



Township of

# North Dundas

## COUNCIL REPORT

<b>To:</b>	Mayor and Members of Council
<b>From</b>	Angela Rutley
<b>Date of Meeting:</b>	March 10, 2015
<b>Subject:</b>	Administration Report

### 1) Drainage Superintendent:

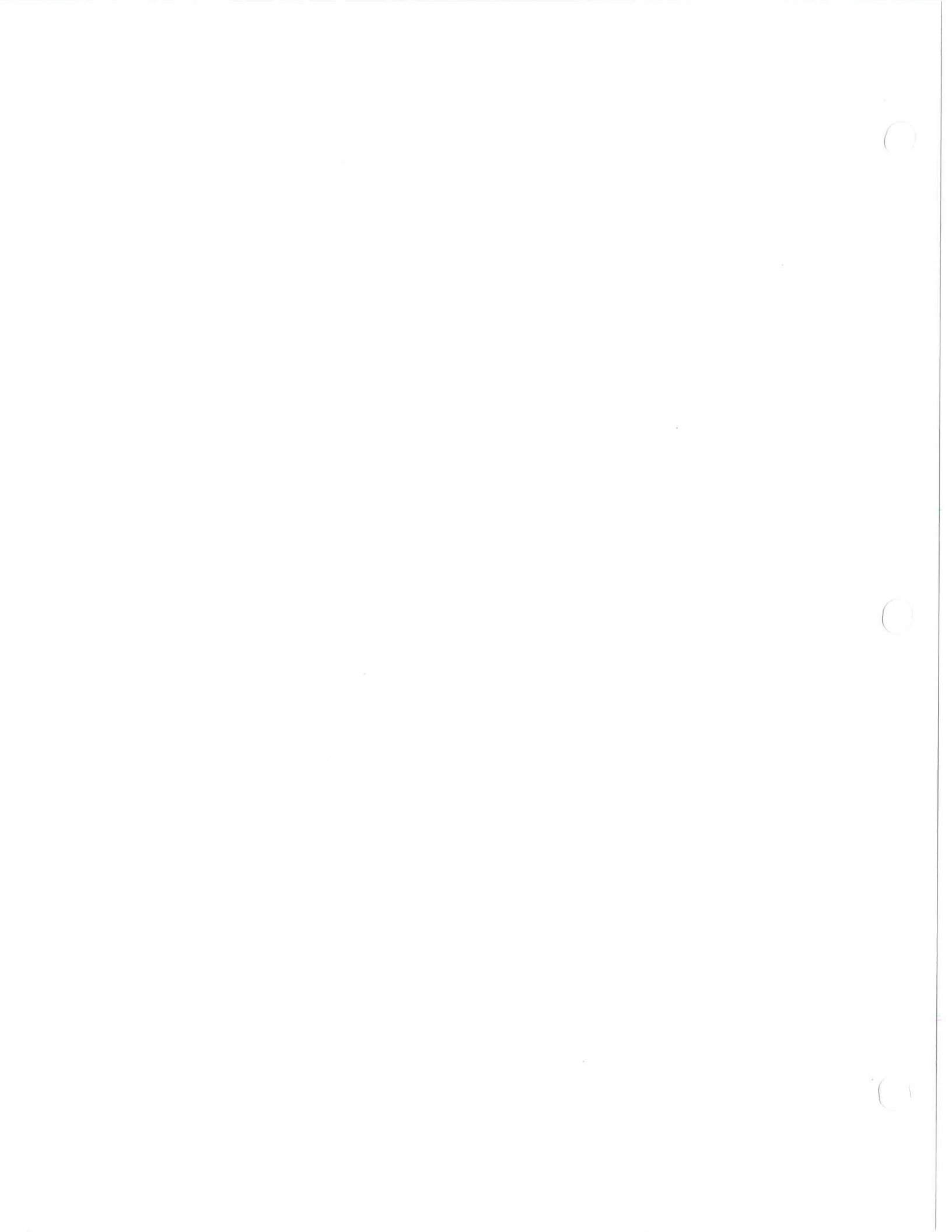
We interviewed four candidates for the position of Drainage Superintendent. I recommend that we assign Drainage Superintendent responsibilities to Rob Hunter on a one year trial basis effective March 9, 2015 with an additional annual compensation of five thousand dollars. He will be the Economic Development and Communications Officer/Drainage Superintendent. This position will be reviewed at the end of the year to ensure that this combination of duties works effectively.

### 2) Bereavement Policy:

I received a request from staff to review the Bereavement Leave policy. I compared our policy to the County policy and have drafted a revised policy for Council's consideration. The current and proposed policies are attached. The revision increases bereavement leave for a spouse, parent or child from three days to five days. It adds a day to one or three day leaves if the funeral is held beyond a 250km radius of the employee's principal residence and allows a leave of one day to be a pall bearer at the funeral of a family member that is not otherwise covered by the policy.

### 3) Former Nestle property:

As Council is aware, the former Nestle property is for sale by power of sale from the mortgage company. We have been working with the mortgage company to try to find a buyer for the property and deal with the outstanding tax arrears. We have been answering questions from potential buyers, and one group in particular who have submitted an offer to purchase the property from the mortgage company. We have met with them and provided information regarding zoning, potential severances and possible grant opportunities and sources of funding.



**4) Fire Chief or Deputy Chief Selection Process:**

Attached are the minutes of the February meeting of the Fire Steering Committee. At that meeting, the committee proposed an election process to fill vacancies in the position of Fire Chief or Deputy Chief. The process is detailed below for Council's approval.

The proposed process is as follows: In order to qualify to stand for the position of Chief or Deputy Chief the candidate must have at least three (3) years of experience in an Officer's position. An Officer with at least three (3) years of experience is nominated by default and may choose to stand down. The election will be conducted using a paper ballot and two (2) scrutineers will verify the results. The successful candidate's name will be presented to the Steering Committee and the Fire Commissioner will present such to the Municipal Council.

**5) Veteran's Park – Chesterville:**

The Chesterville Legion is proposing enhancements to the Township's property on Queen St. in Chesterville including an interlocking pathway. They are going to apply to Veteran's Affairs for funding for the project. If Council is in agreement, I will request that they provide a proposal to Council for approval.

**6) Contract Extension:**

Our Administrative Assistant's current contract expires April 10, 2015. I would like to recommend that the contract be extended for one (1) year as per the offer of employment dated March 10, 2015.

**7) Dawley Drive Business Park Sign:**

I have received requests for advertising space from businesses that are not currently represented on the sign. I have reviewed the sign agreement with Shane Signs and discussed the replacement of the sign with a larger sign that will accommodate more businesses. I will continue to pursue this and the possibility of a revised agreement with Shane Signs.

**8) February Activities/Meetings:**

- Met with SNC rep regarding tree planting on municipal land
- Department head meeting
- Meetings with lawyers and residents/property owners on various issues
- Participated in Drainage Superintendent interviews
- Meetings with Department heads on various issues
- Met with representatives of Chesterville and Mountain Fairboards re sharing inventory
- Conference call regarding landfill capacity issue
- Discussions with lawyer on issues

Prepared by: Angela Rutley, CAO

