



THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

REGULAR MEETING MINUTES

Date: November 9, 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
Councillor: Tyler Hoy

Staff Present: CAO: Angela Rutley
Clerk: Jo-Anne McCaslin
Director of Recreation and Culture: Meaghan Meerburg
Economic Development & Communications: Stephen Mann
Director of Planning, Building and Enforcement: Calvin Pol
Deputy Clerk: Nancy Johnston
Acting Treasurer: Johanna Barkley
Administrative Assistant: Emily Beach

Others: Joe Morin, Chesterville Record

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 6:34 PM.

Carried

2. Adoption of Agenda

Resolution No. 02

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council approve the agenda as amended.

Carried

3. Disclosure of Pecuniary Interest and Nature Thereof

4. Adoption of Minutes

Resolution No. 03

Moved By: Councillor Hoy

Seconded By: Councillor Annable

THAT the minutes of the Regular Meeting, including the In Camera minutes of the Council of the Township of North Dundas, held October 26th, 2021 be adopted as presented.

Carried

5. Delegations - (Additional)

Sean-Michael Stephen of Watson & Associates presented the preliminary findings from the background study for the Township of North Dundas' development charges to Council. The next step in this process is to present the findings at a public meeting scheduled for December 14th.

Resolution No. 06

Moved By: Councillor Hoy

Seconded By: Councillor Thompson

THAT Council acknowledges the presentation provided by Sean-Michael Stephen of Watson & Associates re: Township of North Dundas Development Charges Background study.

Carried

6. Closed Session

Resolution No. 04

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council proceed in camera at 6:36 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; and,

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

7. Open Session

Resolution No. 05

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council move to open session at 7:02 PM.

Carried

8. Action Requests

a. A/R - Finance

1. Rescind Budget Amendment 2021-01 – Student Wages

Resolution No. 07

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council rescind budget amendment No. 2021-01 – Transportation Services – Hiring of 2 additional summer students, in the amount of \$26,200.

Carried

2. Asset Management Software

Resolution No. 08

Moved By: Councillor Annable

Seconded By: Councillor Thompson

THAT Council approves the purchase of PSD Citywide Inc. Asset Manager and GIS Viewer software applications to be used for Asset Management.

b. A/R - Economic Development and Communications

1. Regional Incentive Applications

Resolution No. 09

Moved By: Councillor Hoy

Seconded By: Councillor Thompson

THAT Council approve the disbursement of funding under the SDG Counties Regional Incentives Program to the applicants as detailed in this report for a total of \$63,181.80, subject to the terms of the financial agreements.

Carried

c. A/R - Public Works

1. Baker Road Closure

Resolution No. 10

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council approve the closure of the portion of Baker Road running over a permanent stream, approximately 615 metres south-west from the Baker Road/County Road 31 intersection, from 7:00 am to 5:00 pm on November 23, 2021.

Carried

2. Part-Time Operators

Resolution No. 11

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Annable

THAT Council approve the recommendation of the hiring committee and authorize the hiring of Tanya Zwartz, Basil Pemberton, and Richard Ventrella as part-time operators for

the 2021/2022 winter season, as per the letters of offer issued October 29, 2021.

- d. A/R - Waste Management - NIL
- e. A/R - Planning Building and Enforcement
 - 1. Garden Suite Zoning Amendment

Resolution No. 12

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council hereby accepts the Zoning By-law Amendment application as complete from Jeremy DiZazzo and directs the public meeting to be held on December 14th, 2021.

Carried

- f. A/R - Fire - NIL
- g. A/R - CAO
 - 1. Interim Duties – Deputy Treasurer

Resolution No. 13

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Johanna Barkley be appointed to the position of Acting Treasurer, effective October 20, 2021, until the return of the Treasurer or until further notice, and that her salary scale be increased to the Treasurer position grade during this time.

Carried

- 2. Executive Assistant/Deputy Clerk (Additional Report)
- Resolution No. 14

Moved By: Councillor Hoy

Seconded By: Councillor Thompson

THAT Council accepts the recommendation of the hiring committee and that Chloe Preston be hired as Executive Assistant/Deputy Clerk, as per the letter of offer dated November 4, 2021; AND THAT Council approves the hiring of an Administrative Assistant for each of the Public Works Department and Recreation and Culture Department.

- h. A/R - Clerk - NIL
- i. A/R Recreation and Culture
 - 1. Christmas Market Special Event Request report

Resolution No. 15

Moved By: Deputy Mayor Armstrong

Seconded By: Councillor Thompson

THAT Council receive the Special Event Request Form from Kelly Windle, organizer of the Garden Party Christmas Market and approve the in-kind municipal support requested in the application form.

Carried

9. Tenders and Quotations

- a. RFP # PW 2021-07 Engineering Services for Bridges and Culvert Replacements

Resolution No. 16

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT Council approve the award of portions of Request for Proposal No. 2021-07 for Engineering Services for Bridges and Culvert Replacements to Jacobs Consultancy Canada Inc. in the amount of \$279,242; AND THAT Council approve budget amendment #2021-28.

Carried

10. By-Laws

- a. By-law No. 2021-76 Infrastructure Ontario Loans Amendment

Resolution No. 17

Moved By: Councillor Thompson

Seconded By: Councillor Hoy

THAT By-law No. 2021-76, as amended, being a By-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for the long-term financing of certain capital works of the Township of North Dundas be read and passed in Open Council, signed and sealed this 9th day of November, 2021; AND THAT Council authorize the entering into of a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC.

Carried

- b. By-law No. 2021-78 Part Lot Control Vriend Construction

Resolution No. 18

Moved By: Councillor Thompson

Seconded By: Councillor Annable

THAT By-law No. 2021-78 being a By-law to exempt certain lands from Part Lot Control, be read and passed in Open Council, signed and sealed this 9th day of November, 2021.

Carried

- c. By-law No. 2021-80 ICIP Local Government Intake

Resolution No. 19

Moved By: Councillor Hoy
Seconded By: Councillor Thompson

THAT By-law No. 2021-80, being a By-law to Authorize a Transfer Payment Agreement under the Investing in Canada Infrastructure Program: COVID Stream – Local Government Intake, be read and passed in Open Council this 9th day of November, 2021; AND THAT the Mayor and Clerk be authorized to execute this agreement.

Carried

- d. Amend By-law No. 2021-71 - Mandatory COVID-19 Vaccination
Resolution No. 20

Moved By: Councillor Thompson
Seconded By: Councillor Annable

THAT Council approve By-law No. 2021-71, as amended.

Carried

- e. By-law No. 2021-79 – MMP Intake 2
Resolution No. 21

Moved By: Councillor Thompson
Seconded By: Councillor Hoy

THAT By-law No. 2021-79, being a By-law to Authorize a Transfer Payment Agreement under the Municipal Modernization Program, Intake 2 – Implementation Stream be read and passed in Open Council this 9th day of November, 2021; AND THAT the Mayor and Clerk be authorized to execute this agreement.

Carried

11. Key Information

- a. KIR - Finance - NIL
b. KIR - Economic Development and Communications
1. Shop Local Initiative

The details of a new "six week "Shop Local Initiative" that runs from November 1st to December 10th. This contest is being advertised on our social media accounts, through Nation Valley News, the North Dundas Times and the Chesterville Record. The North Dundas Chamber of Commerce and the Counties SDG have contributed financially and their logos are included in media ads.

- c. KIR - Public Works (Additional Report)
1. 2021-2022 Drainage Maintenance

The drains scheduled for regular maintenance for fall 2021, along with maps illustrating their location were presented to Council.

- d. KIR - Waste Management - NIL
e. KIR - Planning Building and Enforcement - NIL

f. KIR - Recreation and Culture - NIL

g. KIR - Fire

1. Safe Community Project Zero

The Township received 144 Kidde Canada 10-year worry-free combination smoke/CO alarms through the Safe community Project Zero sponsored by Enbridge Gas. The Fire Steering Committee is developing a roll-out plan.

h. KIR - CAO - NIL

i. KIR - Clerk - NIL

12. Consent Agenda

a. Accounts

Resolution No. 22

Moved By: Councillor Annable

Seconded By: Deputy Mayor Armstrong

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

October 1 to October 18, 202, Batch 148 to 159 in the amount of \$611,484.25 and

October 19 - October 29, 2021, Batch 160 to 172 in the amount of \$\$3,588,106.37; and,

THAT all other items listed under the Consent Agenda section of the Agenda be approved as recommended.

Carried

b. Monthly Activity Summary

1. MAS - Finance

2. MAS - Economic Development and Communications

3. MAS - Public Works - NIL

4. MAS - Waste Management - NIL

5. MAS - Planning Building and Enforcement

6. MAS - Recreation and Culture

7. MAS - Fire - NIL

8. MAS - CAO

9. MAS - Clerk

13. Boards and Committees - NIL

14. Motions and Notices of Motions

15. Petitions

16. Council Comments and Concerns

17. Miscellaneous/Unfinished Business

18. Ratification By-Law

Resolution No. 23

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT By-law No. 2021-81, to adopt, confirm and ratify matters dealt with by resolution, be read and passed in Open Council, signed and sealed this 9th day of November, 2021.

Carried

19. Adjournment

Resolution No. 24

Moved By: Councillor Annable

Seconded By: Councillor Hoy

THAT Council adjourn at 8:32 PM to the call of the Chair.

Carried

MAYOR

CLERK