

# THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

## MINUTES

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on December 12, 2017 with Mayor Duncan in the Chair.

ROLL CALL: Mayor: Eric Duncan  
Deputy Mayor: Gerry Boyce  
Councillors: Allan Armstrong, Tony Fraser, John Thompson  
CAO: Angela Rutley  
Treasurer: John Gareau  
Director of Public Works: Dan Belleau  
Director of Economic Development Officer: Stephen Mann  
Director of Waste Management: Doug Froats  
Director of Building, By-law & Enforcement: Planning: Calvin Pol  
Director of Recreation and Culture: Meaghan Meerburg  
Clerk: Jo-Anne McCaslin  
Johanna Barkley: Deputy Treasurer

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved by Councillor Armstrong

Seconded by Councillor Thompson

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:00 pm.

CARRIED

2. Adoption of Agenda

Resolution No. 02

Moved by Councillor Thompson

Seconded by Councillor Armstrong

THAT Council approve the agenda as amended. Council agreed to change the order of the agenda to discuss an in camera matter pertaining to personal information about identifiable individuals – specifically municipal employees.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – Nil

16. Closed Session:

Resolution No. 03

Moved by Councillor Armstrong

Seconded by Councillor Thompson

THAT Council proceed in Camera pursuant to Section 239 (2) of The Municipal Act S.O. 2001 at 6:03 pm.

(b) personal matters about an identifiable individual, including municipal or local board employees

CARRIED

17. Open Session:

Resolution No. 04

Moved by Councillor Thompson

Seconded by Councillor Armstrong

THAT Council move to Open Session at 6:44 pm.

CARRIED

Resolution No. 05

Moved by Councillor Armstrong  
Seconded by Councillor Thompson

THAT Council authorizes Staff to follow through on personal matters as discussed in Closed Session relating to Municipal Employees Succession Planning.

CARRIED

4. Adoption of Minutes

a) Public Meeting - November 28 2017

Resolution No. 06

Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT the minutes of the public meeting of the Council of the Township of North Dundas, held November 28, 2017 be adopted as circulated.

CARRIED

b) Regular Meeting - November 28 2017

Resolution No. 07

Moved by Councillor Armstrong  
Seconded by Councillor Thompson

THAT the minutes of the meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held November 28, 2017 be adopted as circulated.

CARRIED

5. Delegations/Presentations:

a) Retirement:

Council and Staff acknowledged the retirement of Deputy Treasurer, Karen Holmes. Mayor Duncan and Councillor Armstrong presented Karen with an engraved watch and a bouquet of red roses from the Township of North Dundas.

b) Twp of North Glengarry - Tara Kirkpatrick FICE Presentation

North Glengarry Economic Development and Communications Officer, Tara Kirkpatrick presented the visiting team's findings following the First Impressions Community Exchange to North Dundas on August 31, 2017.

Resolution No. 08

Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT Council acknowledges the FICE Presentation provided by Tara Kirkpatrick from the Township of North Glengarry.

CARRIED

c) Halpenny Insurance - Carolyn Corkery 2018 Municipal Insurance Program

Carolyn Corkery of Halpenny Insurance provided an overview of the two insurance proposals received relating to the 2018 Municipal Insurance Program.

Resolution No. 09

Moved by Councillor Armstrong  
Seconded by Councillor Thompson

THAT Council acknowledges the presentation provided by Carolyn Corkery of Halpenny Insurance Brokers Ltd. regarding the 2018 Municipal Insurance Program.

CARRIED

6. Action Requests

a) Finance

b) Economic Development and Communications

c) Public Works

- i) Seasonal Part Time Laborer Equipment Operator and On Call Operators  
Resolution No. 10  
Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT the Council of the Township of North Dundas approve the recommendation of the Director of Public Works to hire Tyler Prevost for the Seasonal position of Laborer/Equipment Operator for the period beginning December 2017 and ending April 2018 with compensation at Grade 2 Level 1 on the full time employee salary range ; and

That Council accept the list of On Call Operators (2) and Alternate On Call Operators (3) as noted:

On Call Operators: Raymond Sherrer and John Kennedy

Alternate On Call Operators: Stewart Wheeler, Basil Pemberton and Tyler Wheeler.

CARRIED

d) Waste Management

e) Planning Building and Bylaw Enforcement

- i) Building Inspector Job Description  
Resolution No. 11  
Moved by Councillor Armstrong  
Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas hereby accepts the proposed job description for Building Inspector dated December 2017.

CARRIED

- ii) Complete Zoning Application - Pomainville  
Resolution No. 12  
Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT Council hereby accepts the rezoning application from Danielle and Rejean Pomainville and directs staff to prepare the public notices and that the public meeting be held on January 9, 2018.

CARRIED

- iii) Zoning Complete Application - Walker  
Resolution No. 13  
Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT Council hereby accepts the rezoning application from Shawn Walker and directs staff to prepare the public notices, and that the public meeting be held on January 9, 2018.

CARRIED

f) Recreation and Culture

- i) 2018 Part-Time Wage Schedule  
Resolution No. 14  
Moved by Councillor Fraser  
Seconded by Deputy Mayor Boyce

THAT Council authorize and approve the 2018 Part-Time Wage Schedule as attached.

CARRIED

g) Fire

h) CAO

i) Clerk

i) 2018 Municipal Insurance Program  
Resolution No. 15

Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser

THAT Council authorize payment in the amount of \$ 174,001.00 (\$168,536.00 + VFIS \$5465.00) plus applicable taxes to Frank Cowan Company Ltd., to provide a Municipal Insurance Program to the Township of North Dundas for the year 2018.

CARRIED

7. Tenders and Quotations - Nil

8. Consent Agenda

Resolution No. 16

Moved by Councillor Fraser  
Seconded by Deputy Mayor Boyce

THAT Council authorize payment of accounts as per the attached Council Report dated November 29, 2017, Batch 311 to 313 in the amount of \$369,258.86; and THAT all other items listed under the Consent Agenda be approved as recommended.

CARRIED

9. Boards and Committees

County Council: Mayor Duncan provided an update of the County Council budget meeting held December 4<sup>th</sup> highlighting projects of interest to North Dundas.

10. Key Information

Director of Waste Management – Curbside Bag Limits:

Director Froats provided key information relating to curbside waste pickup and recommended that a commercial bag limit of 6 bags per business be implemented effective July 2018. Council concurred with the recommendation. An action request will be forthcoming.

Director of Building, Planning & By-law Enforcement – Housekeeping Zoning Amendment:

Director Pol advised Township Staff are preparing the annual Housekeeping By-law to implement Provincial updates, corrections, discrepancies and surplus dwelling rezonings to the Township Zoning By-laws and that the Housekeeping Zoning Amendment will be presented at a Public Meeting January 9<sup>th</sup>, 2018.

Director of Recreation & Culture – Not-For-Profit Facility Rental Rates:

Director Meerburg provided key information relating to not-for-profit facility rental rates and noted concern from local service groups regarding fees being charged for applicable rentals. Council requested the Director to bring back a list of current arrangements with not for profit groups using North Dundas facilities.

Director of Recreation & Culture - Zoning of the Chesterville Park Pavilion Building:

Director Meerburg provided information relating to the current zoning (Open Space) of the Chesterville Park Pavilion Building and asked Council if they wished to have the zoning amended due to the current use of the building (premises rented for catering business). She further advised the tenant wishes to renew the lease agreement for 2018. Council requested Director Meerburg to obtain the market value rate for similar commercial space in Chesterville and report back to Council.

Director of Finance & Deputy Treasurer- Presentation of 2018 Draft Budget:

Treasurer Gareau & Deputy Treasurer Barkley provided an overview and general commentary on the draft budget. Treasurer Gareau advised the levy increase over last year is currently in the amount of \$206,721 – which represents an increase of

3.50 % in additional funds required from taxation. Should Council wish to maintain a taxation levy increase of 2.3% (equal to growth + CPI estimated at 1.3%); an additional \$70,973 in savings needs to be obtained from the current budget document.

Following the overview each respective Department Head highlighted significant changes to their operating budget and reviewed departmental capital items with Council. Council will review the draft budget and provide comments to Staff. Budget deliberations will resume on January 9, 2018.

#### 11. By-laws

- a) Bylaw No. 14-2011 County Rd 3 Schedule "A" Amendment  
Resolution No. 17  
Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser  
THAT the Council of the Township of North Dundas authorize and direct that Schedule "A" of By-law 14-2011 be amended as attached.  
CARRIED
- b) Bylaw No. 15-2011 Dawley Dr. Schedule "A" Amendment  
Resolution No. 18  
Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser  
THAT the Council of the Township of North Dundas authorize and direct that Schedule "A" of By-law 15-2011 be amended as attached.  
CARRIED
- c) Bylaw No. 60-2014 Capital Charge Schedule "A" Amendment  
Resolution No. 19  
Moved by Councillor Fraser  
Seconded by Deputy Mayor Boyce  
THAT the Council of the Township of North Dundas authorize and direct that Schedule "A" of By-law 60-2014 be amended as attached.  
CARRIED
- d) Bylaw No. 2017-30 North Dundas Sewer Use Bylaw 3rd & Final Reading  
Resolution No. 20  
Moved by Councillor Fraser  
Seconded by Deputy Mayor Boyce  
THAT By-law 2017-30, being a By-law to Prohibit, Regulate and Control Discharges in Pubic Sewer System be read a third and final time in Open Council signed and sealed this 12th day of December, 2017.  
CARRIED
- e) Bylaw No. 2017-51 Community Improvement Project Area  
Resolution No. 21  
Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser  
THAT By-Law No.2017-51, being a by-law to adopt a Community Improvement Project Area for the Township of North Dundas be read and passed in Open Council signed and sealed this 12th day of December 2017.  
CARRIED
- f) Bylaw No. 2017-52 Community Improvement Plan  
Resolution No. 22  
Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser  
THAT By-Law No. 2017-52, being a by-law to adopt a Community Improvement Plan for the Township of North Dundas be read and passed in Open Council signed and sealed this 12th day of December 2017.  
CARRIED

g) Bylaw No. 2017-53 2018 Water Sewer Rate Bylaw 1st & 2nd Reading  
Resolution No. 23  
Moved by Councillor Fraser  
Seconded by Deputy Mayor Boyce  
That By-law No. 2017-53, being a By-law for fixing rates for the supply of  
Water/Sewer Services be read a first and second time in Open Council this 12th  
day of December, 2017.  
CARRIED

h) Bylaw No. 2017-54 Alternative Voting Method Services  
Resolution No. 24  
Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser  
THAT By-law No. 2017-54, being a By-law to enter into an Agreement with  
Intelivote Systems Inc. for voting by Telephone and Internet for the 2018  
Municipal Elections be read and passed in Open Council signed and sealed this  
12th day of December, 2017.  
CARRIED

12. Motions and Notices of Motions - Nil

13. Petitions - Nil

14. Council Comments and Concerns - Nil

15. Unfinished Business – Nil

18. Ratification By-law  
Resolution No. 25  
Moved by Councillor Fraser  
Seconded by Deputy Mayor Boyce  
THAT By-law No. 2017-55 to adopt, confirm and ratify matters dealt with by resolution,  
be read and passed in Open Council, signed and sealed this 12th day of December,  
2017.  
CARRIED

19. Adjournment by Resolution  
Resolution No. 26  
Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser  
THAT Council adjourn to the call of the chair at 9:31 pm.  
CARRIED

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Mayor

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Clerk

**These minutes were approved as written January 9, 2018.**