

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

MINUTES

DECEMBER 8, 2020

A meeting of the Council of the Corporation of the Township of North Dundas was held in Council Chambers in Winchester Village on December 8, 2020 with Mayor Fraser in the Chair. Attendance was recorded at the entrance in accordance with COVID-19 recording procedures.

ROLL CALL: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillors: Gary Annable, Tyler Hoy, John Thompson
CAO: Angela Rutley
Treasurer: John Gareau
Director of Waste Management: Doug Froats
Director of Planning, Building & Enforcement: Calvin Pol
Director of Recreation and Culture: Meaghan Meerburg
Fire Department Liaison: Mike Gruich
Clerk: Jo-Anne McCaslin
Deputy Treasurer: Johanna Barkley

Mayor Fraser presented the 1st Annual Township of North Dundas Staff Recognition Awards to Laurie Gibson and Mike Sharkey. Laurie received an award for Customer Service Excellence and Mike received the Innovation, Sustainability and Leadership award.

1. Call Meeting to Order by Resolution
Resolution No. 01 Moved by Deputy Mayor 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 at 7:07 pm.
CARRIED

2. Adoption of Agenda
Resolution No. 02 Moved by Councillor Hoy
Seconded by Councillor Annable
THAT Council approve the agenda as amended. Addition to Action Requests 8 f (ii) Recreation & Culture: Dundas Agricultural Community Group Agreement.
CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – NIL

4. Adoption of Minutes
 - a) Regular Meeting - November 17, 2020
Resolution No. 03 Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson
THAT the minutes of the Regular Meeting, including the In Camera minutes, of the Council of the Township of North Dundas, held November 17th, 2020 be adopted as presented.
CARRIED

5. Delegations – NIL

6. Closed Session

Resolution No. 04

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council proceed in Camera at 7:08 pm pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(b) personal matters about an identifiable individual, including municipal or local board employees Specifically Staff.

CARRIED

7. Open Session

Resolution No. 05

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council move to Open Session at 7:25 pm.

CARRIED

Resolution No. 06

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT Council agree to create the position of "Asset Management Coordinator" within the Finance Department on a full-time basis commencing January 1, 2021. (Rate of pay Grade 5). The position would be advertised internally, with a closing date of December 21st.

CARRIED

8. Action Requests

a) Finance - NIL

b) Economic Development and Communications - NIL

c) Public Works - NIL

d) Waste Management

i) Hiring of Dakota Boulanger

Resolution No. 07

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council approve the recommendation of the Director of Waste Management and authorize the hiring of Dakota Boulanger as a part-time truck driver/labourer in the Waster Management Department as per the letter of offer dated October 13, 2020.

CARRIED

e) Planning Building and Enforcement

i) Accept a Zoning Bylaw Amendment Application

Resolution No. 08

Moved by Councillor Thompson

Seconded by Councillor Annable

THAT Council hereby accept a Zoning By-law Amendment application as complete from Lynette Klein Boonschate, and direct that the public meeting be held January 19, 2021 at 6:30 pm.

CARRIED

ii) Final Acceptance Sandy Row Subdivision Ian Drew Enterprises Limited

Resolution No. 09

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

WHEREAS Ian Drew Enterprises Limited of the Sandy Row Subdivision in South Mountain requested final approval and release of financial security;

AND WHEREAS on November 25, 2020, the Township Engineering Firm CIMA+ recommended Final Acceptance as defined in the Subdivision Agreement following a site visit and witnessing the placement of the final lift of asphalt, and a review of the as-constructed drawings;

AND WHEREAS Section 79(f) of the Subdivision Agreement authorizes the release of all financial securities held by the Township;

NOW THEREFORE BE IT RESOLVED THAT Council hereby grants Final Acceptance and authorizes the release of all financial securities (Letter of Credit for \$179,008.00) for the Sandy Row Subdivision (Ian Drew Enterprises Limited) in South Mountain.

CARRIED

iii) Reduction in Severance Fee Request - K. Allen

Resolution No. 10

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council accept the request from Kevin Allen to reduce the total Township Consent Review Fees paid from a total of \$2,000.00 to \$1,600.00, and that the Allens be reimbursed accordingly.

CARRIED

iv) AMPS Policies Conflict of Interest & Financial Management and Reporting

Resolution No. 11

Moved by Deputy Mayor Armstrong

Seconded by Councillor Thompson

THAT the Council of the Township of North Dundas adopt Policy #86-2020, being a Conflict of Interest Policy in relation to the administration of the Administrative Monetary Penalty System (AMPS) program;

AND THAT the Council of the Township of North Dundas adopt Policy #87-2020, being a Financial Management and Reporting Policy for the AMPS program which follows existing Township financial policies and procedures.

CARRIED

f) Recreation and Culture

i) Additional Labourers

Resolution No. 12

Moved by Councillor Annable

Seconded by Councillor Hoy

THAT Council approve the recommendation of the Director of Recreation & Culture and authorize the hiring of Connor Elliott as Rink Attendant for the 2020/2021 winter season and that Council approve the recommendation of the Director of Waste Management and authorize the hiring of Joshua Quizi as a Casual/Part-Time Labourer. (Pay in accordance with the 2020 Part-Time Wages – Hourly wage chart)

CARRIED

ii) Dundas Agricultural Community Group – Agreement

Resolution No. 13

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT the Council of the Township of North Dundas authorize and approve the agreement dated January 1st, 2020, with the Dundas Agricultural Community Group, for non-exclusive use of the north west basement meeting room in the Nelson LaPrade Centre, located at 9 William Street in Chesterville.

CARRIED

g) Fire

i) Budget Amendment - Station 3 Equipment Dryer

Resolution No. 14

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT Council approve Budget Amendment 2020-20 for the purchase of two (2) equipment dryers for use at the Winchester Fire Hall at a cost of \$10,254.00.

CARRIED

h) CAO

- i) Investing in Canada Funding COVID19 Stream
Resolution No. 15

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT Council confirms their awareness and support of The Township of North Dundas' submission of a grant application for \$100,000 under the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream, Category #3 (Active Transportation Infrastructure), toward the cost of: playground infrastructure within parks including the Chesterville tennis courts, Chesterville ball diamond, an accessible pool lift and accessible swings and playground structures for various parks.

Council confirms their acknowledgement that the outcomes of the proposed project will ultimately benefit residents of the Township of North Dundas.

CARRIED

- i) Clerk – NIL

9. Tenders and Quotations – NIL

10. By-laws

- a) By-law No. 2019-43 AMPS
Resolution No. 16

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT By-law No. 2019-43, being a By-law to establish an Administrative Penalty System respecting the stopping, standing or parking of vehicles in the Township of North Dundas be read a second and third time, and passed in Open Council, signed and sealed this 8th Day of December, 2020.

CARRIED

- b) By-law No. 2020-60 Part Lot Control Moderna
Resolution No. 17

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT By-law No. 2020-60, being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 8th day of December, 2020

CARRIED

- c) Bylaw No. 2020-61 Purchase and Sale Agreement By-law Wylie Creek Estates
Subdivision
Resolution No. 18

Moved by Deputy Mayor Armstrong
Seconded by Councillor Annable

THAT By-law No. 2020-61, being a By-law to authorize the Mayor and Clerk to enter into a Subdivision Purchase and Sale Agreement between the Township of North Dundas and Ian Drew Enterprises Limited, be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

CARRIED

- d) By-law No. 2020-62 Joint Dog Pound Agreement and Joint Canine Control Officer
Agreement
Resolution No. 19

Moved by Councillor Thompson
Seconded by Councillor Hoy

THAT By-law No. 2020-62, being a By-law to amend By-law No. 2019-14 being an Animal Control Agreement with the Townships of North Stormont and South Stormont, the Municipality of South Dundas, and Kevin Casselman be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

CARRIED

e) By-law No. 2020-63 Screening and Hearings Officers

Resolution No. 20

Moved by Deputy Mayor Armstrong

Seconded by Councillor Annable

THAT By-law No. 2020-63, being a By-law to provide for a Screening Officer and Hearings Officer to adjudicate Reviews and Appeals of Administrative Penalties be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

CARRIED

11. Key Information

PB&E Municipal Law Enforcement Complaint Policy – Direction Pol advised the goal of this policy is to formalize the procedures followed by municipal staff, ensure thorough prompt and courteous receipt, processing, investigation and resolution of by-law complaints. Further, the draft policy is being vetted by Township Solicitors and our Insurance provider prior to presentation to Council in the new year.

PB&E Tariff of Fees By-law 2018-21 – Director Pol advised staff are proposing to update planning application fees in accordance with inflation. Amendments to the tariff of fees by-law will be presented at the January 19th meeting.

R&C – Light Up North Dundas Holiday Tour – Director Meerburg advised the purpose of the tour aims to celebrate the holiday season in North Dundas by encouraging homes, businesses and organizations to create a display of lights and register as a participating location on the road map for residents to visit. Registered sites will be judged and prizes awarded.

Fire Driver Training Policy Amendment Update – Fire Department Liaison Gruich presented amendments to the Driver Certification Program - Training Policy 65-2016 for Council to review and explained revisions dealing with costs, years of service, number of firefighters per station and members who have previously taken the Driver Certification Program. Policy No. 65-2016 will take effect January 1, 2021.

Clerk Emergency Management Year-End Update to Council – Clerk McCaslin presented a year-end report on behalf of Emergency Planner, Kevin Spencer. The report highlighted activities of the Municipal Emergency Control Group and the Emergency Management Program Committee and provided details of the annual review of the North Dundas Emergency Program held on November 16. Compliance documents will be provided to the Province via the Emergency Management portal.

Finance Update on 2021 Budget – Treasurer Gareau presented a first draft of the 2021 Budget to Council. Department Heads provided comments on major respective departmental items for Council to consider. Mayor Fraser asked members of Council to direct questions pertaining to the information presented to Staff.

12 Consent Agenda

Resolution No. 21

Moved by Councillor Hoy

Seconded by Councillor Annable

THAT Council authorize payment of accounts as per the attached Council Reports dated:

November 01, 2020 to November 15, 2020 Batch 182 to 191 in the amount of \$290,213.97

November 16, 2020 to November 30, 2020 Batch 197 to 200 in the amount of \$390,425.92

Ontario Wildlife Damage Compensation Program – 004647

William Toll \$50.00

Ontario Wildlife Damage Compensation Program – 005098
Property Owner of 10261 County Rd 43 \$643.20.
William Toll \$50.00

AND that all other items under the Consent Agenda section of be approved as recommended.

CARRIED

13.Boards and Committees

Bill Smirle addressed Council to advise the 2021 SNCA Levy was passed, noting the North Dundas amount is \$95,241.00. This represents an increase of \$4,903.00 from the 2020 levy. Further, he noted that SNC staff are working through changes as proposed in Schedule 6 of Bill 229.

Resolution No 22

Moved by Councillor Thompson
Seconded by Deputy Mayor Armstrong

THAT Council acknowledges the presentation provided by SNC Representative, Bill Smirle and that the report be filed for information purposes.

CARRIED

Resolution No. 23

Moved by Councillor Annable
Seconded by Councillor Hoy

THAT Council receive and file the Dundas County Archives Report for 2020 as submitted by Archivist, Susan Peters this 8th day of December, 2020.

CARRIED

Resolution No. 24

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council receive and file the Morewood Recreation Association Report (May to October, 2020) as submitted by Vice President, Katie Lesage, this 8th day of December, 2020.

CARRIED

14.Motions and Notices of Motions – NIL

15.Petitions – NIL

16.Council Comments and Concerns

Mayor Fraser congratulated all those involved with the Display of Lights event. He recognized the organizing committee, Hunter McCaig of Rideau Auctions, Fries for Charity and the Winchester Downtown Revitalization Committee. Special thanks was extended to all who entered a display for the community to enjoy.

17.Unfinished Business – NIL

18.Ratification By-law

Resolution No. 25

Moved by Councillor Hoy
Seconded by Councillor Annable

THAT By-law No. 2020-64 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 8th day of December, 2020.

CARRIED

19.Adjournment by Resolution

Resolution No. 26

Moved by Deputy Mayor Armstrong
Seconded by Councillor Thompson

THAT Council adjourn at 9:44 pm to the call of the chair.

CARRIED

MAYOR

CLERK

These minutes are approved as presented January 19, 2021.