

Township of South Dundas

4296 County Road 31/Bank Street, PO Box 160, Williamsburg ON K0C 2H0
Tel: 613-535-2673 Fax: 613-535-2099 email: mail@southdundas.com

AGENDA

**SIXTY SECOND MEETING
of the Fifth Council
for Tuesday, February 19, 2013**

Page

CALL TO ORDER

CONFIRMATION OF AGENDA

Additions, Deletions or Amendments

All matters listed under General Consent, 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.

DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF

ADOPTION OF MINUTES

1

GENERAL CONSENT

- 1. Morrisburg Waterfront Advisory Committee - Minutes**
Action Recommended
That Council receive and file for information purposes. **6**

- 2. Captain Andy – 2013 Seaway Cruises from Morrisburg**
Action Recommended
That the use of the Morrisburg Dock by 1000 Islands & Seaway Cruises be approved at the 2013 rate of \$1.19 plus HST per foot per day, subject to receipt of a \$100.00 deposit. **8**

- 3. Ministry of Agriculture, Food, and Rural Affairs – Nine Mile Road Bridge**
Action Recommended
That Council receive and file for information purposes. 9

- 4. Treasurer – Council Remuneration & Expenses for 2012**
Action Recommended
That Council receive and file for information purposes. 10

- 5. Activity Reports**
 - Economic Development Officer
 - Fire Chief
 - Treasurer
 - CAOAction Recommended
That Council receive and file for information purposes. 12

DEPUTATIONS/PETITIONS/PRESENTATIONS

- 1. OPP – Brent Mattice**
Re: Police Service Board Report Oct-Dec 2012 (under separate cover)

COUNCIL/DEPARTMENTAL/COMMITTEE REPORTS

- 1. Clerk – Report No. CLK2013-03**
Re: Transfer of Land 18

- 2. CAO – Report No. CAO2013-02**
Re: Lease Agreement/Renovation Contract
St. Lawrence Medical Clinic - Iroquois 23

CORRESPONDENCE (Action)

NOTICES OF MOTIONS

UNFINISHED BUSINESS/DISCUSSION ITEMS

- 1. Summary 25**

BY-LAWS

- 1. Broken Second Drain – 3rd Reading 26**
- 2. Iroquois Medical Clinic 30**
- 3. Agreement – CIBS Construction 31**
(Div. of Maylon Construction Services Inc.)

AGENDA

-3-

February 19, 2013

BY-LAWS (cont'd)

4. Confirmatory

IN CAMERA

ADJOURNMENT

PUBLIC NOTICE

1. Budget Meeting – March 4, 2013

MINUTES

SIXTIETH MEETING OF THE FIFTH COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS

The Sixtieth Meeting of the Fifth Council of the Corporation of the Township of South Dundas was held in the Council Chambers at 7:00 p.m., Tuesday, February 5, 2013.

Present: Mayor Byvelds
Deputy Mayor Locke
Councillors Delegarde, Graham
CAO McDonald
Clerk Brunt
Treasurer and Fire Chief

Regrets: Councillor Mellan

CALL TO ORDER

CONFIRMATION OF AGENDA – Additions, Deletions or Amendments

Additions: Galop Canal Iroquois Landing Marina Minutes; By-Law No. 2013-16 - Contract Agreement for Sewer Pipes

Amendments: By-Law No. 2013-15 - Fee Schedule

DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF – Nil

ADOPTION OF MINUTES

Resolution No. 10-14-748

Moved by Councillor Graham

Seconded by Deputy Mayor Locke

THAT the minutes of the Fifty-Eighth and Fifty-Ninth meetings and the minutes of the Fifty-Eighth In Camera Meeting of the Fifth Council of the Corporation of the Township of South Dundas be adopted as circulated.

CARRIED

GENERAL CONSENT

Resolution No. 10-14-749

Moved by Councillor Graham

Seconded by Deputy Mayor Locke

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

CARRIED

1. **Ratepayer Correspondence – Interest Relief**
Action Recommended
That Council receive and file for information purposes.
2. **Ratepayer Correspondence – Interest Relief**
Action Recommended
That Council receive and file for information purposes.
3. **Iroquois Waterfront Committee – Update**
Action Recommended
That Council receive and file for information purposes.

BY-LAWS (Cont'd)

5. Fee Schedule

Resolution No. 10-14-757

Moved by Councillor Delegarde

No. 2013-15

Seconded by Councillor Graham

THAT By-Law No. 2013-15, being a by-law to amend By-Law No. 2010-40 to establish fees and charges to be collected, be read and passed in open Council, signed and sealed.

CARRIED

6. Contract for Sewer Pipes

Resolution No. 10-14-758

Moved by Deputy Mayor Locke

No. 2013-16

Seconded by Councillor Delegarde

THAT By-Law No. 2013-16, being a by-law to enter into an Agreement with Insituform Technologies Ltd. to clean the sanitary sewer pipes, be read and passed in open Council, signed and sealed.

CARRIED

7. Confirmatory

Resolution No. 10-14-759

Moved by Councillor Delegarde

No. 2013-17

Seconded by Councillor Graham

THAT By-Law No. 2013-17, 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

ADJOURNMENT

Resolution No. 10-14-760

Moved by Councillor Delegarde

Seconded by Councillor Graham

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

CARRIED

MAYOR

CLERK

MINUTES

SIXTY-FIRST MEETING OF THE FIFTH COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS

The Sixty-First Meeting of the Fifth Council of the Corporation of the Township of South Dundas was held at the McIntosh Country Inn, Morrisburg at 9:00 a.m., Monday, February 11, 2013.

Present: Mayor Byvelds
Deputy Mayor Locke
Councillors Delegarde, Graham, Mellan
CAO McDonald
Clerk Brunt
Treasurer, Fire Chief, Managers of Planning & Enforcement, and
Recreation, Economic Development Officer, Recreation
Program Coordinator

Regrets: Manager of Public Works

Also Present: Nigel Bellchamber of Amberley Gavel Ltd.

The main intent of this special meeting was to review Council/Staff roles and responsibilities as well as Council/Staff planning and priorities session.

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF – Nil**
3. **COUNCIL/STAFF ROLES & RESPONSIBILITIES**

Mr. Nigel Bellchamber led this session to review the roles and responsibilities of Council and Staff.

4. **COUNCIL/STAFF PLANNING & PRIORITY SESSION**

CAO McDonald reviewed the outcome of the 2011 priority session. Council and Staff outlined their priorities for 2014 and beyond.

5. **ADJOURNMENT**

Resolution No. 10-14-761

Moved by Councillor Delegarde
Seconded by Councillor Graham

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

MAYOR

CLERK

**MORRISBURG COMMUNITY WATERFRONT ADVISORY
IMPLEMENTATION COMMITTEE**

Minutes

DATE: Thursday, February 7, 2013
TIME: 7:00 p.m.
PLACE: Community Living Dundas (Allison Avenue at County Road #2)
PRESENT: Phillip Blancher, Steven Byvelds, Doreen Liberty, Gregg Robertson,
Keith Robinson, Nicole Sullivan, Jean-Louis Tanguay, Randy Velnotte

1. Welcome

2. Introductions

3. Election of Chair and Recording Secretary

It was decided that the position of chair would be rotated amongst committee members. Nicole will act as the recording secretary.

ACTION ITEMS:

- Nicole to draft and circulate a schedule for chairing meetings

4. Review Terms of Reference

The group will seek clarification about the extent to which usage of municipal resources is to be included in the committee's operating expenses. An example given was Township staff time required to maintain new gardens.

5. Path Forward

With respect to the Terms of Reference, the committee's next steps will be to:

- i. Prepare a request for proposals from consulting firms to plan and design Phase 1 of the Morrisburg Waterfront Concept Plan
- ii. Implement short term repairs and improvements
- iii. Submit recommendations as needed regarding ongoing projects affecting the Waterfront Park (i.e. Lions Club finger docks and potential Splashpad)

ACTION ITEMS:

- Committee Members to review the Concept Plan, and come to the next meeting prepared to discuss:
 - Items to be addressed in the planning and design of Phase 1
 - Top three projects (prioritized from Concept Plan) to be implemented in the short term

There was some confusion regarding “business plan” requirements for groups wishing to implement projects on the waterfront. To clarify and facilitate future proposals, the committee requested that the Township provide a list of standard information to be included.

- Nicole to provide draft format and information guidelines for waterfront project “business plans”

6. 2013 Budget Requests (Terms of Reference - Bullet 2)

The committee identified the below project costs for a total 2013 budget request of \$55,000.

Consulting Services: \$30,000

Short Term Projects: \$25,000

Information to supplement these items will be compiled at the next committee meeting and provided to Council for consideration during the budget deliberation process.

7. Other Business

i. Funding Sources

It was suggested that the Committee consider donations (from businesses or community groups) as a way to offset project costs. The donor could be recognized by posting their name on a “funders board” or in the case of project specific donations, posting/engraving their name near the project.

ii. Process for Additional Members for the Committee

An expression of interest to participate on the Committee was received by one of the current members. At a future meeting, the committee will consider what skill sets they need to be effective committee and make a recommendation to Council if they require additional members.

ACTION:

- Nicole to confirm the Township policy/process for appointing new members

8. Meeting Schedule

The next meeting will be scheduled for **Thursday February 21st from 7:00pm to 8:00pm in the Harland-Veinotte boardroom located at 37 Prospect Street, Morrisburg.**

For the remainder of the term, meetings will take place monthly.

9. Adjournment

Stephen McDonald

From: Captain Andy <captain.andy@sympatico.ca>
Sent: February-10-13 10:37 PM
To: bbrunt@southdundas.com
Cc: smcdonald@southdundas.com
Subject: RE: 2013 Seaway Cruises from Morrisburg

Good Morning Brenda!

Our plan is similar to what we offered in 2010 thru 2012 as follows:

Thursday, May 30	'Sea Fox II' arrives in Morrisburg around 2:30 PM
Friday, May 31	Lunch Cruise (12:00 pm – 1:30 pm) Sightseeing Cruise (2:00 pm – 3:30 pm) Dinner Cruise (6:30 pm – 8:30 pm)
Saturday, June 1	Sightseeing Cruise (1:00 pm – 2:30 pm) Sightseeing Cruise (3:00 pm – 4:30 pm) Dinner Cruise (6:30 pm – 8:30 pm)
Sunday, June 2	Brunch Cruise (10:30 am – 12:30 pm) Sightseeing Cruise (1:00 pm – 2:30 pm) Sightseeing Cruise (3:00 pm – 4:30 pm)
Monday, June 3	Depart Morrisburg 10:30 am

In addition to the aforementioned Public Cruises...the boat will be available for Private Charters throughout the rest of the day and evening.

Meals will be provided by a Catering Service, yet to be determined.

We would be in agreement to remove our garbage if desired.

On September 17th, we have a cruise scheduled from Brockville to Morrisburg and are requesting overnight mooring, with a possible charter or two for that evening, before proceeding to Cornwall the next day. The same request applies for September 23rd, on our return voyages to Brockville.

I hope this provides an adequate outline of our plans. Please contact me should you require any additional information.

Andrew

From: Brenda Brunt [mailto:bbrunt@southdundas.com]
Sent: Thursday, January 31, 2013 11:09 AM
To: 'Captain Andy'
Subject: RE: 2013 Seaway Cruises from Morrisburg

Andy:

Could you please submit a detailed plan of your operation at the Morrisburg dock? i.e. will you be serving food, how the garbage will be dealt with, etc.

Also, we will require a \$100.00 deposit upon acceptance of your plan.

Ministry of Agriculture,
Food and Rural Affairs

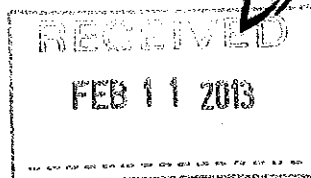
Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-888-588-4111
Fax: 519 826-4336

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1-888-588-4111
Télééc. : 519 826-4336



Ontario



Rural Programs Branch

February 6th, 2013

Township of South Dundas
Stephen McDonald, CAO
4296 County Road 31
Williamsburg, ON K0C 2H0

Dear Stephen McDonald,

Thank you for the Expression of Interest (EOI) on behalf of the Township of South Dundas for the Municipal Infrastructure Investment Initiative (MIII) Capital Program.

The province has reviewed the EOI submitted and we are pleased to inform you that the Township of South Dundas is eligible to move forward to the application phase of the MIII program.

Please note that an invitation to the application phase does not guarantee approval of funding.

An application form and instructions will be provided shortly. You will have a minimum of 45 days to complete the application form and return it.

Should you have any questions, please do not hesitate to call the contact center at 1-888-588-4111 or email MIII@ontario.ca.

Yours sincerely,

Kristen Green
Manager, Rural Programs Branch



Township of South Dundas
Treasury Department Report

Monthly Activity Summary

To: Mayor and Members of Council

From: Shannon Geraghty, Treasurer

Date: February 19, 2013

Subject: **TREASURER'S STATEMENT OF REMUNERATION & EXPENSES FOR 2012**

Recommendation:

No recommendations

At the end of each year the Municipal Act requires the Treasurer, to provide a report of all remunerations and expenses paid to members of Council within the year.

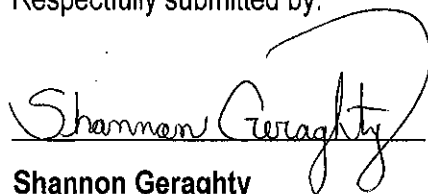
284. (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Attached please find a copy of the statement of remuneration and expenses for 2012.

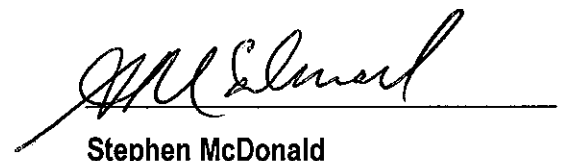
Please review this statement and advise me immediately of any questions or concern.

Respectfully submitted by:



Shannon Geraghty
Treasurer

Reviewed by:



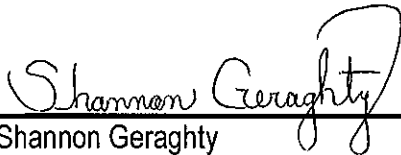
Stephen McDonald
Chief Administrative Officer

TREASURER'S STATEMENT OF REMUNERATION & EXPENSES**January 1, 2012 to December 31, 2012****To the Mayor and Councillors of The Township of South Dundas:**

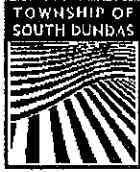
Pursuant to Section 284 of the Municipal Act, S.O. 2001, c. 25, the following statement of remuneration and expenses paid to members of Council in 2012 under Resolution No. 2004-006, 2006-84 & 2010-36 was as follows:

MEMBERS OF COUNCIL	RENUMERATION (MEETINGS)	HONOURARIUM	MILEAGE	CONFERENCES/ TRADE SHOWS	Total
BYVELDS, STEVEN	2,370.40	20,619.99	0.00	2,339.18	25,329.57
DELEGARDE, EVONNE	2,370.40	11,340.99	566.37	3,162.20	17,439.96
GRAHAM, JAMES	2,726.32	11,340.99	638.93	1,346.56	16,052.80
LOCKE, JIM	1,995.40	14,433.99	0.00	56.50	16,485.89
MELLAN, ARCHIE	2,070.40	11,340.99	372.93	2,925.31	16,709.63
TOTALS	\$11,532.92	\$69,076.95	\$1,578.23	\$9,829.75	\$92,017.85

Respectfully Submitted



Shannon Geraghty
Treasurer



Township of South Dundas
Economic Development & Tourism Department

Update

TO: Mayor and Members of Council
FROM: Nicole Sullivan, Economic Development Officer
DATE: February 19, 2012
SUBJECT: Activity Report

The following represents highlights of the activities undertaken since the last update which was written and submitted for the January 15, 2013 South Dundas Council meeting.

Work Completed

- 2013 Economic Development & Tourism Budget
- South Dundas Business Breakfast "Successful Online Advertising"
- Community Calendar Advertisement for Spring/Summer Rec Guide

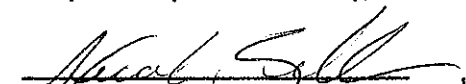
Work In Progress

- Development of New Investment Attraction Materials for Township Website
- Continued Addition of Activities & Events to the Online Community Calendar/Facebook
- Upper Canada Region Brand Development
- Township Sign Design Project


Meetings & Events Attended

- January 15th South Dundas Business Breakfast
- January 15th South Dundas Council Meeting
- January 16th Business Connections Meeting "Looking Ahead to 2013: Hear the Views of Local Dignitaries on the Business Community"
- January 17th Linking Hand's Economic Development Working Group Meeting
- January 17th Meeting with TD Graham re: Township Sign Design Project
- January 18th Meeting with Potential Investor
- January 18th & February 8th Meeting with the SDG Library Staff
- January 18th & 31st Regional EDO Meeting
- January 21st Waterfront Regeneration Trust Community Partners Meeting
- January 22nd Iroquois and District Business Group Meeting
- January 31st & February 14th Department Head Meeting
- January 31st Meeting with SLPC Staff re: Sponsorship and Marketing Opportunities
- February 6th Meeting re: Township Communications
- February 7th Morrisburg Waterfront Advisory Implementation Committee Meeting
- February 11th South Dundas Visioning Session
- February 13th Chamber of Commerce Networking Meeting

Respectfully submitted by,


Nicole Sullivan, EDO

Approved by,


Stephen McDonald, CAO



MONTHLY ACTIVITY SUMMARY

Fire & Emergency Services

January 1st to February 16th, 2013

FIRE CHIEF

WORK COMPLETED

- Communications Infrastructure
- Annual fleet safety insp.
- Annual report
- Open Air Burning by-law
- Submission of capital projects for 2013

WORK ONGOING OR TO BE COMPLETED

- Tanker shuttle accreditation
- Workshop for critical incident stress team
- Level of service delivery
- Renovations to Stn 1-8
- Preparation for Trade show
- Presentation to Agricultural community regarding revised burning by-law

MEETINGS

- Jan 3rd Training Stn 1- 4
- Jan 11th Sr. Staff meeting
- Jan 11th EMS County (Tiered response)
- Jan 11th Chief's meeting
- Jan 21st Critical incident stress with South Stormont & South Glengarry
- Jan 22nd Council meeting, Open air burn by-law
- Jan 23rd Fire Prevention Committee
- Jan 24th Critical ins. stress team meeting
- Jan 24th Critical ins. stress team meeting
- Jan 25th Meeting with Morrisburg Leader
- Jan 31st Sr. Staff meeting
- Feb 5th Council meeting/ Donation from Trans Canada pipeline
- Feb 7th Meeting with Glentel
- Feb 14th Sr. Staff meeting
- Feb 14th Chief's meeting
- Feb 18th Mutual Aid meeting
- Feb 27th Fire Prevention Committee

SEMINARS

- Jan 15th - 17th Labour relations
- Feb 19th - 21st Health & Safety

INSPECTIONS/PUBLIC EDUCATION

- 12 Inspections
- Twelve Days of Fire Safety
- 30 Smoke alarm insp.
- Stn 1-8 Williamsburg tour
- TAPP-C program (Arson prevention program for children)
- Information sheet developed for Carbon monoxide
- Child find program "CHIP" (3 dates only)
- Home escape plan - Poster contest at Iroquois P.S.
- "Mystery reader" (Firefighters reading to elementary students)

EVENTS

South Dundas Fire & Emergency Services
Date Between {01/01/2013} And {15/02/2013} and
Staff ID = "1001"

Staff Activity by ID

Date	Time	Incident	Type	Code	Hours	HrsPaid	Points
1001 McDonough, Chris							
04/01/2013	16:22:00	13-0004003	O	MVC Motor vehicle collision	0.70	0.70	0.00
07/01/2013	08:36:00	13-0006001	O	RMT ALRM Remote Alarm	0.65	0.65	0.00
11/01/2013	18:36:00	13-0008002	F	FX Fire At Scene	2.40	2.40	0.00
20/01/2013	21:06:00	13-0004004	F	FX Fire At Scene	7.65	7.65	0.00
21/01/2013	15:13:00	13-0006003	F	FX Fire At Scene	0.10	0.10	0.00
22/01/2013	09:49:00	13-0004005	F	FX Fire At Scene	5.60	5.60	0.00
25/01/2013	10:25:00	13-0006004	F	FX Fire At Scene	2.22	2.22	0.00
02/02/2013	16:39:00	13-0006006	M	MX Medical At Scene	0.85	0.85	0.00
05/02/2013	16:46:00	13-0004008	M	MX Medical At Scene	1.02	1.02	0.00
06/02/2013	09:12:00	13-0004009	O	RMT ALRM Remote Alarm	0.72	0.72	0.00
Staff Member Totals:					21.91	21.91	0.00
Avg Per Activity:					2.19	2.19	0.00



MONTHLY ACTIVITY SUMMARY

TREASURY

February 19, 2013

WORK COMPLETED

- 2012 Council Remuneration
- Williamsburg Cemetery Investment Interest for 2012
- Accounts Payable and Tax Receivable Notification as per 2012 Year-End Audit
- 2013 Equipment Replacement Schedule
- Submission of Claim # 6 to Infrastructure Canada for expenses incurred for the Iroquois WWTP up to December 31, 2012
- Submission of Claim # 2 under the South Dundas Sewer Infrastructure Rehabilitation Project
- Ontario Tire Stewardship Claim submitted from October – December 2012
- Borrowing By-Law for 2013
- Interim Tax By-Law for 2013
- Rideau St. Lawrence Utilities extension pertaining to the billing, reading, and collecting of water and sewer
- Water Meter issues relating to readings, inaccurate meter consumptions, billings and issuing of new water meters

WORK IN PROGRESS

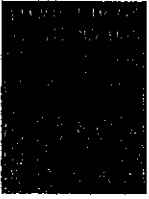
- 2012 Salary Disclosure
- T4 and T4A's Reconciliation
- Calculation of 2013 Interim Tax Rates
- Federal Gas Tax Year-End Reporting for 2012
- Waste Diversion Ontario Annual Reporting for 2012
- Development of an Asset Management Plan – Request for Proposal
- Implementation of VadimOpen for Property Tax Module
- Implementation of Drainage Module in Vadim
- Monitoring Current Extension Agreements
- Tax Sale Registration on properties with eligibility
- Departmental Budget Review and Year-End Forecast
- Review/Update of Capital Asset Inventory Schedules for 2012
- Implementation of 5 Year Capital Plan
- 2013 Operating and Capital Budget
- Reserve and Reserve Funds Analysis to determine appropriate balances and establish a capital fund and future landfill closure and post closure reserve
- Bank of Montreal Processing Centre Issue re. Tax Bill Payments
- Bank Reconciliations and Transfers for current Bank Accounts at Bank of Montreal and Royal Bank
- Review with RSL regarding issues pertaining to the water meters

MEETINGS

- January 2 Property Owner on County Road 2
- January 3 Marina Committee Meeting – 2013 Budget
- January 4 BISP Committee – MFOA
- January 9 Township of South Stormont – Drainage Module
- January 11 Senior Staff Meeting
- January 22 2013 Budget with Public Works Department
- January 30 Property Owner on Duncan Street
- January 31 Senior Staff Meeting

HIGHLIGHTS

1. Draft 2013 Budget anticipated to be completed by March 1, 2013.
2. Budget Meetings Scheduled for March 4 and March 11, 2013.
3. Royal Bank Term Loan in the amount of \$1,500,000 for financing the South Dundas Water Treatment Plan Loan has been paid in full as of January 2013. The current water debentures in place from 2008 to 2012 on eligible properties have been fulfilled as of December 31, 2012. The current loan outstanding is through OIPC in an amount of \$4,180,000 which commenced in 2008 to 2028.
4. Received in January 2013 the 1st Quarter OMPF allocation of \$251,825
5. Consumer Price Index as per Statistics Canada for 2012 at 1.4%
6. The assessment in the Pipeline Class has dropped significantly in 2013 and the Counties are proposing an increase to the tax ratios established and controlled by the Upper Tier, to reduce the shifts between property classes. This would result in an increase in the Commercial ratio which would also absorb the shift. Due to a reassessment year it is an opportunity to offset this impact.



MONTHLY ACTIVITY SUMMARY
CHIEF ADMINISTRATIVE OFFICER

February 19, 2013

MEETINGS:

- Jan 15th – Council
- Jan 17th – MCI Construction Progress
- Jan 18th – Karen Franklin / Erika Heesen – SD & G Library
- Jan 22nd – Special Council
- Jan 30th – Manager of Public Works Interviews
- Jan 31st – Senior Staff
- Jan 31st – MCI Construction Progress
- Feb 4th – Preconstruction Meeting – Iroquois / Morrisburg / Williamsburg Sanitary Sewer Rehabilitation Project
- Feb 4th – Iroquois WWTP Project Liaison and Construction Progress Meetings
- Feb 5th – Iroquois WWTP – Agreement Management Committee
- Feb 5th – Council
- Feb 11th – Council / Senior Staff Visioning
- Feb 14th – Senior Staff
- Feb 14th – MCI Construction Progress
- Feb 19th – Council

WORK COMPLETED:

- Iroquois Wastewater Treatment Plant
 - Contribution Agreement Amendment re. Secondary Project
- Recruitment of Public Works Manager
- Initial Meeting Morrisburg Community Waterfront Advisory Implementation Committee

WORK IN PROGRESS:

- Iroquois Wastewater Treatment Plant
- Morrisburg High School Project
- Iroquois/Morrisburg/Williamsburg Sewer Infrastructure Rehabilitation Project
- Research on Street Light Conversion
- Campbell Street extension planning / partnerships
- Review and consideration of transfer of South Dundas Land Records and Canadian Heritage Collection from Library
- Water/Sewer Rates Review
- Succession Planning
- Recruitment of Supervisor, Water and Wastewater Operations
- Iroquois Medical Clinic
- Staffing Complement Review

**Township of South Dundas
Administration Department Report**

Report No. CLK2013-03

To: Mayor & Council
From: Brenda Brunt, Clerk
Date: February 19, 2013
Subject: Transfer of Land

Recommendation:

That Council authorize the transfer of ownership of the "400" acres of Township land to South Nation Conservation.

Background:

In April 2012 Council declared the "400" acre parcel of land vacant and decided to sell the same. A group of concerned citizens came forward and requested Council to keep the land for recreational uses. The land was not sold and has been reserved.

Insurance liability is the biggest issue when dealing with a large unorganized/unsupervised parcel of property

Discussion:

South Nation Conservation is interested in acquiring this land. The following conditions (see attached) will apply if the transaction is approved:

- Manage the current recreational uses, including hunting
- Meet with local residents to determine interest in establishing a local citizen's committee to help guide the management and use of the forest
- SNC to cover any and all costs associated with the transfer of land
- SNC to prepare forest management plan, in conjunction with the Township and the public (i.e. friends of the forest)
- Seek approval from MNR
- The land will be returned to South Dundas if SNC declare the land surplus to their needs

If the land remains as Township land it is recommended that a "friends of the 400" acres be established. There is a potential for various activities i.e. hunting, ATV's, walking, etc. A small committee could be organized with terms of reference to allow everyone a chance to use the land for their enjoyment.

If the Township allows ATV trails we have to regularly inspect them to ensure the safety of the public and warn all other users of this danger. We have an obligation to protect the users of that land from any danger. Signs will have to be posted warning of any hazards.

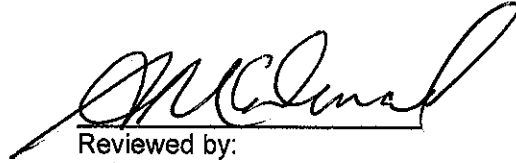
The Township insurance premium will not increase if the land is used. However, under the Joint & Several Liability Law, the Township only has to be 1% negligent to have to pay 100% of the loss. The "friends" group will be mandated to police the uses.

Options:

- 1) Transfer ownership of the land to South Nation Conservation
- 2) Retain the land and establish a "friends of the 400"

Current & Future Budget Implications: Approximately \$400.00 per year in taxes will be received

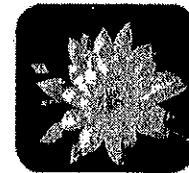
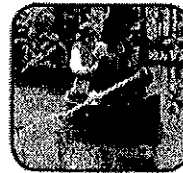
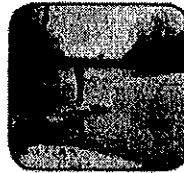
Submitted by:
Brenda M. Brunt, Clerk



Reviewed by:
J. Stephen McDonald, CAO



**SOUTH NATION
CONSERVATION
DE LA NATION SUD**



Tel: (613) 984-2948 • Fax: (613) 984-2872 • Toll Free: 1-877-984-2948 • 38 rue Victoria Street, Finch, ON K0C 1K0 • www.nation.on.ca

TO: Board of Directors
DATE: Wednesday, January 09, 2013
SUBJECT: Acquisition of Forest, South Dundas

PURPOSE: To approve the conditions on SNC's ownership of the 400 acre S. Dundas forest.

DISCUSSION: At the December Board meeting, several conditions were suggested. These are listed in the recommendation. A meeting will be held with S. Dundas (possibly before the Board meeting) to review these.

FINANCIAL IMPLICATIONS OF OWNERSHIP:

Funds will be probably be from SNC's Forest Acquisition Fund.

- Property taxes/yr: \$400
- Legal costs for closing: \$2,500
- Survey, if required: \$2,500 (normally not done)
- Forest management plan: 10 days of SNC staff time (includes public meetings)
- Misc: trails, culverts, etc are year to year budget items; no estimate at this time
- Signage: \$1,000
- Revenue: some of the forest may need thinning in the next 2-3 years; revenue to offset costs of marking, etc.
- Long-term costs: adds about 3% to SNC lands; with help of local residents, Forest Steward volunteers, costs of policing, etc to be minimal

RECOMMENDATION:

That SNC acquire the 400 acre S. Dundas forest, and that the following conditions be obligations for this ownership:

- Establish a work team with S. Dundas to oversee the transition to SNC
- SNC to prepare forest management plan, in conjunction with the Township, and the public (through, for example, a "friends of" group)
- Allow/manage current recreational uses to continue, including hunting
- Meet with local residents to determine interest in establishing a local citizen's committee to help guide the management and use of the forest
- SNC to cover all legal costs associated with the transfer to SNC
- That SNC return the property to S. Dundas should SNC declare the land surplus to its needs

Dennis O'Grady, General Manager/Secretary Treasurer

Our Local Environment. We're in it Together. Notre environnement. Nous le partageons.



Brenda Brunt

TO: Carolyn Corkery
Subject: RE: South Dundas

-----Original Message-----

From: Carolyn Corkery
Sent: Friday, April 13, 2012 3:04 PM
To: 'bbrunt@southdundas.com'
Cc: Lorraine Dinelle
Subject: South Dundas - ATV

Hi Brenda

It's that time again. We have been receiving queries from several municipalities with regards to ATV use of roads, road allowance, abandoned bridges as well as unused land.

MTO states that the Municipalities have the authority to determine whether or not off-road vehicles (ORV's) should be allowed access to roads under their authority which are not prohibited as per MTO guidelines. Municipalities must put a by-law in place for ORVs to be allowed access to their roads. Municipalities can determine which roads, where on the road, time of day, and season that ORVs are allowed access. They can also set speed limits that are lower than those set out in the regulation. If a by-law does not exist, ORVs are not allowed access to that municipality's roads.

ORV can operate on shoulder, move to traveled portion of highway if shoulder is impassable / unsafe. The Speed limits lower than posted limits - 20 km/h - highways where speed limit is 50 km/h or less; 50 km/h - highways where speed limit is over 50 km/h. They operate within the requirements as set out under MTO.

It is important that if the vacant lands are converted to trails; that the Township understands the use of their land and ensure that their trails are subject to regular thorough inspections to ensure the safety of the public. If motorized vehicles such as ATV's or snowmobile are allowed, you must warn all other users of this danger. If you know or ought to know of a danger, you have an obligation to protect users of your land from that danger. Post signs warning of hazards i.e. hunter, ATV, etc.

Based on the potential for various activities, we do not recommend that you promote the use of unsupervised land and that signs are posted advising that the land is unsupervised and not for public use.

Under the Joint & Several Liability law, the Township only has to be 1% negligent to have to pay 100% of the loss.

We confirm that your municipal liability cover will respond in the event of a claim alleging the Township's negligent act or omission; subject to the policy terms, conditions and exclusions.

I have forwarded your email to the Insurer for their comments and will advise.

Regards, Carolyn

Carolyn Corkery, FIC, CRM
Vice President

Halpenny Insurance Brokers Ltd.
1550 Laperriere Avenue, Suite 100
Ottawa, Ontario K1Z 7T2

Ph (613)722-7626 / 800-635-3500
Fax (613) 722-5382

-----Original Message-----

From: bbrunt@southdundas.com [<mailto:bbrunt@southdundas.com>]
Sent: Friday, April 13, 2012 7:55 AM
To: Carolyn Corkery
Subject:

Good morning! The Township is in the process of selling off surplus properties. A 400 acre parcel near the dump on Church Road seems

Brenda Brunt

From: Carolyn Corkery (ccorkery@southdundas.com)
Sent: September 07, 2012 10:11 AM
To: Brenda Brunt
Cc: Lorraine Dinelle
Subject: South Dundas - 400 acres

Good morning Brenda

I reviewed my file and note the 400 acre parcel is located near the dump on Church Road. The parcel is not maintained by the Township as trails / recreational facility; however hunters and ATV appear to be using the land.

As noted in my email of April 13, 2012, it is important that if vacant lands are converted to trails that the Township understand that the use of their land and ensure that their trails are subject to regular inspection to ensure the safety of the public.

If the land is not a supervised trail and based on the potential for various unauthorized activities (hunting, ATV) we do not recommend that you promote the use of unsupervised land and that signs are posted advised that the land is unsupervised and not for public use. Under the Joint & Several liability law, the Township only has to be 1% negligent to have to pay 100% of the loss.

I had forwarded my email of April 13, 2012 to the Insurer and they agreed with my recommendations / comments as confirmed in my email of July 12, 2012.

Should you have any questions, please do not hesitate to contact our office.

Regards, Carolyn

=====

Carolyn Corkery, FIIC, CRM

Vice President

Halpenny Insurance Brokers Ltd.
1550 Laperriere Avenue, Suite 100
Ottawa, Ontario K1Z 7T2

Ph (613)722-7626 / 800-635-3508

Fax (613) 722-5382

From: Brenda Brunt | <mailto:bbrunt@southdundas.com> |

Sent: Tuesday, September 04, 2012 10:11 AM

To: Carolyn Corkery

Subject: 400 acres

Good morning Carolyn,

we have been waiting for an answer from South Nation about managing the "400" acres and they are not interested.

what is our "due diligence" with that property now that we know what is going on there? Can we get away with just posting it?

Please advise, thanks,

Township of South Dundas
Administration Department Report

Report # CAO 2013-02

To: Mayor Byvelts and Members of Council

From: Stephen McDonald, Chief Administrative Officer

Date: February 19, 2013

Subject: Lease Agreement/Renovation Contract, St. Lawrence Medical Clinic - Iroquois

Recommendation:

1. **THAT** Council receive report CAO 2013-02, Lease Agreement/Renovation Contract, St. Lawrence Medical Clinic – Iroquois, and that;
 - a lease agreement with the St Lawrence Medical Clinic for the property described as Lots 143, 144, and 145, Plan 39, former Village of Iroquois, now Township of South Dundas, County of Dundas, being Part of PIN 66122-0152 commonly known as 5 College Street be executed; and
 - that a Construction Management Contract – for Services and Construction be executed with CIBS Construction (Div. of Maylan Construction Services Inc.).

Background:

Further to discussions with the partners of the St Lawrence Medical Clinic regarding potential relocation of the Iroquois Clinic, the Township purchased the former St Cecilia's School in Iroquois.

The Township is completing its due diligence on the property in preparation for renovations to be completed by the SLMC.

Discussion:

The Township has an executed Letter of Intent from the SLMC and it is now appropriate to enter into a long term lease agreement with the Clinic outlining the terms and conditions for their use of the subject property.

The SLMC has outlined their preferred process for proceeding with the required renovations. Subject to Township approval, the CIBS Construction (Div. of Maylan Construction Services Inc.) will be retained as Project Manager and guarantee the preliminary budget amount. They will solicit, receive and review quotes from contractors and select the successful bidder. The guaranteed price will be reduced by any savings realized in the various construction category and any cost overruns will only be invoiced unless a change has been approved.

The lease agreement is structured to show the Township, as Landlord, carrying out capital improvements. As the owner of the property, the Township will therefore be the party executing the contract documents with CIBS Construction. The parties to the lease agreement also acknowledge and agree that it is the intent of the lease to ensure that the "Landlord is without expense relating to the premises for the Term of the Lease."

Given that the tenant is responsible for all costs, extras, overages, etc., with no impact on Township ratepayers, strict adherence of the Township Procurement Policy is not necessary. The Township owns the property, the clinic is a tenant who is asking for modifications to the property, and the lease agreement reflects the financial arrangement agreed to between the Township and Clinic to pay for these modifications.

At the outset of this project, we anticipated that the SLMC would be the "hands on" party on this project to see the renovation through to its completion with municipal oversight as necessary and required. This will be accomplished through the lease document which gives the SLMC responsibility for the retrofit, subject to municipal approval.

Current and Future Budget Implications:

Purchase Price of School -	\$ 80,000.00
Legal (lease, purchase) -	\$ 1,551.48
Land Transfer Tax -	\$ 525.00
Guaranteed Maximum Retrofit Cost -	\$744,561.00
Separate Prices and Soft Costs -	\$101,675.36
Due Diligence -	<u>\$ 9,651.11</u>
 Total Estimated Cost -- (exclusive of HST)	 <u>\$937,963.95</u>

A minimum rent amount will be paid by the SLMC until the renovations are complete. Once the total costs are known, the Township will finance the total cost over twenty years with the SLMC being responsible for the annual principal and interest amount.

Public Consultation:

None

Respectfully submitted,



Stephen McDonald
Chief Administrative Officer

UNFINISHED BUSINESS SUMMARY

SUBJECT MATTER	REFERRED TO	RESPONSE EXPECTED	STATUS
Boundary Roads	MPW		Discussions ongoing
Morrisburg Industrial Park Expansion	ALL STAFF		Business plan in Progress
Sewer Infrastructure Rehabilitation Project Morrisburg/Williamsburg/Iroquois	CAO/MPW		In Process
Marine Station Road Ditch	MPE/MPW		Discussions ongoing
Regulatory Signage Policy – Stop & Yield	MPW	2013	April
Dunbar Recreation Hall	MPE	2013	Tenders due February 21
Signs	MPE	2013	
Iroquois Wastewater Treatment Plant	CAO/MPW	September 2013	In Progress
Iroquois Waterfront Committee Issues	ALL STAFF	Budget 2013	
Water/Sewer Rate Review	CAO/TR		February 2013
Washrooms at Morrisburg Plaza	CAO/MRF	April 2013	Meet with BIA
Organizational Review	CAO	March 2013	
Former MCI Building	CAO	Fall 2013	
Former St. Cecilia's School	CAO	Fall 2013	
Rooftop Solar Panels (authority)	MPE		

Rev. February 19/13

DRAINAGE BY-LAW NO. 2012-46

For use only by municipalities **not** within the District of Muskoka, or a regional municipality

by-law to provide for a drainage works in the Township of
..... South Dundas in the County of Dundas

WHEREAS the requisite number of owners have petitioned the Council of the Township
of South Dundas in the County of Dundas
in accordance with the provisions of the *Drainage Act*, requesting that the following lands and roads be drained by a
drainage works.

[Set out the description of the lands and roads, or name of drain if repair or improvement to existing drain]

The Broken Second Drain watershed generally extends from Lot 27, Range 1, Concession 1 in the former Township of Matilda (now in the Township of South Dundas) to the drains outlet at the Old CN Railway located in Lot 26, Range 1 - Concession 1. The total drain watershed area is approximately 87 hectares. The watercourse length considered and proposed in this report covers a distance of approximately 1.0 kilometre.

The area requiring drainage represents lands south of the Broken Second Road and lands north of County Road No. 2 encompassing the western part of Lot 26, part of Lot 27 and the E 1/2 Lot 28, Concession 1, Range 1 within the former Township of Matilda, now in the Township of South Dundas. This area excludes residential lots abutting the Broken Second Road. Drainage conveyance south of County Road #2 to a sufficient outlet in Concession 1, Range 1 will be provided.

AND WHEREAS the Council of the Township of South Dundas
in the County of Dundas has procured a report made by ... SAI Engineering
and the report is attached hereto and forms part of this by-law.

*[Insert a copy of the engineer's report between pages 1 and 2 to be excluded from
copy of provisional by-law sent in accordance with subsections 46 (1) and (2)]*

AND WHEREAS the estimated total cost of constructing the drainage works is \$.154,961.25

AND WHEREAS \$83,277.26 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$0 is being assessed in the
of in the County of

[Set out assessments in any additional municipality]

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable.

THEREFORE the Council of the . . Township of South Dundas

under the *Drainage Act*, enacts as follows:

1. The report dated . . . April .5, .2012 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. (1) The Corporation of the . . . Township of South Dundas may borrow on the credit of the Corporation the amount of \$.154,961.25, being the amount necessary for construction of the drainage works.

(2) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) grants received under section 85 of the Act;
 - (b) commuted payments made in respect of lands and roads assessed within the municipality;
 - (c) money paid under subsection 61 (3) of the Act; and
 - (d) money assessed in and payable by another municipality,and such debenture shall be made payable within5 years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the Ontario Municipal Improvement Corporation on the date of sale of such debentures.

3. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for 5 years after the passing of this by-law.

SCHEDULE

Concession	Parcel of Land or part thereof	Total Amount Assessed
	"See Schedule A"	
	Roads and lands of the municipality	83,277.26
	TOTAL	154,961.25

4. For paying the amount of \$ 83,277.26 . . . being the amount assessed upon the lands and roads belonging to or controlled by the municipality, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Township . . . of . . . South Dundas in each year for 1 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.

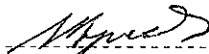
5. All assessments of \$ 100.00 or less are payable in the first year in which the assessment is imposed.

6. This by-law comes into force on the passing thereof and may be cited as " . . . Broken
 Second Municipal Drain By-law."

FIRST READING May 15, 2012

SECOND READING May 15, 2012

Provisionally adopted this . . 15th . . day of May 2012


 Head of Council


 Clerk

THIRD READING

ENACTED this day of

Head of Council

Clerk

NOTICE OF SITTING OF COURT OF REVISION

Drainage Act, R.S.O. 1990, c. D.17, ss. 46 (1) and (2)

NOTICE IS HEREBY GIVEN that a Court of Revision will be held at

PLACE	TIME	DATE
4296 County Road 31 Williamsburg ON A.M. 7:00 P.M.	. . June . . . 12 2012 . . Month / Day / Year

to hear any owner of land, or, where roads in the local municipality are assessed, any ratepayer, who complains that any land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given or allowance made as to type of use of land, who personally, or by agent, has given notice in writing to the clerk of the municipality that he or she wishes to appeal on the grounds of any or all such causes.


 Clerk of the Municipality

Quashing of by-law – If no notice of intention to make application to quash a by-law is filed with the clerk of the council within ten days after the passing of the by-law or, where a notice of intention has been given, if an application to quash is not made to the referee within three months after the passing of the by-law, the by-law, or so much thereof as is not the subject of or is not quashed upon any such application, is valid and binding according to its terms, so far as it prescribes or directs anything within the proper competence of the council. Subsection 58 (2).

THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS

BY-LAW NO. 2013-18

A BY-LAW of the Corporation of the Township of South Dundas to enter into a Lease Agreement with the St. Lawrence Medical Clinic.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, Chapter 25, Section 5 (3) as amended, provides that the powers of the municipality shall be exercised by by-law;

AND WHEREAS the *Municipal Act 2001*, S.O. 2001, Chapter 25, Section 110 authorizes a municipality to enter into an agreement to provide facilities under a lease agreement.

AND WHEREAS the Council of the Township of South Dundas is desirous of leasing with the St. Lawrence Medical Clinic;

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

1. That a Lease Agreement with the St. Lawrence Medical Clinic for the purpose of leasing 5 College Street in the former Village of Iroquois, now the Township of South Dundas, in the County of Dundas.
2. That the Mayor and Clerk are hereby authorized to execute the agreement attached as Schedule "A" to this by-law.
3. That any by-law inconsistent to this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 19th day of February, 2013.

DRAFT

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS

BY-LAW NO. 2013-19

A BY-LAW to enter into a Construction Management Contract with CIBS Construction (Div. of Maylan Construction Services Inc.) for Renovations to the St. Lawrence Medical Clinic located at 5 College Street, Iroquois.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, Chapter 25, Section 5 (3) as amended, provides that the powers of the municipality shall be exercised by by-law;

AND WHEREAS the Township of South Dundas desires to execute a Construction Management Contract with CIBS Construction (Div. of Maylan Construction Services Inc.) for renovations to the St. Lawrence Medical Clinic located at 5 College Street, Iroquois as described in the Contract Documents.

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

1. That a Construction Management Contract be executed with the CIBS Construction (Div. of Maylan Construction Services Inc.) 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 Agreement.

READ and passed in open Council, signed and sealed this 19th day of February, 2013.

MAYOR

CLERK

DRAFT