

**TOWNSHIP OF NORTH DUNDAS**  
**REGULAR MEETING OF COUNCIL**  
**October 16, 2012**

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A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on Tuesday, October 16, 2012 with Mayor Duncan in the Chair.

**ROLL CALL:**

Eric Duncan	Mayor	Present
Gerry Boyce	Deputy Mayor	Present
Allan Armstrong	Councillor	Present
Tony Fraser	Councillor	Present
John Thompson	Councillor	Present

Staff members present included CAO, Angela Rutley; Treasurer, John Gareau; Director of Waste Management, Doug Froats; Director of Building, Planning & Enforcement, Calvin Pol; Acting Director of Recreation & Culture, Meaghan Meerburg, Director of Economic Development and Communications, Rob Hunter. Clerk, Jo-Anne McCaslin recorded the minutes.

Press Reporters from the Winchester Press and Chesterville Record were present.

**1) CALL TO ORDER/OPENING REMARKS:**

**RES#01-Oct 16**

**Moved by John Thompson and seconded by Allan Armstrong that the Regular Meeting of Council be called to order at 7:00 p.m.**

**CARRIED.**

**2) APPROVAL OF THE AGENDA:**

**RES#02-Oct 16**

**Moved by Allan Armstrong and seconded by John Thompson that Council accept the agenda as presented.**

**CARRIED.**

**3) ADOPTION OF MINUTES:**

**RES#03-Oct 16**

*i) Regular Meeting:*

**Moved by John Thompson and seconded by Allan Armstrong that the minutes of the Regular Meeting of Council dated September 18, 2012 be adopted as presented.**

**CARRIED.**

**4) BUSINESS ARISING FROM THE MINUTES: -Nil**

**5) DECLARATION OF PECUNIARY INTEREST: -Nil**

**6) NOTICE OF MOTION: -Nil**

**7) MOTIONS: -Nil**

**8) DELEGATIONS/PRESENTATIONS: -Nil**

9) **AUTHORIZATION OF ACCOUNTS:**

**RES#04-Oct 16**

Moved by Allan Armstrong and seconded by John Thompson that Council authorize the payment of accounts as per the attached Council Report dated October 16<sup>th</sup>, 2012 Batch 238 to 252 in the amount of \$1,680,640.25.  
**CARRIED.**

10) **DEPARTMENTS/COMMITTEES:**

**A) ) FINANCE DEPARTMENT:**

**RES#05-Oct 16**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Finance Department Report dated October 16, 2012.  
**CARRIED.**

**RES#06-Oct 16**

*ii) Municipal Infrastructure Investment Initiative (MIII):*

Moved by Allan Armstrong and seconded by John Thompson that the Council of the Township of North Dundas certifies that the information in the Municipal Infrastructure Investment Initiative (MIII) – Funding for Asset Management, Expression of Interest is accurately stated, and That the Council of the Township of North Dundas agree to the development of a comprehensive and integrated asset management plan that includes all of the information and analysis described in Building Together; Guide for Municipal Asset Management Plans and is a priority, and That the Council of the Township of North Dundas authorize the Treasurer to sign and submit the Expression of Interest to the Ontario Ministry of Infrastructure on behalf of the Township of North Dundas.  
**CARRIED.**

**RES#07-Oct 16**

*iii) Budget Amendment:*

Moved by John Thompson and seconded by Allan Armstrong that Council authorize and approve a budget amendment for the Recreation & Culture Department attached as Appendix #1.  
**CARRIED.**

**B) RECREATION & CULTURE DEPARTMENT:**

**RES#08-Oct 16**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review Recreation & Culture Department Special Report dated October 16, 2012.  
**CARRIED.**

**RES#09-Oct 16**

*ii) Dundas County Food Bank-Community Grant:*

Moved by John Thompson and seconded by Allan Armstrong that Council authorize and direct that a Community Grant of four hundred dollars (\$400) be awarded to the Dundas County Food Bank.  
**CARRIED.**

**C) ECONOMIC DEVELOPMENT & COMMUNICATIONS:**

**RES#10-Oct 16**

*i) Report:*

Moved by Allan Armstrong and seconded by John Thompson that Council receive and review the Economic Development and Communications Department Report dated October 16, 2012.

**CARRIED.**

**RES#11-Oct 16**

*ii) Policy No. 45-2012 :*

Moved by John Thompson and seconded by Allan Armstrong that Council authorize and approve Policy No. 45-2012, Being a Policy to Establish the Guidelines for the use of Social Media Applications as presented October 16, 2012.

**CARRIED.**

**D) PLANNING, BUILDING AND ENFORCEMENT DEPARTMENTS:**

**RES#12-Oct 16**

*i) Report:*

Moved by Allan Armstrong and seconded by John Thompson that Council receive and review the Planning, Building & Enforcement Department Report dated October 16, 2012.

**CARRIED.**

**E) TRANSPORTATION DEPARTMENT:**

**RES#13-Oct 16**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Transportation Department Report dated October 16, 2012.

**CARRIED.**

**RES#14-Oct 16**

*ii) Surplus Equipment:*

Moved by Allan Armstrong and seconded by John Thompson that Council declare the following pieces of equipment as per the attached listing dated October 16, 2012, to be surplus to the needs of the municipality and authorize that the identified equipment be sold by public auction.

**CARRIED.**

**RES#15-Oct 16**

*iii) Public Works Road Patrol Foreman Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the report submitted by the Public Works Road Patrol Foreman/Drainage Superintendent, dated October 16, 2012.

**CARRIED.**

**F) PUBLIC WORKS DEPARTMENT:**

**RES#16 -Oct 16**

*i) Report:*

Moved by Allan Armstrong and seconded by John Thompson that Council receive and review the Public Works Department Report dated October 16, 2012.

**CARRIED.**

**RES#17 -Oct 16**

*i) Budget Amendment:*

Moved by Allan Armstrong and seconded by John Thompson that Council authorize and approve a budget amendment for the Public Works Department attached as Appendix #1.

**CARRIED.**

**G) WASTE MANAGEMENT DEPARTMENT:**

**RES#18-Oct 16**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Waste Management Department Report dated October 16, 2012.

**CARRIED.**

**H) FIRE SERVICES:**

**RES#19-Oct 16**

*i) Activity Report:*

Moved by Allan Armstrong and seconded by John Thompson that Council receive and review the North Dundas Fire Services Report (Sept 6/12 to October 5/12) as presented October 16, 2012.

**CARRIED.**

**I) ADMINISTRATION DEPARTMENT:**

**RES#20-Oct 16**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Administration Department Report dated October 16, 2012.

**CARRIED.**

**RES#21-Oct 16**

*ii) Policy No. 44-2012:*

Moved by Allan Armstrong and seconded by John Thompson that Council authorize and approve Policy No. 44-2012, being a Policy to Establish the Conditions of Overtime Pay for Non-Management Employees as presented October 16, 2012 .

**CARRIED.**

**J) CLERKS DEPARTMENT:**

**RES#22-Oct 16**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Clerks Department Activity Report dated October 16, 2012.

**CARRIED.**

**RES#23-Oct 16**

*ii) Livestock Claim:*

Moved by Allan Armstrong and seconded by John Thompson that Council receive the report of Livestock Valuer (Greg Holmes) and authorize payment in the amount of \$450.00 to Colleen Acres. Date of Claim Sept 12, 2012.

**CARRIED.**

**RES#24-Oct 16**

*iii) Livestock Claim:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive the report of Livestock Valuer (Greg Holmes) and authorize payment

in the amount of \$450.00 to Colleen Acres. Date of Claim Sept 25, 2012.  
**CARRIED.**

**RES#25-Oct 16**

*iv) Livestock Claim:*

Moved by Gerry Boyce and seconded by Tony Fraser that Council receive the report of Livestock Valuer (Greg Holmes) and authorize payment in the amount of \$400.00 to Colleen Acres. Date of Claim Aug 31, 2012.  
**CARRIED.**

**RES#26-Oct 16**

*v) Livestock Claim:*

Moved by Gerry Boyce and seconded by Tony Fraser that Council receive the report of Livestock Valuer (Greg Holmes) and authorize payment in the amount of \$400.00 to Clair Kerr. Date of Claim April 12, 2012.  
**CARRIED.**

**RES#27-Oct 16**

*vi) Livestock Claim:*

Moved by Gerry Boyce and seconded by Tony Fraser that Council receive the report of Livestock Valuer (Greg Holmes) and authorize payment in the amount of \$200.00 to Bob Mattice. Date of Claim Sept 4, 2012.  
**CARRIED.**

**RES#28-Oct 16**

*vii) Livestock Claim:*

Moved by Gerry Boyce and seconded by Tony Fraser that Council receive the report of Livestock Valuer (Greg Holmes) and authorize payment in the amount of \$450.00 to Gail Mosher. Date of Claim Sept 15, 2012.  
**CARRIED.**

**RES#29-Oct 16**

*viii) Officers and Committee By-law Additions:*

Moved by Tony Fraser and seconded by Gerry Boyce that Council authorize and direct that the following individuals be appointed and listed on the Township of North Dundas Officers and Committees By-law to act in the following positions:

William Toll                      Livestock Valuer and Pound Keeper  
Richard Scheepers      Livestock Valuer

**CARRIED.**

**11) CONSIDERATION OF BY-LAWS:**

**RES#30-Oct 16**

*a) By-law 26-2012:*

Moved by Tony Fraser and seconded by Gerry Boyce that By-law 26-2012, being a By-law to Appoint Municipal Signing Officers be read a first, second and third time and be passed in Open Council this 16th day of October, 2012.  
**CARRIED.**

**RES#31-Oct 16**

*b) By-law 27-2012:*

Moved by Tony Fraser and seconded by Gerry Boyce that By-law 27-2012, being a By-law to Confirm the Proceedings of Council be read a first, second and third time and be passed in Open Council this 16th day of October, 2012.  
**CARRIED.**

**RES#32-Oct 16**

c) By-law 28-2012:

Moved by Tony Fraser and seconded by Gerry Boyce that By-law 28-2012, being a By-law to Enter into a Site Plan Agreement with Edsel Walter Byers be read a first, second and third time and be passed in Open Council this 16th day of October, 2012 as amended.

**CARRIED.**

**RES#33-Oct 16**

d) By-law 29-2012:

Moved by Tony Fraser and seconded by Gerry Boyce that By-law 29-2012, being a By-law to Enter into a Site Plan Agreement with Douglas Allan Freeland be read a first, second and third time and be passed in Open Council this 16th day of October, 2012 as amended.

**CARRIED.**

**12) OLD BUSINESS:**

**RES#34-Oct 16**

a) Wind Turbine Information:

Moved by Tony Fraser and seconded by Gerry Boyce that Council receive information from Theresa Bergeron pertaining to the Wind Turbine Industry dated October 3, 2012.

**CARRIED.**

**13) NEW BUSINESS:**

**RES#35-Oct 16**

a) Petition – Ronson Road (east) Residents:

Moved by Tony Fraser and seconded by Gerry Boyce that Council receive the petition from the residents of Ronson Road (east) regarding “Ronson Road Right-of-Way Maintenance” dated September 21, 2012.

**CARRIED.**

**RES#36-Oct 16**

b) Christmas Office Closure:

Moved by Gerry Boyce and seconded by Tony Fraser that Council authorizes and directs that the Municipal Office be closed Monday, December 24, 2012 and re-opened Wednesday January 2<sup>nd</sup>, 2012 at 8:30am; Further Council authorized that December 27, 2012 will be considered a paid (Christmas bonus) holiday for Municipal Staff;

And further that the office closure be appropriately advertised.

**CARRIED.**

**14) CORRESPONDENCE/COMMUNICATIONS:**

**RES#37-Oct 16**

a) Request for Support – City of Kingston:

Moved by Gerry Boyce and seconded by Tony Fraser that Council support a Resolution from the City of Kingston dated September 26, 2012 regarding Contraband Tobacco.

**CARRIED.**

b) St. Lawrence River Restoration Council:

An invitation to Council and Staff from the St. Lawrence River Restoration Council to attend a municipal workshop on Wells and Septic Systems, to be held in Cornwall on Tuesday, November 6, 2012. There is no cost to attend this workshop.

- 15) **COUNCIL CONCERNS/COMMENTS:**  
*Councillor Fraser spoke about the “Flash a Stash” campaign in support of prostate cancer awareness, and encouraged all members of Council to participate.*
- 16) **PUBLIC NOTICE:** *Please note changes to dates*  
a) Regular Meeting - October 30, 2012  
b) Regular Meeting - November 13 & 20, 2012
- 17) **IN CAMERA:**  
**RES#38-Oct 16**  
Moved by Gerry Boyce and seconded by Tony Fraser that Council proceed in Camera at 8:23 p.m. to discuss matters as per Section 239(2) in the Ontario Municipal Act, as amended, which pertains to:  
b) personal matters about an identifiable individual, including municipal employees;  
e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.  
**CARRIED.**
- 18) **OPEN SESSION:**  
**RES#39-Oct 16**  
Moved by Tony Fraser and seconded by Gerry Boyce that Council move to Open Session at 9:43 p.m.  
**CARRIED.**
- 19) **OTHER BUSINESS:**  
**RES#40-Oct 16**  
Moved by Tony Fraser and seconded by Gerry Boyce that Council authorizes Staff to follow through on matters as discussed in closed session.  
**CARRIED.**
- RES#41-Oct 16**  
Moved by Tony Fraser and seconded by Gerry Boyce that Council authorize the Treasurer to commence tax registration procedures for ten properties as identified and highlighted in green on Appendix #1 of the Finance Department Report dated October 16, 2012.  
**CARRIED.**
- RES#42-Oct 16**  
Moved by Gerry Boyce and seconded by Tony Fraser that Council authorize the hiring of Georgina Welch as per the terms of Engagement Letter dated September 20, 2012 and presented to Council October 16, 2012, One (1) year contract position.  
**CARRIED.**
- RES#43-Oct 16**  
Moved by Gerry Boyce and seconded by Tony Fraser that Council authorize and direct that the position of Director of Transportation be changed to Director of Public Works and that Daniel Belleau be appointed to this position effective September 19, 2012. Salary in accordance with North Dundas Salary Grid Grade 13 Level 3.  
**CARRIED.**

**RES#44-Oct 16**

Moved by Gerry Boyce and seconded by Tony Fraser that Council authorize and direct that the position of Secretary/Water Sewer Billing Clerk be changed to Assistant Manager of Water & Sewer; and that Mary Lynn Plummer be appointed to this position effective September 19, 2012. Salary in accordance with North Dundas Salary Grid Grade 6 Level 2.  
**CARRIED.**

**RES#45-Oct 16**

Moved by Gerry Boyce and seconded by Tony Fraser that Council authorize and direct that Jo-Anne McCaslin be appointed to the position of Deputy CAO/Clerk, effective September 19, 2012. Salary in accordance with North Dundas Salary Grid Grade 12 Level 3.  
**CARRIED.**

**RES#46-Oct 16**

Moved by John Thompson and seconded by Allan Armstrong that Council authorize the hiring of Meaghan Meerburg as Director of Recreation and Culture effective October 17, 2012. Salary in accordance with North Dundas Salary Grid Grade 11 Level 1.  
**CARRIED.**

**20) ADJOURNMENT:**

**RES#47-Oct 16**

Moved by Gerry Boyce and seconded by Tony Fraser that Council now adjourn at 9:48p.m. to meet again at the call of the chair.  
**CARRIED.**

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Eric Duncan, MAYOR

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Jo-Anne McCaslin, CLERK