



Township of

North Dundas

COUNCIL REPORT

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| To: | Mayor and Members of Council |
| From: | Angela Rutley |
| Date of Meeting: | April 8, 2014 |
| Subject: | Administration Report |

1) Council Remuneration:

Council has established that Council members are entitled to reimbursement of admission/banquet tickets to attend events as a Township of North Dundas representative to a maximum of \$500.00 per year. Schedule A of By-law 32-2012 has been revised to reflect this and is presented for Council's approval.

2) Source Protection Part IV Enforcement Transfer Agreement:

Council has agreed to delegate enforcement responsibilities of the Source Protection Plan to South Nation River Conservation Authority. South Nation provided a draft agreement for consideration. Calvin and I met with Alison McDonald of South Nation to discuss revisions to this agreement. The agreement has been changed accordingly, therefore I recommend that Council authorize the Mayor and Clerk to execute the agreement with South Nation River Conservation Authority.

3) Lease Renewal at 547 St. Lawrence Street:

Ontario Infrastructure and Lands Corporation, a crown corporation responsible for the provision of property management services for a large number of Province of Ontario leased buildings including the OPP lease at 547 St. Lawrence Street, has notified us that they wish to exercise the tenant's option to extend the term of the lease for a further period of five years commencing October 1, 2014. I will discuss terms with them and bring the draft renewal agreement to Council for approval.

4) St. Mary's School - Bus Turning:

A representative of Brannen Bus Lines contacted the Township concerning school bus turning at St. Mary's School in Chesterville. William Street is a dead end street and the school property

does not provide any area for the buses to turn. Historically, buses have turned in the parking lot of the Park Pavilion Building. The bus company claims that the Park Pavilion parking lot has become more frequently used by the public, either using the park facilities or attending an event at the Nelson Laprade Center (NLC). When cars are parked in this lot, it makes it impossible for the large school buses to turn without having to back up. They are concerned about the safety of backing up and the possibility of pedestrians in the area. Limiting the use of the park pavilion parking lot restricts the use of the Nelson Laprade Center and the Park Pavilion Building.

The Director of Public Works and I met with the school principal, a representative from the school board, representatives from the transportation company (STEO) and a representative of Brannen Bus Lines to discuss the issue and look for possible solutions. We have agreed to investigate options and look at the area when the snow melts. Until a more permanent solution is found, we have agreed to notify the principal any time a booking at the NLC may involve a large crowd and therefore, the park pavilion lot may be in use during school bus loading or unloading times of the day (8:30-9:15 and 2:30-3:15). The school will take steps accordingly to ensure that the buses are able to turn safely. We have also contacted the Dundas Agricultural Community Group, leasing the basement of the NLC, to request that they ensure their users are parking in the NLC lot as much as possible and not the park pavilion lot.

5) Health & Safety:

We have purchased on-line training sessions for employee training on numerous topics. Chelsea is completing the setup of the system. Department heads will then be able to assign training topics to staff. When staff members have completed the training session and the associated test, they will receive a certificate of completion. We have also purchased training material for use to ensure that we are compliant with the training requirements for Occupational Health & Safety that comes into force on July 1, 2014.

6) Activities/Meetings:

- Meetings regarding Joel Steele arena project including pre-tender meeting
- Discussions with staff and RVA regarding Chesterville Lagoon project
- Meetings regarding Storm Sewer Project in Bailey subdivision area
- Meetings with Department heads/staff on various issues
- Meeting regarding parking and bus turning at St. Mary's School in Chesterville
- Assist Evans Bus Lines in obtaining letters of support for bus licence
- Attended quarterly CAO's meeting at the County
- Attended CAO forum in North Grenville
- Attended Defensive Driver training presented by JLT

Prepared by: *Angela Rutley, CAO*

BY-LAW NO. 32-2012
Schedule "A"

1. The members of Council shall be paid at the following rates:
 - a) Mayor \$ 25,500.00
 - b) Deputy-Mayor \$15,780.00
 - c) Councillors \$12,780.00
2. The above noted rates shall cover any and all regular and special Council meetings.
3. All members of Council who have been appointed to represent Council on the various committees shall be paid \$ 85.00 per committee meeting.
4. The Mayor shall be allowed an expense allowance not to exceed \$3500.00 per year.
5. All members of Council shall be permitted to attend two (2) conventions per year and shall be paid \$1200.00 per convention. (Three (3) days in succession).
Council will be paid a per diem rate of \$150.00 per day to a maximum of 3 days (\$450.00)
The Municipality shall pay the registration fee directly to the convention centre for all members of Council.
6. All members of Council are entitled to reimbursement of admission/banquet tickets to a maximum of \$500 per year, to attend events as representatives of the Township.
7. Department Heads and Staff members who attend one Council meeting of the month at the request of the CAO, shall receive time-in-lieu. When Department Heads and Staff are requested by the CAO to attend the second Council meeting of the month, or any additional Council meetings, they shall receive \$100.00 per meeting.
8. Staff members may attend two (2) conventions per year at the discretion and authority of the CAO Staff members will be reimbursed for all convention expenses including registration fees as approved by the CAO Registration fees shall be paid directly to the convention centre for all staff members.
9. Notwithstanding section (7) staff members may attend any workshop related to their specific jobs as authorized by the CAO and shall have all related expenses and registration costs reimbursed.
10. When applicable, Members of Council, committee members and Township employees will be reimbursed travel expenses at the rate of 50 cents per kilometer.

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 - (b) the Vice-President of the Commission;
 - (c) the members of the Commission.
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