



Township of

# North Dundas

## COUNCIL REPORT

<b>To:</b>	Mayor and Members of Council
<b>From:</b>	Angela Rutley
<b>Date of Meeting:</b>	June 10, 2014
<b>Subject:</b>	Administration Report

### 1) Training Policy:

Attached is a draft revision of our training policy. The changes are highlighted and reflect our practice of not paying for alcohol. This is a housekeeping issue to update the policy to reflect the practice.

### 2) OPP Lease:

We have negotiated a five year lease extension for the space the OPP occupies at 547 St. Lawrence Street. A draft copy of the agreement is attached. The new rate was established by increasing the previous rate by 4.5% per year. The official version is being sent to us by the OPP's property management company. I would like Council's permission to execute the agreement when it arrives.

### 3) Summer Hours:

The customer service desk at the municipal office has been open on Wednesdays until 7pm since May 21. We have received general telephone inquiries and had people come in for marriage licenses, permits and bill payment during this time. I anticipate this service will be more widely used as more people become aware of the availability and now that the next tax bill has been issued. Wednesday late hours continue until Labour Day.

**4) Website and Facebook updates:**

Chelsea has been updating our Facebook page and website when Rob is away from the office. She also troubleshoots phone and computer problems and co-ordinates outside services to address issues when necessary.

**5) Ontario Regulation 397/11:**

This regulation under the Green Energy Act requires municipalities, among others, to report on their energy use and greenhouse gas emissions. We submitted our first report last year. The second report is due July 1, 2014 and requires us to develop energy conservation and demand management plans. Chelsea has compiled the data and is working on the report and the associated plan.

**6) Activities/Meetings:**

- Drafted newsletter for inclusion with tax bills
- Meetings and follow up regarding Nation Valley Community Club
- Met with Public Works Department staff
- Attended North Dundas Business Breakfast at Winchelsea
- Meetings regarding Joel Steele arena project
- Numerous meetings and conference calls regarding Chesterville Lagoon project and MOE approval
- Meetings regarding Storm Sewer Project in Bailey subdivision area
- Meetings with Department heads/staff on various issues
- Attended Joint Services Study working group kick off meeting in Long Sault
- Attended Emergency Services meeting
- Meeting with Winchester Public School representatives regarding parking
- Attended tree planning in the park at Thompson subdivision
- Attended site plan control meeting

<b>POLICY MANUAL</b>	Policy No. 38 -2012
Township of North Dundas	Effective Date: March 26, 2012 Revised: June 10, 2014
Subject: Training	Page 1 of 1

**Purpose:**

To support employee training and development as an opportunity to improve work performance and allow individuals to meet future organizational needs.

**Policy:**

1. The Council shall endeavor to set aside monies, in the annual budget, for the purpose of training all permanent employees. Seminars and/or courses shall be relevant to the tasks performed and shall be approved by the appropriate manager. The CAO shall have the authority to approve managers' requests for seminars and/or courses.
2. The Township shall reimburse the employee, whose tasks require a class 'A' driver's licence, for costs relating to said driver's licence renewal. However, this shall not apply to any costs relating to obtaining the initial Class 'A' driver's licence. Receipts shall be required.
3. The Township, for all approved courses, seminars, conferences and conventions, shall pay the following;

Registration Fee – Township will prepay, or with receipt,

Accommodations – receipt must be provided,

Meals – with receipts to a maximum of \$50.00 per day (alcohol purchase will not be reimbursed),

Travel – with receipts to maximum of the most cost effective method,

Parking – with receipts

Receipts must be the original itemized receipt, not a credit card or Interac payment receipt.

Fire Personnel shall receive \$85.00 per day in lieu of pay.

The above expenses will be paid for the employee only. Spouses and guests are responsible for their own costs.

Approved by: \_\_\_\_\_

Council Resolution No.: \_\_\_\_\_

