts , and the CHEO Chili Dog event, since no cooking is allowed on the patio under the current by-law?
- 3) If a business wants to put out a chair, table or decorative planter, leaving the 2 m clearance, for customers to sit (ie beautification) do they need a ROW permit?
- 4) If a business only wants to take part in a community event such as a community yard sale or Apple fest with a sidewalk sale, face painters, or allow a group to hold a bake sale outside their store will they be required to file for a ROW permit? Will there be any "free" days?

I do realize there are some businesses which are blocking sidewalks and using the sidewalk on a regular basis as retail space and agree they need to be monitored so they are not obstructive. In this case a fee for their usage is not unreasonable but I feel there should be an exemption or "free days" for our small business community to take part community activities.

Regards,
Tracey Stewart
Pharmacist/Part Owner
Gilmer Pharmacy Ltd.

From: Laurie Turriff <klturriff@hotmail.com>

Sent: February 2, 2020 8:53 PM

To: Lloyd Wells <lwells@southdundas.com>; Steven Byvelds <sbyvelds@southdundas.com>; Kirsten Gardner <kgardner@southdundas.com>

Subject: Rent on Sidewalks

I would like to know how you justify charging businesses for putting things on the sidewalk. It says that this will make the malls more attractive? So it will cost us money make the mall more attractive? In Iroquois the businesses paid money out of our own pockets to put flowers in all the little islands in the townships parking lot. As for the sidewalk I for one sweep the sidewalk in front of my store at least once a week and shovel snow as well when no one shows up till way after the stores open. Your guy for Iroquois uses a damn blower when he comes to town and that makes more mess than the leaves that were there. Using the blower brings sand up from between the bricks which is not good for the brick work and leaves gritty sand all over the sidewalks and on the windows ledges of the stores which has to be swept down. I also have to sweep the sidewalk after he goes by so I don't get all the grit in my store. I would agree with the stores that block the sidewalk with all their stuff but not for small business that are only trying to make a living. This will be brought up in our next business group meeting. How do you justify charging everyone the same rent when some larger stores fill the sidewalk some days so much that there is not any space for parents with carriages or strollers. Maybe you should just limit the amount of things store are allowed putting out at a time. Like not more than 3' from the wall and leaving at least 4' for people to go by. Also large signs on the post she not be allowed either as they blow around in the wind and block the sidewalk as well.

January 24, 2020

Dear SD Council,

I am writing to you on behalf of the Iroquois & District Business Group in regards to our concerns about your recent proposal for the new Right-of-Way Patio By-Law recently brought to our attention.

Many would agree that all local businesses are the backbone of this community.

I am saddened to say that we are all very insulted by this new proposal.

Many of the local businesses are small family operated businesses who continue to struggle with the increasing expenses thrown our way. We however push forward and support our community which we live in.

Local businesses provide jobs, support local charities, contribute to the beautification of our community etc. The list goes on.

The IDBG has worked very hard to improve relations with our local council over the past year.

We felt very confident that we were all on the same page. It is important that we work together to build a strong and viable community.

Your new proposal was first seen in the local paper. It should have been presented to the business prior to the news release.

The Iroquois Plaza sidewalk was previously owned by the owners. At the time of construction for the new canopy with funds provided by government grants, we the business owners were told we had to pay the township in the amounts of \$500 plus (depending on the size of store front) in order to "give" our property away for insurance purposes.

Yes, some owners obstruct the sidewalk area. Is it fair to punish all? Perhaps, we could begin by kindly asking owners to be respectful. If they choose not to, then by all means pursue by issuing a fine.

We, the IDBG hope you will review this new pro-posed by-law with careful thought and reconsider the effect it will have on relations with your business community.

Sincerely,

Iroquois & District Business Group
President Candace Latulippe
652-4891
P.O. Box 190, Iroquois, ON K0E 1K0

Dear Ms. Brunt:

We acknowledge your letter sent to the Morrisburg and Iroquois Plaza Businesses, dated January 8, 2020. We would suggest that to Schedule B, under General Information, that the Property Owner must approve of the Application for the ROW Patio, as you are wanting to put a lien on the real property. Such that you should be adding to General Provisions 2.4, "provided the owner of the property has approved the application for the ROW permit."

I am also a little confused as to whether wares or objects for sale are to be included in this By-law, as it seems to be for the sale and use of business outside of the stores, at most points i.e. food and beverages; however, the broad language indicates that it might extend for wares and objects outside of the stores which currently exist without food and beverages.

We would appreciate learning your intentions.

Thanking you, I remain,
Yours very truly,

J. Douglas Grenkie
Dictated, not read

--

Jodie Markell
Assistant to J. Douglas Grenkie, QC, LSM
Gorrell, Grenkie & Rémillard
Barristers, Solicitors, Notaries
PO Box 820
67 Main Street
Morrisburg, Ontario
K0C 1X0
Phone: [\(613\) 543-2922](tel:6135432922) ext. 26
Fax: [\(613\) 543-4228](tel:6135434228)

Hi there,

As a tenant/owner in the mall and not as counsel ☺ I have a couple thoughts on the Patio By-Law

The application form references “Adjacent Property Owners Approval” but I don’t see that in the by-law itself. I would avoid that as it shouldn’t depend on your neighbour’s attitude whether you can have one. Though I might like a veto

This all seems to deal with ROW patios which are defined but there is a definition just for patio and I’m not sure why?

My thoughts

Eldon

PS. Good for South Dundas for permitting them.

March 13, 2020

Mayor Steven Byvelds
Municipality of South Dundas
34 Ottawa St., P.O. Box 740
Morrisburg, ON
K0C 1X0

Dear Mayor Byvelds and Members of Council,

Re: Natural Gas Expansion Program Update

In December 2019, the Government of Ontario announced its plans to further increase access to natural gas by making financial support available for new expansion projects. The Government's Natural Gas Expansion Program offers an opportunity to drive economic development and enhance the quality of life and prosperity of families and businesses across Ontario. As your Regional Director for Enbridge Gas Inc., I'm writing to provide an update on next steps, and how we can work together to bring natural gas to unserved communities in Ontario.

Enbridge Gas will submit project proposals to the Ontario Energy Board (OEB) based on Guidelines that are currently under development. The OEB will review project submissions and provide a report to the Ministry of Energy, Northern Development and Mines later this year recommending potential natural gas expansion projects that the Ontario government could consider as candidates for financial support. The Ministry of Energy, Northern Development and Mines will review the recommendations of the OEB along with other considerations and issue a decision on future natural gas expansion projects eligible to receive financial support.

Your municipality expressed interest in the 2017 Natural Gas Grant Program and may have a project that you would like to submit for consideration as part of the current Natural Gas Expansion Program. The Guidelines to be issued by the OEB are expected to indicate that project submissions will require certain information to be provided to be considered complete – a summary of expected submission requirements is included with this letter. We ask that you confirm your interest to bring natural gas to your municipality by providing a letter of support returned to us within 10-15 business days of receiving this letter. A sample letter of support is also included for your consideration.

For more than 170 years, Enbridge Gas has been delivering the energy that Ontarians need and want. With our long history, anchored in our commitment to operational excellence and strong safety performance, Enbridge Gas is in the best position to bring natural gas to currently unserved areas. We have a number of expansion projects underway, and we are committed to building on this success. If you have any questions, please do not hesitate to contact me or your Municipal Advisor, Sonia Fazari, at sonia.fazari@enbridge.com.

Sincerely,

Luke Skaarup
Director, Northern Region Operations
Enbridge Gas Inc.
705-475-7913 x 5177913
luke.skaarup@enbridge.com

Greg Thompson
Operations Manager



Natural Gas Expansion Program – Anticipated Submission Requirements

The province is helping expand natural gas access to more communities in Ontario through its Natural Gas Expansion Program. The Ontario Energy Board (OEB) has been directed to examine and report back to the Ministry of Energy, Northern Development and Mines on potential natural gas expansion projects to assist the provincial government in determining which future expansion projects will receive government funding.

Enbridge Gas Inc. will submit project proposals to the OEB based on the OEB's Guidelines, which are currently under development. Based on the draft Guidelines issued by the OEB (EB-209-0255), Enbridge Gas Inc. anticipates it will be required to include letters from the Band Council(s) and/or local government, as applicable, stating support for proposed projects and providing details of any commitment to financial support.

Although Enbridge Gas Inc. is not currently aware of any requirement for municipal financial contributions to qualify for grant funding under the Natural Gas Expansion Program, the Company believes that a municipality's contribution toward project costs (e.g., equivalent to the municipal portion of property taxes recovered on the new infrastructure being built for a period of 10 years) would demonstrate the community's support for the proposed project. How this contribution is made is up to the discretion of the municipality or First Nation in consultation with Enbridge Gas Inc.

Note: To support project economics, councils should understand that Enbridge Gas Inc. will apply a 23 cent/m³ System Expansion Surcharge to all customers connected through the proposed project for a defined period of time of up to 40 years as a contribution toward recovery of the cost of the proposed project.

For Enbridge Gas Inc. to complete its submission to the OEB, we will be looking to gather the following information for proposed projects and may be seeking the municipality's assistance:

1) Map of desired service area, including:

- a. Residential dwellings within the potential service area
- b. Commercial dwellings within the potential service area
- c. Industrial properties (excluding farms) within the potential service area
- d. Farms and agri-businesses (grain elevators, feed manufacturing, etc.) within the potential service area
- e. Institutional buildings (municipal facilities, schools, hospitals, etc.) within the potential service area

2) Information regarding the primary heating source in your community, including:

- a. Number of properties currently heated using electric baseboard
- b. Number of properties currently heated using electric forced air
- c. Number of properties currently heated with propane
- d. Number of properties currently heated with oil
- e. Number of properties currently heated with wood

Project submission requirements have not yet been finalized by the OEB. We will notify municipalities if additional information is required for purposes of our submission to the OEB.

Please send your information to your municipal advisor or savewithgas@enbridge.com.

February 2020

Dear *REGIONAL DIRECTOR*,

Re: Expression of Support for Natural Gas Expansion to *MUNICIPALITY/PROJECT NAME*

In December 2019, the Government of Ontario announced plans to further increase access to natural gas by making financial support available for new service expansion projects. This Natural Gas Expansion Program will unlock financial support needed to expand natural gas service to new areas across Ontario that are not economically feasible without support. Our municipality is one such area, and we are eager to bring this affordable, reliable fuel source to our residents and businesses.

On behalf of *MUNICIPALITY*, I would like to formally express our interest to have *PROJECT NAME* included on Enbridge Gas' list of projects being proposed to the Ontario Energy Board (OEB) for consideration for financial support through the Natural Gas Expansion Program.

Based on the draft Guidelines issued by the OEB (EB-2019-0255), we are aware that Enbridge Gas Inc. may be required to include support for the proposed project from Band Council(s) and/or local government, as applicable, demonstrated through a written expression of support and/or a commitment to financial support in its project submissions.

Natural gas is the most common, affordable heating fuel in Ontario. We fully support the efforts of Enbridge Gas Inc., the OEB and the Ministry of Energy, Northern Development and Mines. We look forward to working together to expand natural gas access in our community to attract new opportunities, help create jobs and lower monthly costs for our residents.

Sincerely,

Name

Title

Municipality Name

Contact Information

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2020-21

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 March 2, 2020 of the Municipality of South Dundas, are hereby adopted.
2. THAT the actions of the Municipality of South Dundas, the Regular Meeting held on March 17, 2020 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 17th day of March 2020.

MAYOR

CLERK