

# 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 May 9, 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  
Economic Development & Communications Officer: Stephen Mann  
Director of Waste Management: Doug Froats  
Director of Recreation and Culture: Meaghan Meerburg  
Director of Planning, Building & By-law Enforcement: Calvin Pol  
Clerk: Jo-Anne McCaslin

### 1. **Call Meeting to Order by Resolution**

Resolution No. 01

Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser

THAT the meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 7:00 p.m.

CARRIED

### 2. **Adoption of Agenda**

Resolution No. 02

Moved by Deputy Mayor Boyce  
Seconded by Councillor Fraser

THAT Council approve the agenda as presented.

CARRIED

#### Key Information Report Fire – Management of Large Agricultural Fires

Mayor Duncan requested that due to the large crowd assembled to hear the discussion relating to the management of large agricultural burns that this agenda item be moved up on the agenda and considered at this time. Council agreed. The Mayor noted that there would be no vote taken this evening. He invited the Township of North Dundas Fire Chiefs to approach the Council table. Several members of the local farming community were in attendance. Mayor Duncan asked CAO Angela Rutley to review the Key Information Report previously circulated in the Council package.

She reiterated that the Fire Steering Committee have confirmed their recommendation that burning of large agricultural brush piles be prohibited from May 1<sup>st</sup> to October 31<sup>st</sup>. CAO Rutley provided rationale (based on discussions with Fire Commissioner Armstrong and several of the Fire Chiefs) for the recommendation brought forward and provided options for Council's deliberation and consideration regarding updates and revisions to Open Air Burning By-law 66-2000. Mayor Duncan then asked for comments from the Fire Commissioner, Fire Chiefs and Council.

Commissioner Armstrong commented that this subject is not new around the Fire Steering Committee table and that the main intention of the recommendation brought forward by the Fire Service is to find ways to manage fires that are knowingly set.

Chief Gruich stated he believes this is a risk management initiative; stating when firefighters are called to respond to open air fires they are not available to respond to structure fires and motor vehicle accidents.

Chief Sherrer noted he has received calls from homeowners complaining about smoke and debris from nearby burn piles.

Chief Byers commented he also has received complaints about open air burning and fires burning at night.

Acting Chief Fraser stated he supports the recommendation (timeframe) to control the burning of large agricultural brush piles. He stated in past situations firefighters and equipment have been put in precarious situations when dispatched to fields where several large piles of brush are burning.

Councillor Thompson asked that responses to large brush pile fires as well as the data related to the fire be recorded.

Deputy Mayor Boyce stated he supports the recommendation of the Fire Service.

Mayor Duncan suggested that best practices be incorporated in large burn scenarios and stricter enforcement of our current by-law be instituted.

Following the discussion, staff were instructed to continue to share information with the Dundas Federation of Agriculture, the Dundas Soil and Crop Improvement Association and to work with the North Dundas Fire Steering Committee to determine the suggested revisions relating to timeframes for burning large agricultural burn piles, the definition of maximum sized piles and enforcement matters for inclusion in Open Air Burning By-law 66-2000. The revised By-law will be presented to Council at a future meeting.

**3. Disclosure of Pecuniary Interest and General Nature Thereof - Nil**

**4. Adoption of Minutes**

a) Regular Meeting - April 25 2017

Resolution No. 03

Moved by Councillor Fraser

Seconded by Deputy Mayor Boyce

THAT the minutes of the regular meeting of the Council of the Township of North Dundas, held April 25, 2017 be adopted as circulated.

CARRIED

5. **Delegations - Nil**

6. **Action Requests**

a) Finance

i) Adoption of 2016 Audited Financial Statements

Resolution No. 04

Moved by Councillor Fraser

Seconded by Deputy Mayor Boyce

THAT Council adopt the 2016 Audited Financial Statements as prepared by our audit firm BDO Canada, LLP.

CARRIED

ii) Deputy Treasurer Job Description Revision

Resolution No. 05

Moved by Deputy Mayor Boyce

Seconded by Councillor Fraser

That Council approve the revised job description for the position of Deputy-Treasurer effective May 9, 2017

CARRIED

b) Economic Development and Communications

i) 2017 Community Improvement Plan Application

Resolution No. 06

Moved by Deputy Mayor Boyce

Seconded by Councillor Fraser

That Council approve funding under the Township of North Dundas' Community Improvement Plan for a Façade Grant in the amount of \$4000, as well as a Signage and Awning Grant in the amount of \$1000 for the property located at 2909 County Rd#7, Chesterville; And that Council authorize the Mayor and CAO to execute the required agreement.

CARRIED

c) Public Works

d) Waste Management

e) Planning Building and Bylaw Enforcement

f) Recreation and Culture

i) April 1 Community Grant

Resolution No. 07

Moved by Deputy Mayor Boyce

Seconded by Councillor Fraser

THAT Council authorize and approve that the Winchester Skating Club be awarded a \$400 Community Grant for the April 1st submission deadline.

CARRIED

ii) Canada 150 Beautification Grant

Resolution No. 08

Moved by Councillor Armstrong

Seconded by Councillor Thompson

THAT Council authorize and approve the recommendation of the Canada 150 Beautification Grant Committee and award the following community

groups/organizations with the respective funding as follows:

Mountain Township Agricultural Society	\$1685.45
Winchester Downtown Revitalization Committee	\$5000.00
Rotary Club of Chesterville	\$4960.80
Morewood Recreation Association	\$2077.30
CARRIED	

iii) Chesterville Kayak Club

Resolution No. 09

Moved by Councillor Fraser

Seconded by Deputy Mayor Boyce

THAT Council receive correspondence from the Chesterville Kayak Club, dated April 4, 2017 and authorize the Chesterville Kayak Club to install and maintain a portable lavatory unit, on an annual basis, adjacent to the gazebo in Veteran's Memorial Park, located at Lot 18, Concession 4, Township of North Dundas.

CARRIED

iv) Summer Camp Leaders

Resolution No. 10

Moved by Deputy Mayor Boyce

Seconded by Councillor Fraser

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of the following individuals to work for the Township of North Dundas for the 2017 season at a Term 1 Rate of Pay. (Pay in accordance with the Part Time Salary Wage System plus 4% Vacation Pay).

Hannah Paquette – Day Camp Leader

Josh Armstrong – Call in Day Camp Leader

Eric Armstrong – Call in Day Camp Leader

CARRIED

v) Mountain Outdoor Rink

Resolution No. 11

Moved by Councillor Thompson

Seconded by Councillor Armstrong

THAT Council authorize the removal of the boards surrounding the Mountain outdoor rink.

CARRIED

vi) Dairyfest Grant Request

Resolution No. 12

Moved by Councillor Armstrong

Seconded by Councillor Thompson

THAT Council receive the letter from the Winchester Dairyfest Committee, dated April 21, 2017 and authorize a donation of \$1,000 for the 2017 Dairyfest festival.

CARRIED

- g) Fire
- h) CAO
- i) Clerk

- i) Dairyfest Municipal Designation  
Resolution No. 13

Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT Council designate Dairyfest scheduled for Saturday, August 12, 2017 as a 'Public Event of Municipal Significance'  
CARRIED

- ii) Dairyfest Road Closure  
Resolution No. 14

Moved by Councillor Armstrong  
Seconded by Councillor Thompson

THAT Council seek permission from the United Counties of SD&G to close a portion of County Rd No.3 (Winchester Main St) from 507 Winchester Main St. to 482 Winchester Main St. and a portion of County Rd 38 (St. Lawrence Street) from Winchester Main St to Caleb St to vehicular traffic between the hours of 6:00 a.m. to 6:00 p.m. on Saturday, August 12, 2017 to facilitate Winchester's Dairyfest Celebrations.  
CARRIED

**7. Tenders and Quotations - nil**

**8. By-laws**

- a) Bylaw No. 2017-17 Winchester Sewage EA Agreement  
Resolution No. 15

Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT By-law No. 2017-17, being a by-law to authorize the execution of an agreement with J.L Richards & Associates Limited for the Municipal Class Environmental Assessment for the Winchester Sewage Treatment System be read and passed in Open Council, signed and sealed this 9th day of May, 2017.  
CARRIED

- b) Bylaw No. 2017-18 Adoption of 2017 Tax Rates  
Resolution No. 16

Moved by Councillor Armstrong  
Seconded by Councillor Thompson

THAT By-law No. 2017-18 being a By-law to Adopt the 2017 Tax Rates and to Establish the due dates thereof, be read and passed in Open Council, signed and sealed this 9th day of May 2017.  
CARRIED

**9. Consent Agenda**

Resolution No. 17

Moved by Councillor Thompson  
Seconded by Councillor Armstrong

THAT Council authorize payment of accounts as per the attached Council Report dated May 4, 2017 Batch 100 to 110 in the amount of \$341,522.67; and

THAT all other items listed under the Consent Agenda be approved as recommended.

CARRIED

**10. Boards and Committees - nil**

**11. Key Information**

a) Economic Development & Communications – Local Business Expo:

Director Mann provided information on the upcoming event scheduled for May 13, 2017. The Local Business Expo is presented by the North Dundas Chamber of Commerce in partnership with the Township of North Dundas.

b) Planning, Building & Enforcement – Professional Municipal Engineering Services: Director Pol provided information on the status of the current professional engineering firm appointed by the Township and sought permission to prepare a RFQ for Professional Municipal Engineering Services for the peer review of subdivisions and site plans. Council concurred with the request.

c) Recreation & Culture – Meet Me on Main Street:

Director Meerburg advised the vision for this series is that five hamlets within North Dundas will close a section of a main street, to host residents and guests for live entertainment, with the option to purchase Canadian themed food from vendors and establishments on site. Tables and chairs will be set-up in the middle of the street and residents and guests will enjoy a social gathering in celebration of Canada's 150<sup>th</sup> Birthday. The event will take place in a different hamlet each week, between the hours of 4:00 pm and 9:00 pm. She invited all residents to join us for a night, or the entire series and help us celebrate Canada's 150<sup>th</sup> birthday.

**12. Motions and Notices of Motions - Nil**

**13. Petitions - Nil**

**14. Council Comments and Concerns**

Art on the Waterfront Festival update: Councillor Thompson advised that in conjunction with Art on the Waterfront the Township of North Dundas will host Movies Under the Stars on Saturday evening. He requested that the portion of Water Street previously closed until 5 p.m. remain closed until 11:00 p.m. Council agreed to the request.

**15. Unfinished Business - Nil**

**16. Closed Session – Nil**

**17. Open Session – Nil**

**18. Ratification By-law**

Resolution No. 18

Moved by Councillor Armstrong

Seconded by Councillor Thompson

THAT By-law No. 2017-19 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 9th day of May, 2017.

CARRIED

**19. Adjournment by Resolution**

Resolution No. 19

Moved by Councillor Thompson

Seconded by Councillor Armstrong

THAT Council adjourn to the call of the chair.

CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**(These minutes were approved as written May 23, 2017)**