

**TOWNSHIP OF NORTH DUNDAS**  
**REGULAR MEETING OF COUNCIL**  
**September 10, 2013**

---

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on Tuesday, September 10, 2013 with Mayor Duncan in the Chair.

**ROLL CALL:**

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

Staff members present included CAO, Angela Rutley; Treasurer, John Gareau; Director of Building, Planning and By-law Enforcement, Calvin Pol; Director of Public Works, Dan Belleau; Public Works Foreman, John Oswald; Director of Economic Development and Communications, Rob Hunter; Director of Waste Management, Doug Froats and Clerk, Jo-Anne McCaslin who recorded the minutes.

Brian Tuthill of Eastern Engineering and Mr. & Mrs. Earl Horst were present.

Reporters from the Winchester Press and Chesterville Record were present.

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

**RES#01-Sept 10**

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

**CARRIED.**

2) **APPROVAL OF THE AGENDA:**

**RES#02-Sept 10**

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

**CARRIED.**

3) **ADOPTION OF MINUTES:**

**RES#03-Sept 10**

**Moved by Allan Armstrong and seconded by John Thompson that the minutes of the In Camera sessions of Council dated June 11, 2013 be adopted as presented.**

**CARRIED.**

**RES#04-Sept 10**

**Moved by John Thompson and seconded by Allan Armstrong that the minutes of the Regular Meeting of Council dated August 13<sup>th</sup>, 2013 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

a) Name a Street Contest Winners:

Rebecca Johnson – Country Lane – Cloverdale Estates, Winchester

Shania Vandemheen – South Nation Way – Ian Drew Subdivision, South Mountain  
Winners were presented with a street sign bearing the name of their submission.

b) Presentation of Engineer's Report - East Justus Municipal Drain Enclosure:

Mr. Brian Tuthill of Eastern Engineering was present to review the findings of the Engineer's Report relating to the East Justus Municipal Drain Enclosure. Mr. Tuthill advised all costs of the proposed work will be the responsibility of Earl Horst. Mayor Duncan thanked Mr. Tuthill for attending Council.

9) **AUTHORIZATION OF ACCOUNTS:**

**RES#05-Sept 10**

Moved by Allan Armstrong and seconded by John Thompson that Council authorize the payment of accounts as per the attached Council Report dated September 10, 2013 Batch 181 to 201 in the amount of \$997,515.55.

**CARRIED.**

10) **DEPARTMENTS/COMMITTEES:**

A) **FINANCE:**

**RES#06-Sept 10**

i) Report:

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Finance Department report dated September 10<sup>th</sup>, 2013.

**CARRIED.**

**RES#07-Sept 10**

ii) Tenders - Asset Management Plan:

Moved by John Thompson and seconded by Allan Armstrong that the following tenders for an Asset Management Plan be received and noted:

**BDO \$30,000 plus fees and disbursements**

**KPMG \$22,000 plus HST**

**Public Sector Digest \$20,500**

And that the tender submitted by KPMG be accepted.

**CARRIED.**

B) **PUBLIC WORKS:**

**RES#08-Sept 10**

i) Report:

Moved by Allan Armstrong and seconded by John Thompson that Council receive and review the Public Works Department Report dated September 10, 2013.

**CARRIED.**

**RES#09-Sept 10**

ii) Tile Drainage Loan:

Moved by John Thompson and seconded by Allan Armstrong that Council accept the Application for Loan for Tile Drainage as submitted for land to be drained in the Lot 4 Concession 7 former Township of Winchester and authorize funding in the amount of \$43,500 in accordance with the *Agricultural Tile Drainage Installation Act* and the *Tile Drainage Act*.

**CARRIED.**

Director of Public Works, Dan Belleau advised Council he is dealing with parking

concerns on Joseph Street in Chesterville. A recommendation to address the problem will come forward at a future meeting.

**C) WASTE MANAGEMENT:**

**RES#10-Sept 10**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Waste Management Department Report dated September 10, 2013.

**CARRIED.**

Director of Waste Management, Doug Froats advised he is working with the Ministry of Labour to address guidelines relating to recycle pickup procedures and vehicle requirements.

**RES#11-Sept 10**

*ii) Amended Job Description:*

Moved by John Thompson and seconded by Allan Armstrong that Council authorize and approve the amended job description for the position of Truck Driver/Labourer Waste Management Department, as presented September 10, 2013.

**CARRIED.**

**RES#12-Sept 10**

*ii) Truck Driver/Labourer:*

Moved by Allan Armstrong and seconded by John Thompson that Council authorize the hiring of Nathan Armstrong for the position of Truck Driver/Labourer as per the terms outlined in the Engagement Letter dated September 4, 2013.

**CARRIED.**

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

**RES#13-Sept 10**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Planning, Building & Enforcement Department Report dated September 10<sup>th</sup>, 2013.

**CARRIED.**

**RES#14-Sept 10**

*ii) Winfields Subdivision – Reduction in Security:*

Moved by John Thompson and seconded by Allan Armstrong Whereas Winfields Corporation has requested a second reduction in securities for Phase 1 of the Winfields subdivision; And Whereas Eastern Engineering provided as built drawings and report dated August 22, 2013 outlining completed and work remaining; Now Therefore be it Resolved that Council hereby authorizes a reduction in required financial securities (irrevocable letter of credit from the RBC Royal Bank (P410095T06972) for the Winfields Corporation Subdivision for Phase 1 from \$36,814 to \$7,500.

**CARRIED.**

**E) ECONOMIC DEVELOPMENT & COMMUNICATIONS:**

**RES#15-Sept 10**

*i) Report:*

Moved by Allan Armstrong and seconded by John Thompson that Council receive and review the Economic Development and Communications Department Report dated September 10<sup>th</sup>, 2013.

**CARRIED.**

**RES#16-Sept 10**

*ii) Community Improvement Grant:*

Moved by Allan Armstrong and seconded by John Thompson that Council fund a CIP Façade grant application in the amount of \$4000.00 and a CIP Sign grant application in the amount of \$1000.00 for 506 Winchester Main St under the Township of North Dundas Community Improvement Plan and; That Council authorize the Mayor and CAO to execute the required agreement with the applicant.

**CARRIED.**

**F) RECREATION & CULTURE:**

**RES#17-Sept 10**

*i) Report:*

Moved by John Thompson and seconded by Allan Armstrong that Council receive and review the Recreation and Culture Department Report dated September 10, 2013.

**CARRIED.**

**RES#18-Sept 10**

*ii) Community Grants Recipients:*

Moved by Tony Fraser and seconded by John Thompson Be is resolved that the following groups receive grants of \$400.00 per group as recommended by the Community Grants Committee:

- a) Friends of the South Mountain Library
- b) Nationside Pentecostal Church

**CARRIED.**

**RES#19-Sept 10**

*iii) Amended Job Description:*

Moved by Tony Fraser and seconded by John Thompson that Council authorize and approve the amended job description for the position of “Community Development Coordinator”, Recreation & Culture Department, as presented September 10, 2013.

**CARRIED.**

**RES#20-Sept 10**

*iv) Part Time Arena Attendants:*

Moved by Tony Fraser and seconded by John Thompson that Council authorize the hiring of the following individuals to work as Part Time Arena Attendants at the Winchester and Chesterville Arenas for the 2013-2014 ice season effective September 10/13. (Pay in accordance with the Part Time Salary Wage System Term 1 plus 4% Vacation Pay.

Nick Howarth, Jenna Warren & Devin Simzer

**CARRIED.**

**G) ADMINISTRATION:**

**RES#21-Sept 10**

*i) Report:*

Moved by John Thompson and seconded by Tony Fraser that Council receive and review the Administration Department Report dated September 10, 2013.

**CARRIED.**

**RES#22-Sept 10**

*ii) H&S Policy:*

Moved by John Thompson and seconded by Tony Fraser that Council receive and approve Health & Safety Policy No. HS 13-24 as presented September 10<sup>th</sup>, 2013 “*Motorized Vehicle Maintenance Policy*”

**CARRIED.**

**H) FIRE SERVICES:**

**RES#23-Sept 10**

*i) Report:*

Moved by Tony Fraser and seconded by John Thompson that Council receive and review the North Dundas Fire Services report detailing activities between August 6, 2013 and September 10<sup>th</sup>, 2013.

**CARRIED.**

Fire Commissioner Armstrong commented that purchasing practices, especially as it relates to vehicle replacement standards for the North Dundas Fire Service should follow similar purchasing policies and guidelines of other municipal departments. He also suggested that Council play a more active role in the decision making process relating to equipment standards and vehicle replacement. Council concurred with the comments and requested a policy be brought forward for consideration.

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

**RES#24-Sept 10**

*a) By-law 46-2013:*

Moved by John Thompson and seconded by Tony Fraser that By-law 46-2013, being a By-law to Provide for Drainage Works in the Township of North Dundas be read a first, second and third time and be passed in Open Council this 10<sup>th</sup> day of September, 2013.

**CARRIED.**

**RES#25-Sept 10**

*b) By-law 47-2013:*

Moved by John Thompson and seconded by Tony Fraser that By-law 47-2013, Being a By-law Authorize a Road Use Agreement with MightySolar LP Limited be read a first, second and third time and be passed in Open Council this 10<sup>th</sup> day of September, 2013.

**CARRIED.**

**RES#26-Sept 10**

*c) By-law 49-2013:*

Moved by Tony Fraser and seconded by Allan Armstrong that By-law 49-2013, Being a By-law to Enter into an Encroachment Over Easement Agreement be read a first, second and third time and be passed in Open Council this 10<sup>th</sup> day of September, 2013.

**CARRIED**

**RES#27-Sept 10**

*d) By-law 50-2013:*

Moved by Tony Fraser and seconded by Allan Armstrong that By-law 50-2013, 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 10th day of September, 2013.

**CARRIED**

12) **OLD BUSINESS:** *Nil*

13) **NEW BUSINESS:** *- Nil*

14) **CORRESPONDENCE/COMMUNICATIONS:** *Nil*

15) **COUNCIL CONCERNS/COMMENTS:**

16) **PUBLIC NOTICE:**

*i) Next Regular Meeting of Council:*

The next regular meeting of Council will be held September 24<sup>th</sup>, 2013.

17) **IN CAMERA:**

**RES#28-Sept 10**

Moved by Allan Armstrong and seconded by Tony Fraser that Council proceed in Camera at 8:18 p.m. to discuss matters as per Section 239 (2) (3) & (3.1) of the Ontario Municipal Act, as amended, which pertains to:

c) A proposed or pending acquisition or disposition of land by the municipality or local board;

d) Labour relations or employee negotiations;

e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality.

**CARRIED.**

18) **OPEN SESSION:**

**RES#29-Sept 10**

Moved by Tony Fraser and seconded by Allan Armstrong that Council move to Open Session at 9:15 p.m.

**CARRIED.**

19) **OTHER BUSINESS:**

**RES#30-Sept 10**

Moved by Allan Armstrong and seconded by Tony Fraser that Council authorizes Staff to follow through on matters as discussed in closed session.

**CARRIED.**

**RES#31-Sept 10**

Moved by Tony Fraser and seconded by Allan Armstrong that Council authorize the hiring of Georgina Welch for the position of Community Development Co-ordinator as per the terms outlined in the Engagement Letter dated September 10, 2013.

**CARRIED.**

20) **ADJOURNMENT:**

**RES#32-Sept 10**

Moved by Allan Armstrong and seconded by Tony Fraser that Council now adjourn at 9:22 p.m. to meet again at the call of the chair.

*Regular Meeting Sept 10, 2013*

**CARRIED.**

---

Eric Duncan, MAYOR

---

Jo-Anne McCaslin, CLERK