

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 8, 2018 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 Waste Management: Doug Froats
Director of Planning: Calvin Pol
Director of Recreation and Culture: Meaghan Meerburg
Fire Liaison: Mike Gruich
Clerk: Jo-Anne McCaslin

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.
CARRIED

2. Adoption of Agenda

Resolution No. 02 Moved by Councillor Thompson
Seconded by Councillor Armstrong
THAT Council approve the agenda.
CARRIED

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

4. Adoption of Minutes

a) Public Meeting - April 10, 2018

Resolution No. 03 Moved by Councillor Armstrong
Seconded by Councillor
Thompson
THAT the minutes of the public meeting of the Council of the Township of North Dundas, held April 10, 2018 be adopted as circulated.
CARRIED

b) Regular Meeting - April 10, 2018

Resolution No. 04 Moved by Councillor Thompson
Seconded by Councillor Armstrong
THAT the minutes of the regular meeting, including the In Camera minutes of the Council of the Township of North Dundas, held April 10, 2018 be adopted as circulated.
CARRIED

5. Delegations

- a) Presentation of the 2017 Draft Financial Statements - Annik Blanchard CPA CA
BDO Canada LLP
Ms. Blanchard presented the 2017 Draft Financial Statements and reviewed the
Audit Findings Report with Council.

Resolution No. 05

Moved by Councillor Armstrong
Seconded by Councillor Thompson

THAT Council receive and adopt the 2017 Financial Statements as
presented by Annik J. Blanchard, CPA, CA Partner, BDO Canada LLP.
CARRIED

6. Action Requests

- a) Finance
- b) Economic Development and Communications
- i) Brian Maloney CIP Loan

Resolution No. 06

Moved by Councillor Thompson
Seconded by Councillor Armstrong

That Council approve funding under the Township of North Dundas'
Community Improvement Plan Commercial Improvement Loan in the amount
of \$15,000 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

- i) Institution and Multi Residential Curbside Refuse Collection

Resolution No. 07

Moved by Councillor Armstrong
Seconded by Councillor Thompson

THAT Policy #43-2012, being a policy to establish the Procedures for Curbside
Refuse Collection be adopted as amended by revisions presented May 8, 2018.
CARRIED

e) Planning Building and Bylaw Enforcement

- i) Manager of Municipal Enforcement Services

Resolution No. 08

Moved by Councillor Thompson
Seconded by Councillor Armstrong

THAT the Council of North Dundas hereby accepts the proposed job
description dated May 3, 2018 for a Manager of Municipal Enforcement
Services.
CARRIED

- ii) Request for Qualifications & Proposals - Municipal Engineer

Resolution No. 09

Moved by Councillor Armstrong
Seconded by Councillor Thompson

THAT Council hereby receives the Proposal Evaluation Summary for Municipal
Engineering Consulting Services and authorizes that CIMA+ Canada Inc. be
retained as the primary municipal engineering consulting firm and that exp
Services Inc. be retained as the secondary municipal engineering consulting

firm; AND THAT the Mayor and Clerk are hereby authorized to enter into agreements for municipal engineering consulting services with these two firms accordingly.

CARRIED

iii) Cannabis for Personal Medical Purposes - Municipal Consultation

Resolution No. 010

Moved by Councillor Thompson

Seconded by Councillor Armstrong

Whereas Health Canada issues registration certificates to individuals to produce cannabis for medical purposes under the Access to Cannabis for Medical Purposes Regulations (ACMPR); AND Whereas when applying to be a licensed producer under the ACMPR, or when applying to amend a license, an applicant must notify the municipality, local fire officials and local law enforcement; And Whereas there is no process to ensure that these notifications have taken place; And Whereas in Ontario, according to the Building Code Act, municipalities are charged with the responsibility of ensuring safe buildings; And whereas according to the Municipal Act, 2001, S.O. 2001, c. 25 s. 447.2, municipalities are specifically charged with responsibility for inspection of buildings containing marijuana grow operations in order to make the building safe and otherwise protect the public; And Whereas Cannabis production may require building modifications to ensure healthy air quality for the inhabitants and to prevent building deterioration; Now Therefore be it resolved that the Township of North Dundas lobby Health Canada for mandatory consultation with municipalities prior to and after issuing licenses to produce cannabis, and that this notification is a mandatory part of the approval process instead of the current practice whereby the applicant is responsible for notification and no verification that this has been completed is required; And Further, that this resolution be circulated to our MP, MPP, EOWC, AMO and all Ontario municipalities for support by lobbying their respective MP.

Mayor Duncan called for a recorded vote: The Clerk asked all those in favour of the motion to stand.

Mayor Duncan - YEA

Deputy Mayor Boyce – YEA

Councillor Armstrong – YEA

Councillor Fraser – YEA

Councillor Thompson - YEA

CARRIED

f) Recreation and Culture

i) Casual Part-Time Lifeguard

Resolution No. 11

Moved by Councillor Armstrong

Seconded by Councillor Thompson

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of Grace Carey and Kennedy Scheepers as Casual/Part-Time Lifeguards for the 2018 summer season. (Pay in accordance with the Part- Time Salary Wage System plus 4% Vacation Pay.)
CARRIED

ii) Casual Part-Time Operator

Resolution No. 12

Moved by Councillor Thompson

Seconded by Councillor Armstrong

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of Eric Armstrong & Justin Shay as

Casual/Part-Time Operators for the 2018 summer season. (Pay in accordance with the Part- Time Salary Wage System plus 4% Vacation Pay.)
CARRIED

g) Fire

i) Morewood Fire Station Acting Positions

Resolution No. 13

Moved by Councillor Thompson
Seconded by Councillor Armstrong

THAT Council authorize that the following appointments for Fire Station 1 (Morewood) be effective retroactive to April 28th, 2018: Acting Deputy Fire Chief, Shawn Mattice and Acting Captain, Trevor Carruthers; and that these appointments be in effect until the return of Deputy Chief Phil Van Noppen, or until further notice.

CARRIED

h) CAO

i) SDG County Library Board Lease Agreement

Resolution No. 14

Moved by Councillor Armstrong
Seconded by Councillor Thompson

That Council approve the agreement with the SDG County Library Board for the provision and maintenance of library services in the Villages of Chesterville, Winchester and South Mountain and authorize the Mayor and Clerk to execute the agreement.

CARRIED

i) Clerk

i) Memorandum of Understanding - Municipal Archives

Resolution No. 15

Moved by Deputy Mayor Boyce
Seconded by Councillor Fraser

THAT the Council of the Township of North Dundas agree to enter into a Memorandum of Understanding with the Municipality of South Dundas to jointly share space at 5 College Street, Iroquois, Ontario to store, preserve, organize and manage archives.

CARRIED

7. Tenders and Quotations

a) Roof Replacements

Resolution No. 16

Moved by Councillor Fraser
Seconded by Deputy Mayor Boyce

THAT Council receive the Tender Opening summary for replacing the roofs on the Chesterville Fire Hall, the Chesterville Park Pavilion Building, and on 2 sewer infrastructure buildings and authorize that Kemptville Building Centre be awarded the project, for the stipulated price of \$38,974 excluding HST.

CARRIED

8. By-laws

a) By-law 2018-01 Officers & Committees Updates

Resolution No. 17

Moved by Deputy Mayor Boyce
Seconded by Councillor Fraser

THAT By-Law No. 2018-01, being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be amended as presented this 8th day of May, 2018.

CARRIED

b) By-law No. 2018-20 Adoption of 2018 Tax Rates

Resolution No. 18

Moved by Councillor Fraser
Seconded by Deputy Mayor Boyce

THAT By-law No. 2018-20 being a By-law to Adopt the 2018 Tax Rates and to Establish the Due Dates thereof, be read and passed in Open Council, signed and sealed this 8th day of May 2018.

CARRIED

c) By-law No. 2018-21 Tariff of Fees Bylaw Planning Matters

Resolution No. 19

Moved by Councillor Fraser
Seconded by Deputy Mayor Boyce

That By-law No. 2018-21 being a By-law to update and replace Tariff of Fees By-law No. 14-2005, be read and passed in Open Council, signed and sealed this 8th day of May, 2018.

CARRIED

d) By-law No. 2018-22 Removal of Holding Winfield Subdivision

Resolution No. 20

Moved by Deputy Mayor Boyce
Seconded by Councillor Fraser

THAT By-law No. 2018-22, being a By-law to amend the former Village of Winchester Zoning By-law No. 25-96 to remove a holding symbol, be read and passed in Open Council, signed and sealed this 8th day of May, 2018

CARRIED

e) By-law No. 2018-23 Streetside Patios parklets

Resolution No. 021

Moved by Councillor Fraser
Seconded by Deputy Mayor Boyce

That By-law No. 2018-23 being a By-law to Regulate Street-side Patios be read and passed in Open Council, signed and sealed this 8th day of May, 2018.

CARRIED

f) By-law No. 2018-24 Rectification of Former Road Allowance

Resolution No. 22

Moved by Deputy Mayor Boyce
Seconded by Councillor Fraser

That By-law No. 2018-24 being a By-law to rectify a portion of a former road allowance, being Part 2 on Reference Plan 8R3277, be read and passed in Open Council, signed and sealed this 8th day of May, 2018.

CARRIED

g) Bylaw No. 2018-25 Ontario's Main Street Revitalization Initiative

Resolution No. 23

Moved by Councillor Fraser
Seconded by Deputy Mayor Boyce

THAT By-law No. 2018-25 being a By-law to enter into an agreement with the Association of Municipalities of Ontario in order to participate in Ontario's Main Streets Revitalization Initiative, be read and passed in Open Council, signed and sealed this 8th day of May 2018.

CARRIED

9. Consent Agenda

Public Works: Director Belleau advised road signs (valued at approximately \$700.) have been removed from the Ormond Road.

Waste Management: Director Froats advised of a break-in at the Boyne Road Landfill Site. Remedial measures are underway.

Resolution No. 24

Moved by Deputy Mayor Boyce
Seconded by Councillor Fraser

THAT Council authorize payment of accounts as per the attached Council Report dated April 13, 2018, Batch 59 to 67 in the amount of \$1,388,314.53 and May 02, 2018, Batch 71 to 74 in the amount of \$98,065.94; and THAT all other items listed under the Consent Agenda be approved as recommended.

CARRIED

10. Boards and Committees

Mayor Duncan reviewed highlights of the April County Council meeting.

Fire Commissioner Armstrong advised the draft Burn Management By-law is moving forward.

11. Key Information

a) Economic Development & Communications: Enhanced Resource Guide – Explore North Dundas: CAO Rutley provided key information pertaining to the publication and cost of the enhanced resource guide and advised Director Mann will report to Council on other details following his meeting with the North Dundas Chamber of Commerce.

b) Recreation & Culture: Joel Steele Community Centre Liquor Licence: Director Meerburg provided key information pertaining to the newly acquired Liquor Sales Licence for the Joel Steele Community Centre and asked Council if they wish to continue to offer user groups the option of running the bar under a Special Occasion Permit or if it is the wish of Council for Township Staff to run the bar at all functions. Council directed to offer both options to potential renters.

12. Motions and Notices of Motions - Nil

13. Petitions - Nil

14. Council Comments and Concerns

Mayor Duncan advised the Ride For Dad Committee would like to purchase kickstand plates (Motorcycle Coasters) for Ride For Dad participants. Council agreed this would be an excellent way to promote North Dundas and agreed to an expenditure of \$1500.00.

15. Unfinished Business - Nil

16. Closed Session – Nil

17. Open Session – Nil

18. Ratification By-law

Resolution No. 25

Moved by Deputy Mayor Boyce

Seconded by Councillor Fraser

THAT By-law No. 2018-26 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 8th day of May, 2018.
CARRIED

19. Adjournment by Resolution

Resolution No. 26

Moved by Councillor Fraser

Seconded by Deputy Mayor Boyce

THAT Council adjourn at 8:51 p.m. to the call of the chair.
CARRIED

Mayor

Clerk

(These minutes were approved as written June 5, 2018)