



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

SPECIAL MEETING MINUTES

Date: December 7, 2021, 6:30 pm
Location: 636 St. Lawrence St. Winchester, ON

Council Present: Mayor: Tony Fraser
Deputy Mayor: Allan Armstrong
Councillor: John Thompson
Councillor: Gary Annable

Council Absent: Councillor: Tyler Hoy

Staff Present: CAO: Angela Rutley
Clerk: Jo-Anne McCaslin
Deputy Clerk: Nancy Johnston
Administrative Assistant: Emily Beach

1. Call Meeting to Order by Resolution

Resolution No. 01

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT the Special Meeting of the Council of the Corporation of the Township of North Dundas be hereby called to order at 6:30 PM.

Carried

2. Adoption of Agenda

Resolution No. 02

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest and Nature Thereof

4. Action Requests

a. Policy 48-2012 Boot & Clothing Allowance

Resolution No. 03

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council approves policy #48-2012 as revised, to increase and establish the boot and clothing allowance for full-time staff.

Carried

- b. Director of Recreation & Culture market rate adjustment

Resolution No. 04

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT in an effort to respond to market pressures related to compensation for the position of Director of Recreation & Culture, that Council hereby approves temporarily utilizing levels 6 and 7 in the compensation range for that position effective July 27, 2021. The resulting salary range is \$76,081 to \$96,246.

Carried

- c. Administrative Assistant Job Descriptions

Resolution No. 05

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council approves the job descriptions for the positions of Administrative Assistant reporting to the Director of Recreation and Culture and Administrative Assistant reporting to the Director of Public Works and instructs staff to proceed with filling these positions.

Carried

- d. Multi-Year Accessibility Plan – 2021 Update

Resolution No. 06

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council adopt the Multi-Year Accessibility Plan for 2021-2025 as presented.

Carried

- e. Resignation of Council Member

Discussion of options ensued. Council felt a by-election would not be the best option given the cost and the fact that the municipal election is next year. Council would like to discuss the options further at the next Council meeting to be held on December 14th. It was noted that two other municipalities chose to appoint a replacement and that if the candidate with the next highest votes was approached and declined, Council was not required to go down the list of alternate candidates, they could appoint anyone. Any further questions will be submitted to the Clerk before the next meeting.

Resolution No. 07

Moved By: Councillor Annable
Seconded By: Councillor Thompson

THAT Council accept the resignation of Tyler Hoy as Councillor of the Township of North Dundas effective, December 1st, 2021.

Carried

5. By-Laws

- a. By-law No. 2021-90 Part Lot Control – Moderna Homes

Resolution No. 08

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Annable

THAT By-law No. 2021-90 being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 7th day of December, 2021.

Carried

- b. By-law No. 2021-89 Part Lot Control - Moderna Homes

Resolution No. 09

Moved By: Councillor Annable
Seconded By: Deputy Mayor Armstrong

THAT By-law No. 2021-89 being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 7th day of December, 2021.

Carried

- c. By-law No. 2021-01 Officers & Committees

Resolution No. 10

Moved By: Councillor Thompson
Seconded By: Councillor Annable

THAT By-law No. 2021-01 being a By-law for the Appointment of Officers, Agents, Staff, Committees of Council and Recreation Associations be amended as presented this 7th day of December 2021.

Carried

6. Key Information

- a. Deputy Chief Building Official

It was noted that the Deputy Chief Building Official has resigned. There are 5 neighbouring municipalities competing for building officials. The Deputy Mayor noted that the Township cannot compete with the higher salaries offered in Ottawa and surrounding municipalities. The minimum qualifications required to conduct inspections and the potential difficulty filling this position was discussed. The Township is legally obliged to

provide an inspection within 48 hours of receiving the request. Options to continue offering inspections, like sharing services with another municipality, until the position is filled were discussed. Councillor Thompson noted that the electrical authority has modified their process and Council feels that the government should be lobbied for similar changes given the lack of trained building inspectors.

7. Ratification By-Law

Resolution No. 11

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Thompson

THAT By-law No. 2021-92 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 7th day of December, 2021.

Carried

8. Adjournment

The Mayor reminded Council of the two public meetings that precede the December 14th regular council meeting. The first public meeting starts at 6:00 PM.

Resolution No. 12

Moved By: Deputy Mayor Armstrong
Seconded By: Councillor Thompson

THAT Council adjourn at 7:14 PM to the call of the Chair.

Carried

Mayor

Clerk