

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

**NINETY-FIRST MEETING
of the Fifth Council
for Tuesday, May 7, 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 BIA – Antiquefest**
Action Recommended
That Council refer to the Administration & Recreation & Facilities Departments to proceed with request. 6
2. **Andrea Brennan – Iroquois Beach Canteen Lease Agreement**
Action Recommended
That Council receive and file for information purposes. 8
3. **Ratepayer Correspondence – April 2, 2013 Minutes**
Action Recommended
That Council receive and file for information purposes. 9
4. **Ratepayer Correspondence – Invoice No. 2012410**
Action Recommended
That Council receive and file for information purposes. 10

5. **Water/Wastewater – Monthly Report**
Action Recommended
That Council receive and file for information purposes. 11
6. **Clerk – 2012 Permit Summary (January-March)**
Action Recommended
That Council receive and file for information purposes. 16
7. **Activity Reports**
- Recreation Program Coordinator
- Manager of Recreation & Facilities
- Manager of Planning & Enforcement
- Clerk
Action Recommended
That Council receive and file for information purposes. 18

DEPUTATIONS/PETITIONS/PRESENTATIONS

COUNCIL/DEPARTMENTAL/COMMITTEE REPORTS

1. **Economic Development Officer – Report No. EDT2013-05**
Re: Relocation of Iroquois Visitor Information Centre 23
- Economic Development Officer – Report No. EDT2013-06**
Re: Sign Design Alternatives 26
2. **Manager of Recreation & Facilities – Report No. MRF2013-1**
Re: Electrical Underground Cable – Riverside Ball Diamond 32
3. **Manager of Planning & Enforcement – Report No. PE2013-09**
Re: Truck Tender 2013-MPE-001 34
4. **Manager of Public Works – Report No. MPW2013-2**
Re: Joint Tender with United Counties of S.D. & G. 36
5. **CAO – Report No. CAO2013-05**
Re: Naming of Former Morrisburg Collegiate Institute Building 37

CORRESPONDENCE (Action)

NOTICES OF MOTIONS

UNFINISHED BUSINESS/DISCUSSION ITEMS

1. Summary 42
2. Clerk – Volunteer Appreciation Night 43

AGENDA

-3-

May 7, 2013

BY-LAWS

1. Confirmatory

IN CAMERA – Property

ADJOURNMENT

MINUTES

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

The Sixty-Ninth 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, April 16, 2013.

Present: Mayor Byvelds
Deputy Mayor Locke
Councillors Delegarde, Graham, Mellan
CAO McDonald
Clerk Brunt
Treasurer and Economic Development Officer

CALL TO ORDER

CONFIRMATION OF AGENDA – Additions, Deletions or Amendments

Additions: County Council Update; Public Notice – Special Council Meeting

DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF – Nil

ADOPTION OF MINUTES

Resolution No. 10-14-809

Moved by Councillor Graham
Seconded by Deputy Mayor Locke

THAT the minutes of the Sixty-Seventh and Sixty-Eighth meetings of the Fifth Council of the Corporation of the Township of South Dundas be adopted as circulated.
CARRIED

GENERAL CONSENT

Resolution No. 10-14-810

Moved by Councillor Delegarde
Seconded by Councillor Graham

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

1. **10th Annual "Casey @ Bat" Fastball Tournament – Use of Facilities**
Action Recommended
That Council approve and refer back to the Recreation & Facilities Department to proceed with request.
2. **Tile Drainage Loan Application (89-2013) – Report No. PE2013-06**
Action Recommended
That Council approve and refer back to the Planning & Enforcement Department to proceed with request.
3. **Activity Reports**
 - Economic Development Officer
 - Fire Chief
 - Treasurer
 - CAOAction Recommended
That Council receive and file for information purposes.

DEPUTATIONS/PETITIONS/PRESENTATIONS – Nil

COUNCIL/DEPARTMENTAL/COMMITTEE REPORTS

1. **Economic Development Officer**

Report No. EDT2013-04 – Finger Dock Proposal

Resolution No. 10-14-811

Moved by Councillor Graham

Seconded by Councillor Mellan

THAT the Council of the Township of South Dundas accept Report No. EDT2013-04 to approve the Morrisburg & District Lions Club Finger Dock proposal subject to certain conditions as outlined.

CARRIED

2. **Manager of Planning & Enforcement**

Report No. PE2013-07 – Rooftop Solar Projects FIT Program

Resolution No. 10-14-812

Moved by Deputy Mayor Locke

Seconded by Councillor Graham

WHEREAS the Province's FIT Program encourages the construction and operation of rooftop solar generation projects (the "Projects");

AND WHEREAS one or more Projects may be constructed and operated in the Township of South Dundas;

AND WHEREAS, pursuant to the rules governing the FIT Program (the "Fit Rules"), Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in these Applicants being offered a FIT Contract prior to other persons applying for FIT Contracts;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of South Dundas supports the construction and operation of the Projects anywhere in the Township of South Dundas.

AND THAT the purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relations to the Application or Projects or any other purpose.

AND THAT this resolution shall expire twelve (12) months after its adoption by Council.

CARRIED

3. **Clerk**

Report No. CLK2013-08

Resolution No. 10-14-813

Moved by Councillor Graham

Seconded by Councillor Delegarde

THAT the Council of the Township of South Dundas accept Report No. CLK2013-08 to approve a 3 year computer lease with DELL Financial Services for \$392.97 per month plus applicable taxes for 4 laptop computers and 6 desktop computers.

CARRIED

CORRESPONDENCE – Nil

NOTICES OF MOTIONS – Nil

UNFINISHED BUSINESS/DISCUSSION ITEMS

1. Summary received and clarification on projects discussed.
2. Naming the former MCI Building was discussed. Council request Staff report with some suggestions.
3. County Council update provided by Deputy Mayor Locke.
4. Public Announcement – the new Manager of Public Works is Christopher Bazinet and he will start on Monday, April 29, 2013 and the new Supervisor for Water and Wastewater Services is Ian Kemp and he will start on Wednesday, May 1, 2013.

BY-LAWS

1. **Docksyde Extension Agreement**
Resolution No. 10-14-814 Moved by Councillor Delegarde
No. 2013-30 Seconded by Councillor Graham
THAT By-Law No. 2013-30, being a by-law to enter into a Lease Extension Agreement with the Morrisburg and District Lions Club for the operation of the Docksyde Canteen, be read and passed in open Council, signed and sealed.
CARRIED
2. **Iroquois Beach Agreement**
Resolution No. 10-14-815 Moved by Councillor Graham
No. 2013-31 Seconded by Councillor Delegarde
THAT By-Law No. 2013-31, being a by-law to enter into an Agreement with Andrea Brennan to operate the Iroquois Beach Canteen, be read and passed in open Council, signed and sealed.
CARRIED
3. **Policy No. 12-3 – Occupational Health & Safety**
Resolution No. 10-14-816 Moved by Councillor Delegarde
No. 2013-32 Seconded by Councillor Mellan
THAT By-Law No. 2013-32, being a by-law to adopt Policy No. 3-12, an Occupational Health & Safety Policy, be read and passed in open Council, signed and sealed.
CARRIED
4. **Amend By-Law No. 2006-41 – Water & Sewer Rates**
Resolution No. 10-14-817 Moved by Councillor Mellan
No. 2013-33 Seconded by Councillor Graham
THAT By-Law No. 2013-33, being a by-law to amend By-Law No. 2006-41 to enact rules and regulations to inspect, install, repair, replace or alter water meters and related appurtenances, including the penalties for offences, be read and passed in open Council, signed and sealed.
CARRIED
5. **Amend By-Law No. 2007-57 – Water Capital Levy Fees**
Resolution No. 10-14-818 Moved by Councillor Delegarde
No. 2013-34 Seconded by Councillor Mellan
THAT By-Law No. 2013-34, being a by-law to amend By-Law No. 2007-57 to establish a capital levy charge for the benefit of current and future users of the South Dundas Water Treatment Plant ("SDWTP"), be read and passed in open Council, signed and sealed.
CARRIED

BY-LAWS (Cont'd)

6. **Confirmatory**

Resolution No. 10-14-819

Moved by Councillor Mellan

No. 2013-35

Seconded by Deputy Mayor Locke

THAT By-Law No. 2013-35, 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

IN CAMERA – Nil

ADJOURNMENT

Resolution No. 10-14-820

Moved by Councillor Mellan

Seconded by Councillor Delegarde

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

CARRIED

PUBLIC NOTICE

1. Special Council Meeting – April 23, 2013 at 7:00 p.m. to discuss Sign Design.

MAYOR

CLERK

MINUTES

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

The Seventieth 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, April 23, 2013.

Present: Mayor Byvelds
Deputy Mayor Locke
Councillors Delegarde, Graham, Mellan
CAO McDonald
Clerk Brunt
Manager of Planning & Enforcement and Economic Development
Officer

Also Present: Ron Swank, Swank Construction Ltd.

The main intent of this special meeting was to discuss the West End Terrace Subdivision Agreement proposal and Sign Design.

CALL TO ORDER

DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF

Councillor Delegarde disclosed a pecuniary interest in all matters pertaining to the West End Terrace Subdivision Agreement.

WEST END TERRACE SUBDIVISION AGREEMENT

Council reviewed the subdivision agreement and decided to authorize passing after making a couple of amendments.

Resolution No. 10-14-821

Moved by Councillor Mellan

Seconded by Deputy Mayor Locke

THAT By-Law No. 2013-36, being a by-law to authorize a Subdivision Agreement with Swank Construction Ltd., be read and passed in open Council, signed and sealed.
CARRIED

SIGN DESIGN

After much discussion about the design of the Township signs, Council requested EDO Sullivan to create a couple of the suggestions for viewing and report to Council.

ADJOURNMENT

Resolution No. 10-14-822

Moved by Councillor Mellan

Seconded by Councillor Delegarde

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

MAYOR

CLERK

Brenda Brunt

From: William Ewing [billstow@bellnet.ca]
Sent: April-16-13 2:03 PM
To: Steven Byvelds
Cc: Gerri F; Jim Locke; Evonne Delegarde; Jim Graham; Archie Mellan; bia@morrisburgshopping.ca; Brenda Brunt
Subject: Re: Antiquefest

We will be looking for all info to come from township as do not want any second hand info that may possibly miss something. If and when we proceed everything will be in place that there will be no hiccups
Will be looking for formal meeting to take place
Bill

Sent from my iPhone

On 2013-04-16, at 1:48 PM, Steven Byvelds <mayor@southdundas.com> wrote:

Bill and Geraldine

Thanks for taking over the AntiqueFest. It will certainly be missed by all if it is not done.

I will forward your letter to Brenda for inclusion in the next meeting agenda. If you could provide more details prior to the next Council meeting, it will be appreciated. I suggest you contact the Lion's club members for all that was expected from the Township in the previous location and its potential new one.

Thanks.

Steven Byvelds
Mayor, South Dundas
613-652-2271
613-791-4378

From: Gerri F [<mailto:managersdchamber@gmail.com>]
Sent: April-10-13 9:40 AM
To: 'Steven Byvelds'; 'Jim Locke'; 'Evonne Delegarde'; Jim Graham; 'Archie Mellan'
Cc: Bill Ewing; bia@morrisburgshopping.ca
Subject: Antiquefest

April 10, 2013

To: Mayor and Council

From: Bill Ewing,
President
Morrisburg BIA

Re: Antiquefest

The Morrisburg B.I.A. is prepared to sponsor an Antiquefest in the Morrisburg Plaza in July 2013. Funding has been budgeted to sponsor the event. The South Dundas Chamber of Commerce and volunteers from the Morrisburg Lions Club have agreed to assist in organizing this event.

At this time a committee is being formed to begin the planning stage. The location will be chosen in consultation with municipal staff, and all protocols and procedures will be followed in accordance with your staff's direction. A possible location for the event is the pedestrian walkway area behind the Clock Tower in the Morrisburg Mall.

We request Councils permission to host the event as described above.

Brenda Brunt

From: Frank Rivette [frivette@ontarioeast.net]
Sent: April-21-13 12:03 PM
To: bbrunt@southdundas.com
Subject: Iroquois Beach Canteen

Hi Brenda,

I apologize for not getting back to you sooner, but we were out of town for awhile. While I was waiting for a reply for the beach canteen, I was approached about running another canteen that is closer to our home; therefore I am very sorry to inform you the I will not be signing the agreement to take on the Iroquois Beach Canteen. If you have any questions please do not hesitate to call.

Sincerely
Andrea Brennan

Apr. 23, 2013

Brenda Brundt

Steven Byvelds

Jim Locke

Jim Graham

Archie Mellan

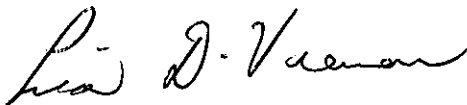
Evonne Delegarde

Dear Ms. Brunt, Mr. Byvelds, Mr. Locke, Mr. Graham, Mr. Mellan, and Ms. Delegarde:

We would like you to revise the minutes from the April 2, 2013 council meeting as there is a mistake in the section regarding the Williamsburg library.

Pam Rodrigue did not ask for an alternative service. A lesser service to Williamsburg library patrons will not be sufficient. You have been given a copy of her updated speech, in writing, so there should have been no mistaking this. Thank you.

Sincerely,



Lisa Vreman, on behalf of

Save the Williamsburg Library Committee

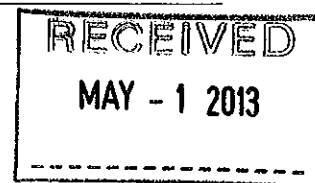
Pam Rodrigue, Lisa Vreman, Erica McIntosh, Kharla, Ward, Mary Strader, Judy Barkley, Suzanne Edge, and Doreen Liberty.

Dentz Orchards and Berry Farm

4766 County Road 16; Iroquois, Ontario; K0E 1K0; Tel: 613-652-2397

April 30, 2013

Township of South Dundas
Brenda Brunt, Clerk
4296 County Road 31, P.O. Box 160
Williamsburg, ON K0C 2H0



Dear Ms. Brunt:

This letter is in response to invoice number 2012410. For months now, I have sought clarification regarding this invoice both in writing to council, where I asked for a meeting, and by verbal request to the fire chief. On, April 30, 2013 fire chief Chris McDonough met with us to discuss this invoice. It is on his recommendation that I am writing again to ask you to arrange for me to meet with council regarding this issue.

I complied with the terms and conditions set forth by the Townships' previous burn permit, revised March 1, 2005, when we burned on various days in the fall of 2012 and yet we are being fined \$4,920. When asked what we are liable for, we were told it is because smoke from our fire bothered our neighbour. We acknowledge, despite our best efforts, that smoke going onto our neighbour's property was an issue on August 28, 2012. The wind, which is not in our control, shifted and the smoke changed direction from earlier in the day. After a complaint, the fire was extinguished by the fire department which didn't eliminate the smoke situation, but made it worse.

Two days later, on August 30, 2012, when we received verbal permission from the fire chief to burn again, the fire chief dispatched three trucks and manpower after a complaint by the same neighbour. At our meeting April 30, 2013, the chief told us this was a "precautionary measure" because of the situation the two days prior. Under the by-law, no where does it state that someone can be convicted of an offence and is liable to pay a fine for a precautionary measure on the part of the fire chief. We reiterate that at no time were there any escaped fires and the planned burn on August 30, 2012 was not an emergency. We do not take responsibility for the cost of the three trucks and manpower on the date of August 30, 2012.

Since I was at the scene the entire day, I know that smoke did not go in the direction of the neighbours' property on August, 30, 2012. If smoke had gone that way, the fire personnel on scene that day were authorized to put the fires out. They did not. For the record, the fire chief was not at the scene that day.

As a tax payer, I don't appreciate tax dollars being wasted. However, your request to recover costs for expenses the Township incurred at a planned burn conducted within the terms and conditions of the by-laws is not justified. I did not commit an offence. Therefore, I request these charges be dropped. If you send me another invoice for this bill, please also include proof from the notes of the firefighters on duty of the charges behind the invoice. To arrange a meeting, I can be reached at 613-652-1534.

Regards,

A handwritten signature in black ink, appearing to read "Calvin Dentz". The signature is stylized with a long horizontal stroke extending to the right.

Calvin Dentz
Co-owner, Dentz Orchards and Berry Farm

WATER/WASTEWATER MONTHLY REPORT
March 2013

Morrisburg Wastewater Treatment Plant

Samples were taken according to Certificate of Approval requirements.

Maintenance:

- monthly preventive maintenance
- Collected monthly samples as per C of A
- Mar. 4 – annual hoist and chain fall inspection (Acuren)
- Mar. 6 – conducted maintenance on sludge transfer pump and WAS tank circulation pump (Flygt)
- Mar. 8 – annual generator testing and maintenance (Genrep)
- Mar. 25 – gas and oxygen analyzer testing and calibrations (QEL)

Call-ins:

- Mar. 2 @ 10:00am – scheduled power outage by Rideau St. Lawrence Utilities – monitored system until power was restored

Iroquois Wastewater Treatment Plant

Samples were taken according to Certificate of Approval requirements.

Maintenance:

- monthly preventive maintenance
- collected monthly samples as per C of A
- Mar. 5 – annual maintenance on generator – discovered fuel pump isn't working – awaiting approval of rental generator (Genrep)
- Mar. 6 – installed rental generator (Genrep)
- Mar. 15 – installed new fuel pump on generator (Genrep)

Call-ins: None

Iroquois Lift Station

Maintenance:

- Regular monthly maintenance
- Mar. 8 – biannual maintenance on generator (Genrep)

Call-ins:

- Mar. 25 @ 9:00pm – high float alarm – high float was tangled with start float triggering the high alarm – untangled floats and turned pump on to draw down well

Williamsburg Lagoon

Samples were taken according to Certificate of Approval requirements.

Maintenance:

- monthly preventative maintenance
- collected monthly samples as per C of A
- Mar. 28 – installed new alarm at Cty. Rd. 31 station (Glengarry Security)

Call-Ins: None

Water Treatment Plant (Morrisburg-Iroquois Regional)

Morrisburg/Iroquois Water Treatment Plant/Iroquois Booster Station

Monthly maintenance on chlorine and turbidity analyzers

Maintenance:

- monthly preventative maintenance
- Mar. 4 – annual maintenance on generator at plant and low lift station (Genrep)
- Mar. 4 – installed new programming on SCADA computer (any unacknowledged alarm situation will continue to dial out to the monitoring station until the alarm is cleared) – program was tested and is operational (Capital Controls)
- Mar. 4 – annual hoist inspections (Acuren)
- Mar. 7 – inspected exhaust fans and louvers in generator room (Marleau Mechanical)
- Mar. 28 – replaced cooling fan on low lift pump #3 variable frequency drive unit – overheating caused pump fault (Marleau Mechanical)

Call-ins:

- Mar. 8 @ 11:39pm – PLC alarm at Iroquois booster station – high chlorine alarm during pump start cycle – chlorine returned to normal levels shortly after pump start up – all normal

- Mar. 28 @ 2:00am – PLC alarm – Zenon alarm and low lift pump #3 uncommanded stop fault – low lift pumps #1 and 2 available – pump fault caused all operating trains to shut down due to low raw water flow – trains restarted and went into production when flow was restored, however the PLC alarm remained active – operator shut down and restarted all Zenon trains which cleared the alarm – Surgeson Electric was contacted the following day to troubleshoot low lift pump #3 problem

Small Municipal Non-Residential Systems (South Dundas Office Building, Winchester Springs Recreation Building)

These systems now fall under transitional Ontario Regulation 318/08 which came into effect December 1, 2008.

Call-ins: None

Riverside Recreation Building, Matilda Hall, Dundela Recreation Building

Received directive from the Eastern Ontario Health Unit with regards to the site visit and risk assessments.

These systems now fall under O. Reg. 319/08

Williamsburg Collection for March 2013

No activity

Morrisburg Collection and Distribution for March 2013

Collection:

Empipe conducting flushing and CCTV work on contract beginning 12 March.

13 March; Capital Steam Cleaning checked and cleaned trouble spots. (preventative)

27 March; Capital Steam Cleaning at 23 Lakeshore Drive to flush and video lateral due to recurring problems. Repairs pending at this time.(repair made 03 April)

Distribution:

21 March; Broken 6 inch water main that feeds hydrant 65A in plaza parking lot. Isolated at valve and arranged for repairs. 26,27,28 March; Began excavation for repairs to 6 inch line to hydrant 65A. replaced approximately 25 feet of main due to large blow out of cast iron main. Replaced hydrant 65A, backfilled and packed excavation area. Activated hydrant and completed backfill and compaction on 28 March. Caneau and township staff did repairs and installation of hydrant. Township staff did excavation and compaction.

Reconnect: Seasonal reconnect for Fryer Truck; County Road #2

Locates: Multiple locates for Hydro One along County Road #2 and Doctor Miller Drive. Also multiple locates for Hydro One in areas north of 401 for pole replacement. These areas have no municipal water or sewer infrastructure but must be completed and returned to Hydro One as SOP.

Iroquois Collection Distribution Report for March 2013

Collection:

13 march; Capital Steam Cleaning checking trouble spots in Broadway area.

Empipe Flushing and CCTV various mains on contract.

Distribution:

21 March; Repair of 6 inch water main on Church Street. Caneau and Township Roads staff.

22 March; Capital Steam.Hydrovac to allow replacement of main valve casing, valve 21 Church At Bay.

Call in(s): 0

Activations: 1

Locates: 1

2013 PERMIT SUMMARY (JANUARY-MARCH)

<u>FARMER'S MARKET</u>	IROQUOIS	0
	MORRISBURG	0
<u>TAXI LICENSE</u>		1
<u>TAXI-CAB DRIVER LICENSE</u>		3
<u>MOTORIZED REFRESHMENT VEHICLE LICENSE</u>		2
<u>DEATH REGISTRATIONS</u>		60
<u>MARRIAGE LICENCES</u>		1
<u>WEDDINGS PERFORMED</u>		0
<u>LOTTERY LICENCES & DOLLAR AMOUNT</u>	5	\$653.30
	2 extensions	
<u>DOG TAGS</u>		593
<u>DOG KENNELS</u>		8
<u>BOAT LAUNCH PASSES</u>	SEASONAL	3
	DAILY	0
<u>GARBAGE & RECYCLING</u>		
Total Tonnage		1147.13
Plastic		73.70
Paper		51.57
Matilda		511.88
Williamsburg		635.25

LANDFILL REPORT

WILLIAMSBURG

RESIDENTIAL

CAR	75
CAR TRAILER	66
PICK UP	124
FARM WAGON	4
APPLIANCES	

COMMERCIAL

PICK UP,VAN,TRAILER	29
ROLL OFF	4
SINGLE AXLE	
TWIN OR TRI-AXLE	
TRACTOR TRAILER	
PACKER	15
MIXED LOADS	2
OTHER	
TIRES(RIMS)	

HALL RENTALS

AMPHITHEATRE

<u>MONTH</u>	<u>USE</u>
January	0
February	0
March	0

MATILDA HALL

<u>MONTH</u>	<u>USE</u>
January	27*
February	25*
March	25*

IROQUOIS CIVIC CENTRE

<u>MONTH</u>	<u>USE</u>
January	34*
February	35*
March	39*

IROQUOIS MEETING ROOM 1

<u>MONTH</u>	<u>USE</u>
January	0
February	0
March	0

MATILDA

RESIDENTIAL

CAR	127
CAR TRAILER	101
PICK UP	220
FARM WAGON	1
APPLIANCES	

COMMERCIAL

PICK UP,VAN,TRAILER	26
ROLL OFF	7
SINGLE AXLE	
TWIN OR TRI-AXLE	
TRACTOR TRAILER	
PACKER	2
MIXED LOADS	
OTHER	
TIRES(RIMS)	

IROQUOIS MEETING ROOM 2

<u>MONTH</u>	<u>USE</u>
January	2
February	1
March	4

WATERFRONT PARK

<u>MONTH</u>	<u>USE</u>
January	0
February	0
March	0

WINCHESTER SPRINGS RECREATION HALL

<u>MONTH</u>	<u>USE</u>
January	0
February	0
March	0

GEORGE JOWETT MEMORIAL HALL

<u>MONTH</u>	<u>USE</u>
January	20
February	21
March	24

* Used for Recreation/Programming



Township of South Dundas
Recreation Department

Update RPC 2013-04

TO: Mayor and Members of Council
FROM: Ben Macpherson, Recreation Program Coordinator
DATE: May 7, 2013
SUBJECT: Update

The following represents highlights of the activities undertaken since the last update to Council, written and submitted on May 1, 2013.

Work Completed

- April 9 – Participated in the South Nation Conservation Public Meeting to announce grant award and how the funding will be used to improve the Two Creeks Trails.
- April 15-19 – Attended the Parks and Recreation Ontario Annual Forum.
- April 23 – Started interview process for the hiring of Lifeguards for both the Iroquois and Morrisburg beaches.
- April 29 - Attended a webinar regarding O. Reg. 397/11 Energy Conservation and Demand Management Plans.
- May 4 – Held the 2nd annual South Dundas Recreation Registration Day at the Morrisburg Arena. Sports Organizations included, Minor Hockey, Dundas County Girls Hockey, Morrisburg T-Ball & Coach Pitch as well as S.D.R. Swimming.
- May 4 - S.D.R. Spring Dance Recital was held at Seaway District High School.

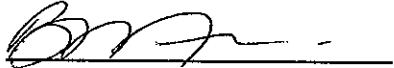
Ongoing Work

- S.D.R. continues preparations for the next season of S.D.R. Ball Hockey. A registration night will be taking place Wednesday, May 8th at the Morrisburg Arena.
- S.D.R. is working toward collecting all necessary data for submission to the province regarding the Ontario Green Energy Act deadline of July 1st.
- S.D.R. remains in the process of hiring lifeguarding staff for the summer.
- S.D.R. continues to deliver sports equipment to local schools for use. St. Cecilia's used hockey helmets for kids to curl. Iroquois Public School has and continues to use badminton and tennis equipment at the Iroquois tennis courts.

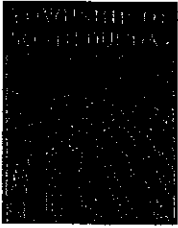
Meetings Attended

- April 4 – Attended a meeting with South Nation Conservation and Don Graham to finalize details of a Public Meeting announcing Two Creeks Trail Improvements.
- April 9 – Meeting with Brenda Brunt and Nicole Sullivan to discuss collaboration of information in the next edition of the South Dundas Recreation Guide.
- April 10 – Meeting with Gina Welch from the Township of North Dundas to work on details of the next Dundas Drive-In movie night.
- April 11 – Salad Bar Meeting at St. Cecilians/St. Mary's
- April 29 – Conference call with James Su to discuss details of the O. Reg. 397/11 Green Energy report.

Respectfully submitted by,



Ben Macpherson, RPC



MONTHLY ACTIVITY SUMMARY

RECREATION

APRIL 2013

WORK COMPLETED AND ONGOING

- Arena plant shut down and ice removed
- Start spring clean up
- Cleaning of buildings
- Minor maintenance
- Painting being done at arena
- Benches, picnic tables and garbage cans put out
- Water turned on
- Inspection of oil tank – campsite
- Fire extinguisher monthly inspection
- MCI and St. Cecilia inspections
- Home and trade show set up and clean up
- Quotation for Riverside ball diamond electrical cable
- Start inspection on playground equipment
- Made six foot benches – nine in total
- Ball diamonds worked up
- Two ladders installed on Morrisburg Dock

MEETINGS

- April 11 Senior Staff
- April 11 & 25 MCI
- April 23 Waterfront Committee (Morrisburg)

MONTHLY ACTIVITY SUMMARY PLANNING & ENFORCEMENT

April 02 2013

WORK COMPLETED :

- Meeting with McIntosh & Perry Drainage Consultants for proposed Municipal Drain relocations requested by individual landowners (Swerdfeger , Schraner).
- Building inspections and reports prepared
- Resolved Municipal By-Law complaints
- West End Terrace Subdivision Agreement completed
- Arranged joint meeting with landowner and County staff to discuss possible residential development on Marine Station Road south.
- Municipal Drain maintenance 2012 Provincial Grants completed.
- Municipal comments forwarded to Counties pertaining to Consents (severance) for Third High Farms , Hartle family , Bio-Test Labs Inc, and Matheson / Bond family.
- Municipal property standard Orders issued
- Departmental Capital 2013 truck tenders and report completed
- Rooftop Solar report Municipal "blanket resolution"

WORK IN PROCESS :

- Zoning By-Law housekeeping capital project
- Installation of signs along waterfront in Morrisburg to advise "Dogs must be leashed"
- Preparation of new Site Plan Control Agreement By-Law
- Completion of new Traffic Control By-Law (short form wording).
- Meeting to resolve Evonik 's outstanding appeal to Zoning By-Law # 2010-48
- Valu-Mart site concerns pertaining to south entrance/exit
- Wind Turbine proponent 2013 work schedule affecting Municipal Drain infrastructure



MONTHLY ACTIVITY SUMMARY ADMINISTRATION April 2013

WORK COMPLETED

- FOI Request 2013-02
- Cemetery Annual Report
- Computer Replacement Program
- Farmers Market Permits
- Student Interviews
- Hiring/Orientation Package
- Subdivision Agreement

WORK IN PROGRESS

- Council Agenda/Minutes/Reports
- Surplus Property Sales
- Emergency Management Agreement with UCDSB
- Records Management
- Social Media Policy
- Cemetery Regulation By-law
- Integrity Commissioner
- Procedural By-law Review
- Municipal Drain Invoicing
- Insurance Claims
- Elections 2014
- Health Insurance
- Transfer of 400 acre parcel of land
- Newsletter Section for Recreation Guide

MEETINGS

- | | |
|----------------|----------------------------------|
| • April 3 | Election Webinar |
| • April 11 | Senior Staff |
| • April 12 | IPC Consulting (health benefits) |
| • April 16 | Abilita Communications |
| • April 16, 23 | Council Meeting |
| • April 18 | AMCTO Zone 6 Meeting |
| • April 22 | Ontario Employer Adviser |
| • April 23/29 | Student Interviews |

Notes: - The Iroquois Beach Canteen operator has declined to operate for 2013.

Township of South Dundas
Economic Development and Tourism Department Report

Report No. EDT 2013-05

To: Mayor and Members of Council
From: Nicole Sullivan, Economic Development Officer
Date: May 7th, 2012
Subject: Relocation of the Iroquois Visitor Information Centre

Recommendation:

That the Council of the Township of South Dundas approve the relocation of the Iroquois Visitor Information Centre services to the Former House, also known as the Iroquois Lawn Bowling House.

Reference to Strategic/Business Plans:

Community Strategic Plan (2012): "Evaluate the locations of Tourism Information Centres and adjust accordingly" is one of the 2013 initiatives identified to address the community direction of "Support[ing] Business Expansion and Job Creation".

Tourism Product Development Strategy (2012): The relocation of the Iroquois Visitor Information services from the booth in the plaza to the proposed location was a project identified for 2013.

Iroquois Waterfront Plan (2013): The directive given with regards to the Former House, Tennis Court and Lawn Bowling is to "promote public use of building for park use, stewardship and meeting centre".

Background:

The current Iroquois Visitor Information Centre (VIC) is located at 11 plaza drive in the Iroquois Plaza and is open 7 days a week during July and August. The tables below provide an indication of the visitation and nature of enquiries at the Iroquois VIC.

Iroquois VIC Visitor Numbers, 2009 to 2012

Year	# of Visitors
2009	162
2010	137
2011	110
2012	192

Iroquois VIC Enquiry Types, 2012

Maps/ Directions	Attractions & Events	Accommodations & Camping	Businesses, Restaurants, Services	Wifi & Washrooms	Other	Outside of SDG
16%	23%	11%	12%	3%	13%	22%

Of all enquiries, the most frequently sought after information was the times that ships would be passing through the Iroquois Lock.

Discussion:

The proposal is to locate the VIC in the backroom of the Former House which would be accessible through the side door.

Considering only the expense to staff the Iroquois VIC in 2012, it cost the Township \$14.95 per visitor to the Iroquois VIC and \$22.96 per visitor with an enquiry related to tourism. The proposed is intended to help use these funds more effectively given the below reasoning.

A. Creating a Tourism Cluster to Capture Target Audience: The target audience is those who are already interested in visiting the community. The objective is to provide information which encourages them to participate in additional activities, ultimately lengthening their stay and increasing their spending within the community.

The Former House is strategically placed for achieving this goal as it is located in close proximity to a number of the tourism attractions in Iroquois (including the Carman House, Iroquois Golf Course, Iroquois Locks, Galop Canal Marina, etc). It provides the ideal opportunity to attract traffic that is going to or coming from those destinations and travelling along Carman Road. Similarly, the large majority of tourism signage which currently exists through the SDG Tourism Signage programs directs visitors along that route.

B. Creating a Visitor Interpretive Centre: Both the Community Strategic Plan and the Tourism Product Development Strategy recommend enhancing the VICs to feature historical and/or artistic displays as well as interpretive plaques. This creates an opportunity to capture the interest of visitors who can be directed to related attractions within the community.

The Former House provides adequate space for this objective plus the added appeal of it being a historical building itself. The availability of washrooms would also be a desirable service.

D. Health and Safety of the VIC Ambassador: The proposed would put the VIC ambassadors in a location close to the campground and Carman House staff who could provide support if needed. The proposed location would also give the VIC Ambassadors access to washroom facilities and water on site.

E. Opportunities for Multi-Use: The proposed would also allow the Recreation Lending Library to operate a seasonal distribution point for which the VIC Ambassador would also be responsible. There is a small storage room within the VIC area that would provide ample space for the current needs. Given the current structure of the Lending Library program, this service would not be available to visitors but would offer an option for residents using the tennis courts, green space, beach, etc.

Given the proximity to the campground, there may also be an opportunity to have one of those staff cover the VIC ambassador's lunch break. Currently, the booth remains unstaffed while the ambassadors take their breaks.

Other Considerations:

- **Usage of the current VIC facility in the Iroquois Plaza:** The facility would remain in its current location and use would be subject to the terms of the Township's current facility rental agreement. There would be no fee for use.
- **Cosmetic Updates to the Former House:** It is recommended that the walls be painted and the carpet be replaced in the section that would operate as the VIC. Recreation staff are able to complete these updates and there would be ample time to do so before opening the VIC for the season.
- **Signage:** A facility sign for the Former House with blades indicating each of the uses would be installed upon approval of the sign design.

Current and Future Budget Implications:

\$1,200 to complete the cosmetic updates was included in the 2013 Economic Development & Tourism operating budget as were funds for a facility sign.

Public Consultation:

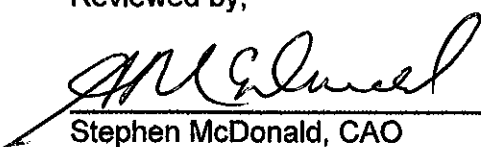
Two meetings occurred between the Economic Development Officer and representatives of the Committee to discuss the proposed project and at both times, the Committee was agreeable to the proposal.

The Economic Development Officer attended a meeting of the Iroquois & District Business Group to discuss the proposed initiative. The only request received at that time was that the VIC structure remains in its current location for use by community groups. It is proposed that the Township consider this option subject to the terms outlined earlier in this report.

Respectfully submitted,

Nicole Sullivan, EDO

Reviewed by,



Stephen McDonald, CAO



Township of South Dundas
Department Report

EDT 2013-06

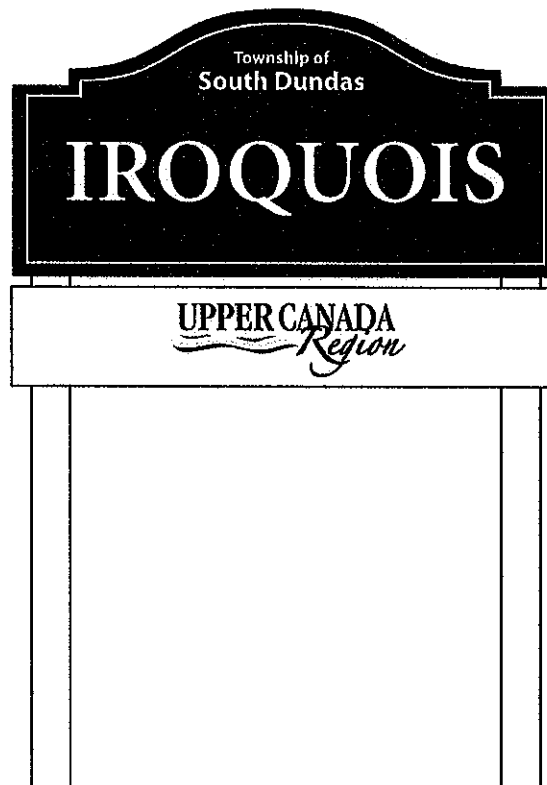
To: Mayor and Members of Council
From: Nicole Sullivan, Economic Development Officer
Date: May 7, 2013
Subject: Sign Design Alternatives

Recommendation:

That the Council of the Township of South Dundas review the alternative sign designs presented and provide direction to staff.

Background:

On March 5, 2013 Tom Graham of T.D. Graham + Associates attended the South Dundas Council meeting and presented the below design for the Township hamlet signs.



At the April 23, 2013 Special Council meeting, a number of sign design alternatives were discussed and a depiction of the more favourable of those was requested. These designs build on the original hamlet sign design, except for the changes outlined below:

- Alternative 'A': Includes the complete Township logo with transparent and white colouring in place of the Township name in text
- Alternative 'B': Includes the complete Township logo with full colouring in place of the Township name in text
- Alternative 'C': Includes the graphic of the Township Logo along with the Township name written beside it in text.
- Alternative 'D': Includes a blue border around the Upper Canada Region blade.

Depictions of these alternatives are attached to this report. Note that it is recommended that the size of the Township logo/graphic be the same as that shown in Alternative B.

Discussion:

It was also requested the material from which the signs are to be constructed be clarified. Upon recommendation of the Public Works Department, it is proposed that the tender request include the following three alternatives:

- Vinyl on steel ¼" thick
- Vinyl on steel ½" thick
- Vinyl on aluminum 1/8" thick

With regards to sizing, the hamlet sign would be 4'x8' and the blade underneath would be 1'x7'. Existing posts will be used when possible and all posts would be painted white in accordance with the sign design.

Current and Future Budget Implications: None at this time.

Public Consultation: None at this time.

Respectfully submitted,

Reviewed by,

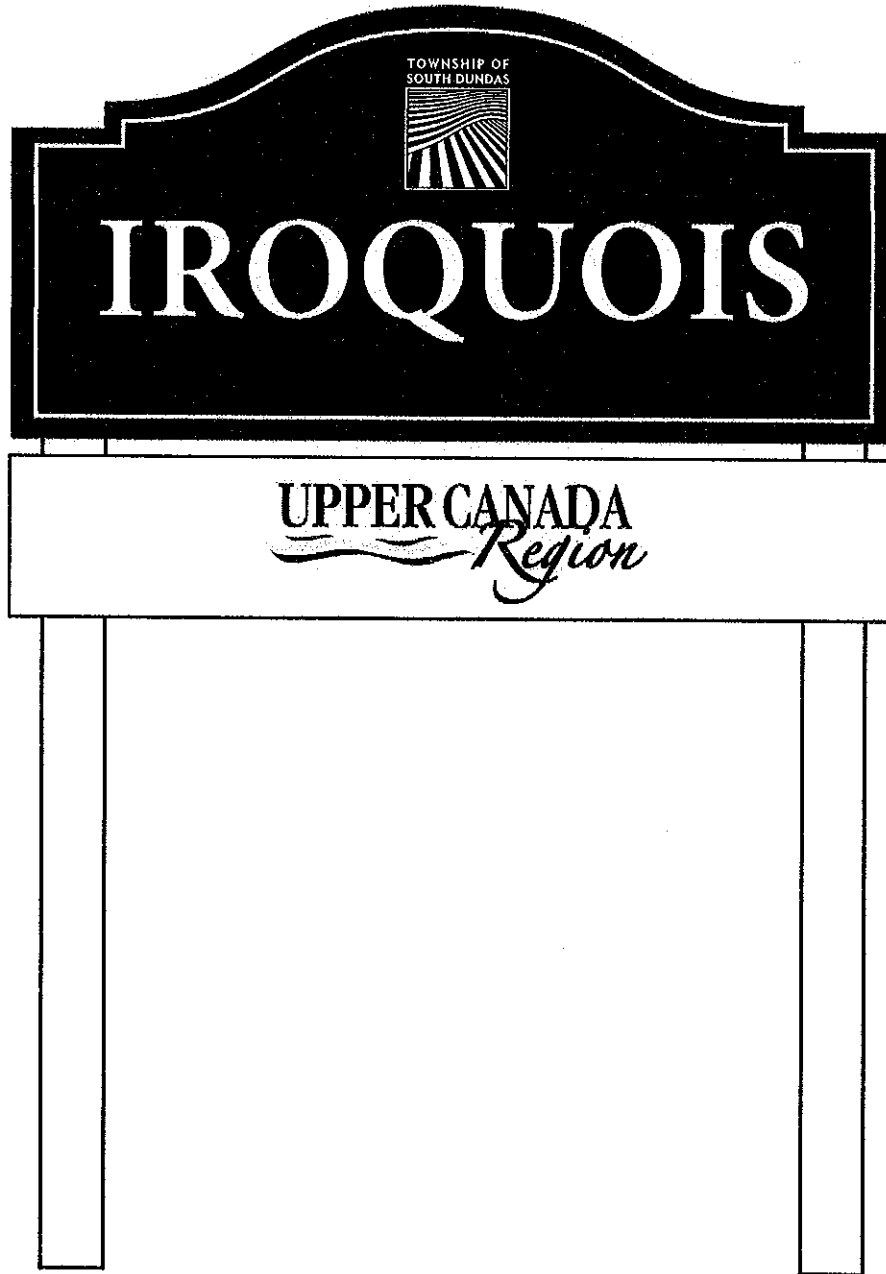
Nicole Sullivan, EDO

Brenda Brent

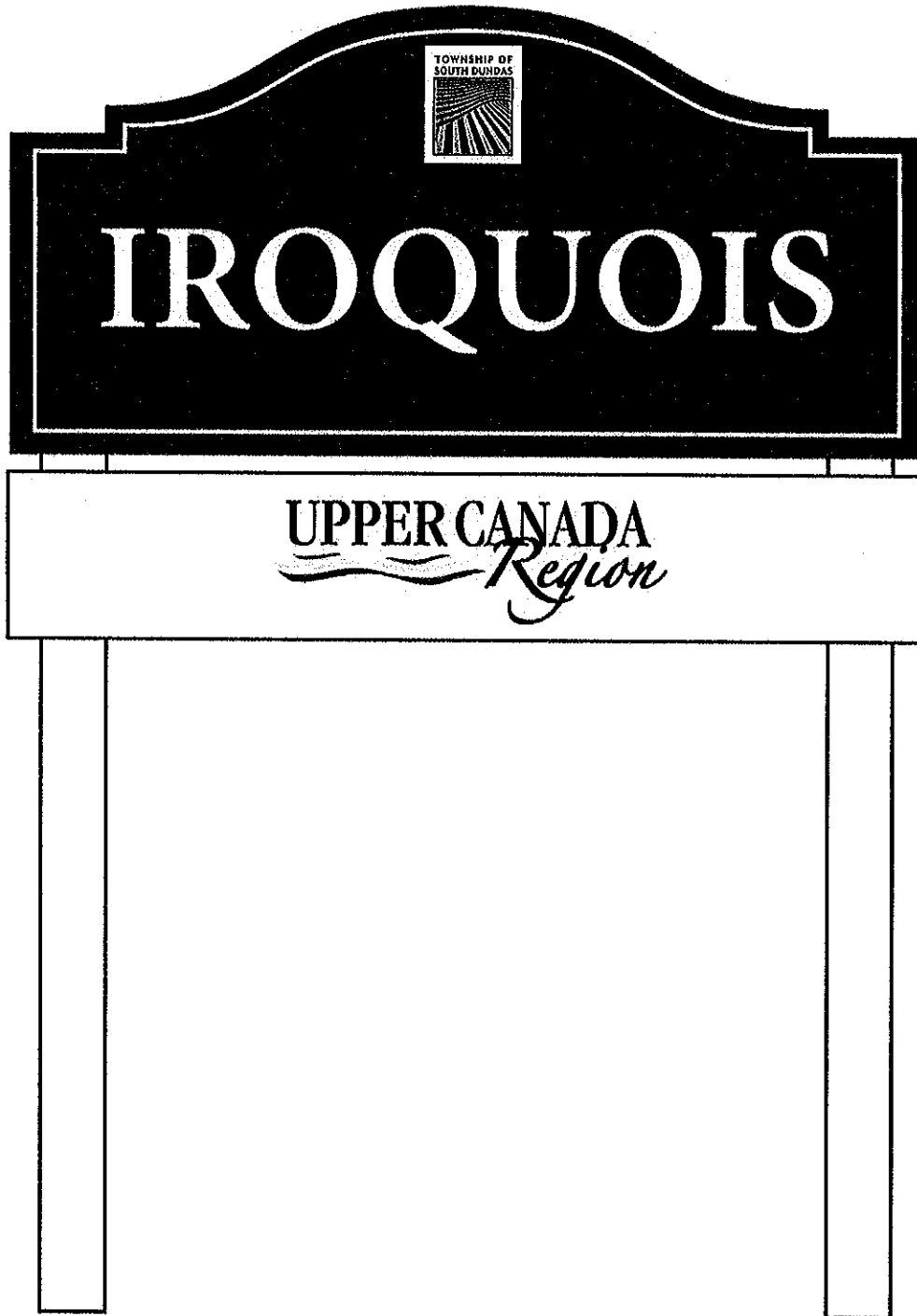
Stephen McDonald, CAO

cc per

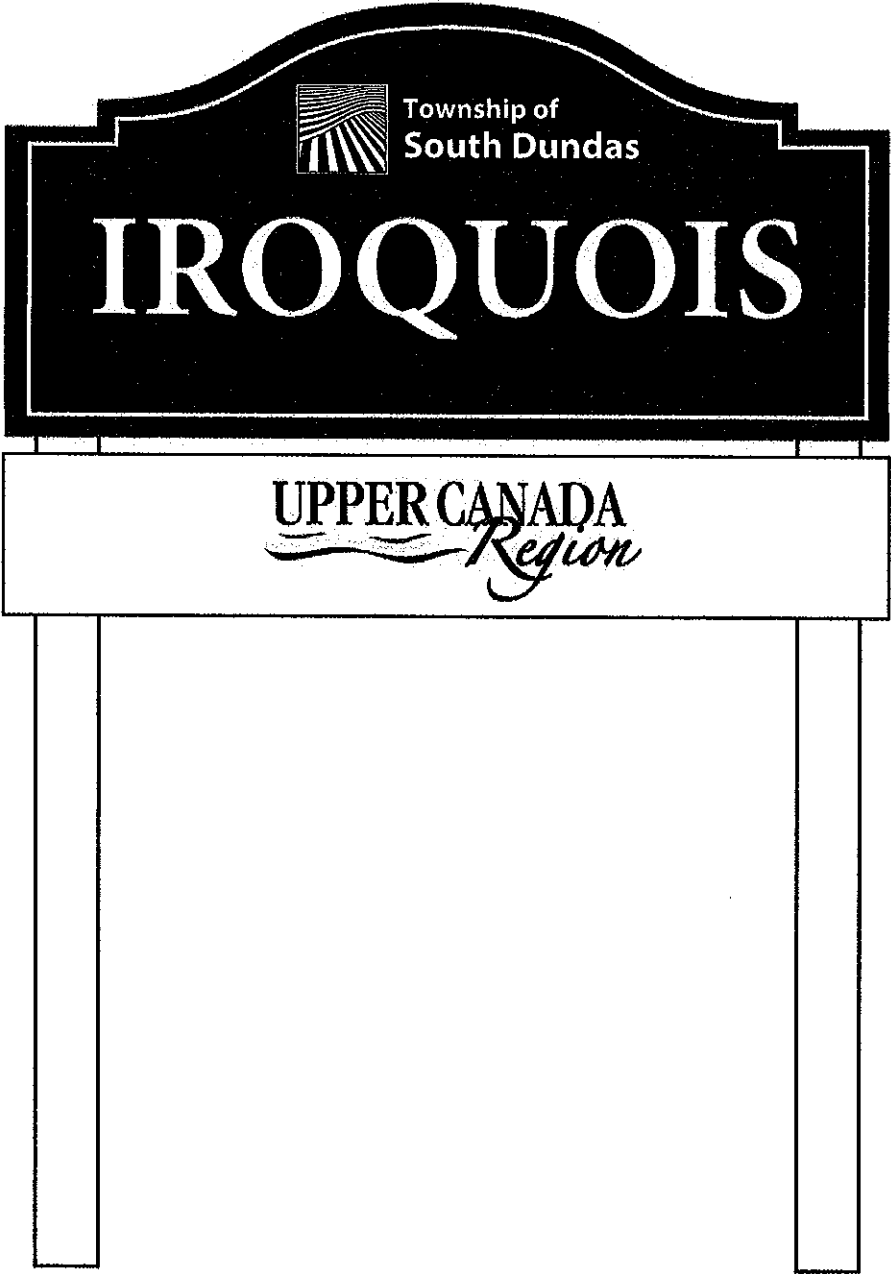
ALTERNATIVE 'A'



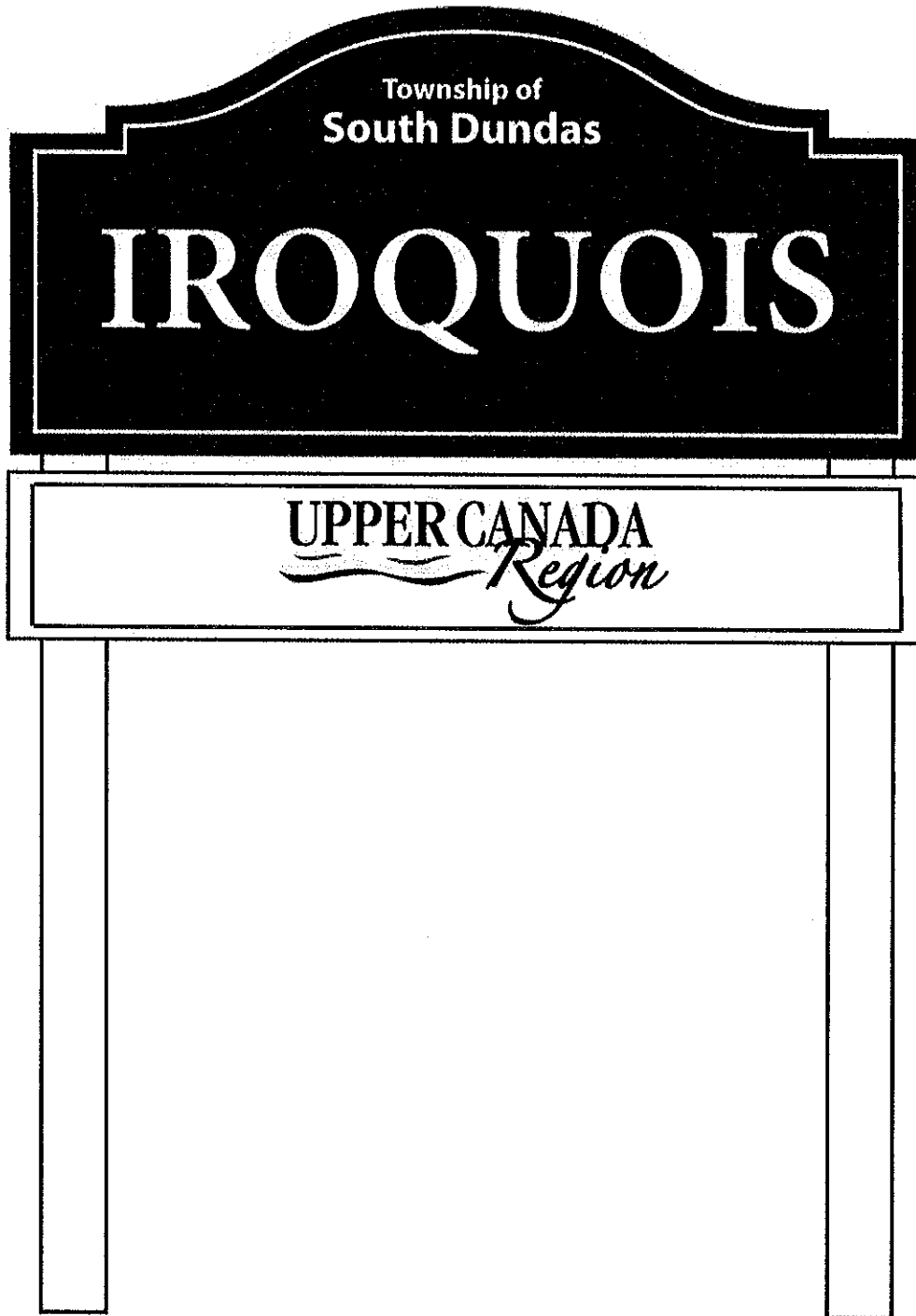
ALTERNATIVE 'B'



ALTERNATIVE 'C'



ALTERNATIVE 'D'





Township of South Dundas

Fire Services Report

Report #MRF 2013-1

TO: Mayor and Council

FROM: Donald W. Lewis, Manager of Recreation and Facilities

DATE: May 2nd, 2013

SUBJECT: Electrical Underground Cable – Riverside Ball Diamond

Recommendation:

THAT the Council of the Township of South Dundas accepts the quotation from Arthur Thom Electric in the amount of \$7,900.00 plus applicable taxes for new electrical underground cabling to feed the existing light poles at Riverside Ball Diamond – 13137 Riverside Drive.

Background:

A Request for Quotations for the installation of new electrical underground cabling to feed the existing light poles at Riverside Ball Diamond – 13137 Riverside Drive was advertised in local papers and placed on the Township website. Four RFQ documents were taken and two were returned by the closing date.

Discussion & Options:

The two submissions both met all specifications.

COMPANY	COST	HST	TOTAL COST
Arthur Thom Electric	\$7,900.00	\$1,027.00	\$8,927.00
Plante Electric	\$7,950.00	\$1,034.50	\$8,984.50

A summary of the quotes showing the net cost to the Township is attached.

Current & Future Budget Implications:

An amount of \$10,735.00 for this item was approved in the 2013 Capital Budget.

Respectfully submitted by:

Reviewed by:


 Donald W. Lewis
 Manager of Recreation and Facilities

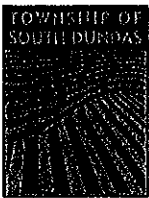

 Stephen McDonald
 Chief Administrative Officer

RIVERSIDE BALL DIAMOND - ELECTRICAL UNDERGROUND CABLE

BUDGET 2013

\$10,735

COMPANY	SUBTOTAL	HST	TOTAL	HST REBATE	COST TO TOWNSHIP
<u>ARTHUR THOM ELECTRIC LTD.</u>	7,900.00	1,027.00	8,927.00	887.95	8,039.05
TOTAL	\$ 7,900.00	\$ 1,027.00	\$ 8,927.00	\$ 887.95	\$ 8,039.05
<u>PLANTE ELECTRIC</u>	7,950.00	1,033.50	8,983.50	893.57	8,089.93
TOTAL	\$ 7,950.00	\$ 1,033.50	\$ 8,983.50	\$ 893.57	\$ 8,089.93



Township of South Dundas
Planning & Enforcement Department Report

Report # PE2013-09

To: Mayor and Members of Council
From: Donald JW Lewis
Date: May 07 2013
Subject: Truck Tender # 2013-MPE-001
4X4 Extended Cab , Short Box

Recommendation :

That Municipal Council awards the tender to **Upper Canada Motor Sales** for one (1) half ton extended cab pick-up truck for the amount of **\$25541.78 HST included** , and that we sell fleet unit #55 (2001 Dodge Dakota) as surplus equipment at Rideau Actions , Winchester , Ontario.

Background:

Four dealerships were provided with tender forms namely , Miller Hughes Ford , Notman Dodge , Seaway GMC and Upper Canada Motors.
 Synopsis of tenders as follows :

2013 TRUCK TENDER

1/2 TON EXTENDED CAB FOUR WHEEL DRIVE 4 X 4

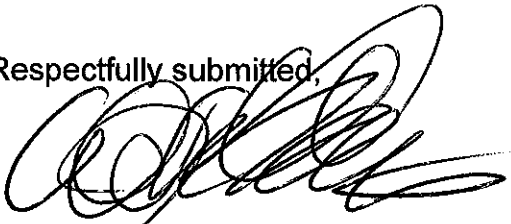
<u>BUDGET 2013</u>	<u>\$30,000</u>	<u>FLEET REPLACEMENT RESERVE</u>			
<u>COMPANY</u>	<u>SUBTOTAL</u>	<u>HST</u>	<u>TOTAL</u>	<u>HST REBATE</u>	<u>COST TO TOWNSHIP</u>
<u>UPPER CANADA MOTORS</u>					
	25,100.00	3,263.00	28,363.00	2,821.22	25,541.78
TOTAL	<u>\$ 25,100.00</u>	<u>\$ 3,263.00</u>	<u>\$ 28,363.00</u>	<u>\$ 2,821.22</u>	<u>\$ 25,541.78</u>
<u>MILLER HUGHES</u>					
	26,368.92	3,427.96	29,796.88	2,963.85	26,833.03
TOTAL	<u>\$ 26,368.92</u>	<u>\$ 3,427.96</u>	<u>\$ 29,796.88</u>	<u>\$ 2,963.85</u>	<u>\$ 26,833.03</u>
<u>NOTMAN</u>					
	27,156.00	3,530.28	30,686.28	3,052.32	27,633.96
TOTAL	<u>\$ 27,156.00</u>	<u>\$ 3,530.28</u>	<u>\$ 30,686.28</u>	<u>\$ 3,052.32</u>	<u>\$ 27,633.96</u>
<u>SEAWAY GM</u>					
	27,788.20	3,612.47	31,400.67	3,123.37	28,277.29
TOTAL	<u>\$ 27,788.20</u>	<u>\$ 3,612.47</u>	<u>\$ 31,400.67</u>	<u>\$ 3,123.37</u>	<u>\$ 28,277.29</u>

The extended cab will be utilized by the Planning & Enforcement Department which will accommodate our day to day operations with respect to safety apparel , job related equipment and resource materials .

Current & Future Budget Implications :

An amount of \$30,000.00 was included in the 2013 fleet replacement budget, and as noted the purchase price will be \$25541.78 including net HST. The proceeds from the sale of truck # 55 will be transferred to the Sale of Asset Reserve Fund as referenced in Section XI of the Procurement Policy.

Respectfully submitted,



Donald JW Lewis
Manager, Planning & Enforcement

Reviewed by,

Stephen McDonald
CAO



Township of South Dundas
Public Works Department Report

Report No. MPW 2013-2

TO: Mayor and Members of Council
FROM: Hugh Garlough, Manager of Public Works
DATE: May 7, 2013
SUBJECT: Joint Tender with United Counties of S.D. & G.

Recommendation:

That the Township of South Dundas accept the following tenders:

- a) Maximum Signs – Signs
- b) Pavetech Ottawa Ltd. – Crack Sealing
- c) UCC Industries International Inc. – Perforated Tubing Sign Posts
- d) Denchem – Dust Suppressant

Background:

The Township's and Counties have completed a joint Tendering Process again this year.

Discussion:

The Road Departments feel we get a better price from suppliers by tendering as a larger group.

Current and future Budget Implications:

This is in our 2013 budget.

Public Consultations:

There are none to be reported at this time.

Respectfully submitted by:

Reviewed by:

Hugh Garlough
Manager of Public Works



Stephen McDonald
CAO

Township of South Dundas
Administration Department Report

Report # CAO 2013-05

To: Mayor Byvelde and Members of Council

From: Stephen McDonald, Chief Administrative Officer

Date: May 2, 2013

Subject: Naming of the Former Morrisburg Collegiate Institute Building

Recommendation:

1. **THAT Council receive report CAO 2013-05, naming of the former Morrisburg Collegiate Institute and that the facility be named the Township of South Dundas Municipal Building.**

Background:

The rehabilitation of the former Morrisburg Collegiate Institute (MCI) is ongoing and occupancy is scheduled for late summer.

Discussion:

Throughout the planning and construction, the building has been referred to as the MCI building. At the Council meeting of April 16th, 2013, staff was directed to report back on naming the facility.

The renovated facility will house the St. Lawrence Medical Clinic, Municipal Offices and the Morrisburg Branch of the SD & G County Library.

In keeping with the historical aspect of the building, staff had suggested **Medical and Community Integrated Facility** or **Medical and Civic Integrated Facility** to maintain the connection to the building being the former MCI building.

Signage will identify the buildings tenants and it may be appropriate to simply identify the building as the Township of South Dundas Municipal Offices or the Township of South Dundas Municipal Building. Given the anticipated occupancy date, it is recommended that this process not be made any more complicated than it is as signage will have to be decided upon shortly.

Options:

1. Township of South Dundas Municipal Offices or Building. This option is recommended.
2. A name integrating the MCI initials.
3. Each member of Council to submit one name.
4. Invite suggestions from residents.

A copy of Policy No. 1-13 Naming of Corporate Assets is attached for information.

Current and Future Budget Implications:

An allowance for signage has been included in the 2013 budget.

Public Consultation:

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephen McDonald". The signature is fluid and cursive, written over a white background.

Stephen McDonald
Chief Administrative Officer

Attachments:

- Policy No. 1-13 Naming of Corporate Assets

POLICY MANUAL	POLICY NO. 1-13
For Township of South Dundas	EFFECTIVE DATE: November 2008
SUBJECT: Naming of Corporate Assets	DEPARTMENT: Council

PURPOSE

This policy is to encompass the naming of any corporate asset including parks, open spaces, facilities, streets and other municipal buildings or properties. The final decision for naming of corporate assets will rest with Township Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular corporate asset is important for public awareness, promotion and emergency access. Therefore, naming will not contravene any policy of the Township nor reflect negatively on the Township public image.

INTENT

The intent of this policy is to:

- Provide a framework for responding to specific requests for dedication of infrastructure, facilities or events;
- Provide direction of how to apply for approval to name, rename or dedicate municipal property, buildings or park elements;
- Recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of the Township.

POLICY STATEMENTS

1. There are four main types of naming situations this policy intends to address:
 - opening of a new corporate asset or reopening of a corporate asset following refurbishment
 - honouring individuals or groups
 - recognizing international, national, provincial or local events/competitions
 - providing recognition gifts, sponsorships and joint ventures

2. Recommendations for naming will be considered within the following prioritized categories:
 - i) Natural Features – names reflecting prominent natural features of the general area in which the park/facility is located (i.e. Tall Pines Park, River Bend Park, Marsh View Recreation Centre).
 - ii) Geographic Location – names reflecting the geographic location of the park/facility within the Township (i.e. Matilda Ball Park, Iroquois Industrial Park)
 - iii) Historic Place Name – names reflecting a prominent historic location with the Township (i.e. Morrisburg High School)

- iv) Outstanding Resident/Group – name of Township resident or group, past or present who have contributed to the Township and/or well-being of its residents (i.e. J.C. Whittaker Park)
3. Preference will be given to names that:
 - Give a sense of place, continuity and belonging reflecting the geographic location, community, neighbourhood or street where the corporate asset is located and/or;
 - Recognize the historical significance of the area and/or;
 - Reflect unique characteristics of the site and/or;
 - Reflect the type of service offered and/or;
 - Are in keeping with a selected theme and or;
 - Honour individuals, living or deceased, who have made a significant contribution to the community
 4. Names will not be chosen that:
 - Cause confusion due to duplication or names sounding similar to existing locations within the Township
 - Are the names of tobacco or alcoholic beverage companies
 - Lend themselves to inappropriate short forms or modifications
 - Are discriminatory or derogatory considering race, gender, creed, political affiliation, or other similar factors
 - Recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees).
 5. Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the Township by:
 - Enhancing the quality of life and well-being of the Township
 - Contributing to the historical or cultural preservation of the Township
 - Contributing toward the acquisition, development or conveyance of land or building
 - Achieving excellence in their endeavours and representing the Township in a meritorious manner.
 6. Naming in honour of elected or appointed officials, Township administrative officials or staff shall occur posthumously.
 7. Where the name of an individual is recommended after an In Camera discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration. In the case of posthumous recognition, the naming shall occur no earlier than the first anniversary of their death.

8. Where the naming opportunity is as a result of a sponsorship or gift the following factors must be considered:

- The significance of the contribution made relative to the construction and operating costs of the item being named
- The cost of establishing the naming option (i.e. cost of the signage to be paid by the applicant unless the Township has made the request for the name change)
- A naming agreement will be entered into in the case of a sponsorship or gift and will address such conditions as: approval of signage design and cost distribution, sign maintenance responsibilities, length of time for naming (permanent, renewable, or for a specific period), notice of termination due to renovation, destruction, or sale of the asset by the Township, additional fees if applicable, and any other matter agreed to by the parties on a case by case basis.

9. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e. letterhead, databases, promotional materials). Each application will be considered on a case-by-case basis.

10. Application Review & Approval Process

1. Applicant(s) shall submit a written request for civic naming to the Township Clerk. The written request shall provide the following:

- background information concerning the rationale for consideration of the request;
- biographical information if named after an organization or individual; and,
- documentation including letters from organizations and individuals providing support for the request

2. Each applicant for naming/renaming shall undergo a process which will:

- review the application for conformity with this policy
- circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
- discuss In Camera any naming in recognition of an individual prior to discussing it with the individual or next of kin
- consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
- determine whether or not a special event is planned to coincide with the formal naming

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
Signs	MPE	2013	
Iroquois Wastewater Treatment Plant	CAO/MPW	September 2013	In Progress
Staffing Complement Review	CAO	June 2013	"
Former MCI Building	CAO	Fall 2013	Renovations in process
Former St. Cecilia's School	CAO	Fall 2013	Renovations in process

Rev. May 7/13

**Township of South Dundas
Administration Department Report**

Discussion Item

To: Mayor & Council
From: Brenda Brunt, Clerk
Date: May 7, 2013
Subject: Volunteer Appreciation Night

During budget deliberations this year Council decided that the Volunteer Appreciation Night is a valuable evening for the community to be thanked. This has not been an annual event. But it is important to show the community that we appreciate their efforts.

Proposed planning includes:

Date: October 4, 2013 at Matilda Hall (unless there is a conflicting event)

Dinner:

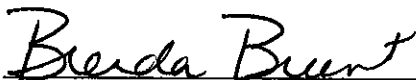
Leatherworks - Ottawa	\$15.00/person - roast beef buffet
Dad's Country Catering - Morrisburg (recommend using this local caterer)	\$16.00/person - roast beef buffet
Ruth Wells - Morrisburg	\$20.00/person roast beef buffet

Entertainment: In the process of seeking local talent to entertain

Guests: Staff will invite all committees, etc. and provide the list to Council for additions

Current & Future Budget Implications:

2013 budget has funds in Special Events.



Submitted by:
Brenda M. Brunt, Clerk