



**Town of Dundurn  
Meeting Minutes**

**Regular Meeting 300 Third Ave December 12, 2023 - 05:30 PM**

**IN ATTENDANCE:**

Mayor Curtis Boyes (via teleconference)  
Deputy Mayor Matt Jurkiewicz  
Councillor Cody Deringer  
Councillor John Gourdeau  
Councillor Clay Connell

**IN ATTENDANCE STAFF:**

Chief Administrative Officer Valerie Schlosser  
Administrative Assistant Victoria Olynik

- Resolution No: 1**      **Call to order**  
2023-290                **Moved By:** Matt Jurkiewicz
- Deputy Mayor Jurkiewicz called the Regular Meeting of Council to order at 5:30pm.  
**CARRIED UNANIMOUSLY**
- 2**                        **Disclosure of Conflicts of Interest and Related Party Transactions**  
None
- Resolution No: 3**      **Agenda - Additions / Deletions / Approval**  
2023-291                **Moved By:** John Gourdeau
- THAT the agenda be accepted with the following additions:  
**Consent Agenda**  
Special Meeting of Council minutes 2023-Nov-27  
**Communications**  
SEDA - letter of support  
**Policy**  
RINK 2023-001 Dundurn Rink Skating Rules & Code of Conduct  
RINK 2023-002 Dundurn Outdoor Rink Skating Rules & Code of Conduct  
**CARRIED UNANIMOUSLY**
- Resolution No: 4**      **Consent Agenda**  
2023-292                **Moved By:** Clay Connell
- THAT the consent agenda be accepted as presented and be attached to these minutes; including minutes from November 14, 2023 minutes from Special Meeting November 27, 23, Correspondence and List of Accounts for Approval.  
**CARRIED UNANIMOUSLY**



**13 Reports of Administration and Committees**

**Resolution No: 13.1 Chief Administrative Officer Report**  
 2023-298  
 THAT the Chief Administrative Officer Report be accepted as presented.  
**CARRIED UNANIMOUSLY**

**Resolution No: 13.1.1 Office Hours**  
 2023-299  
**Moved By: Cody Deringer**  
 THAT the office hours for the Town of Dundurn be as follows:  
 Mon, Tues, Thurs 9:00am - 5:00pm  
 Wednesday 11:00am - 5:00pm  
 Friday - by appointment between 9:00am - 5:00pm  
 Closed for lunch 12:00-1:00pm  
**CARRIED UNANIMOUSLY**

**Resolution No: 13.2 Administrative Assistant Report**  
 2023-300  
**Moved By: Clay Connell**  
 THAT the Administrative Assistant Report be adopted as presented.  
**CARRIED UNANIMOUSLY**

**Resolution No: 13.3 Ice Scheduler Report**  
 2023-301  
**Moved By: Matt Jurkiewicz**  
 THAT the Ice Scheduler report be accepted as presented.  
**CARRIED UNANIMOUSLY**

**14 Policies**

**Resolution No: 14.1 GG 2023-001 Council Committee Appointments**  
 2023-302  
**Moved By: Matt Jurkiewicz**  
 THAT the GG 2023-001 Council Committee Appointments Policy be adopted as amended.  
**CARRIED UNANIMOUSLY**

**Resolution No: 14.2 Repeal Town of Dundurn Policy Manual**  
 2023-303  
**Moved By: Cody Deringer**  
 THAT the Town of Dundurn Policy Manual be repealed.

Name	Yes	No	Abstained	Absent
Curtis Boyes		✓		
Clay Connell	✓			
Cody Deringer	✓			
John Gourdeau	✓			
Matt Jurkiewicz	✓			

**CARRIED**

- Resolution No: 14.3**      **Dundurn Rink Skating Rules & Code of Conduct**  
2023-304                      **Moved By:** John Gourdeau
- THAT Policy RINK 2023-001 Dundurn Rink Skating Rules & Code of Conduct be adopted as presented.
- CARRIED UNANIMOUSLY**
- Resolution No: 14.4**      **Dundurn Outdoor Rink Skating Rules & Code of Conduct**  
2023-305                      **Moved By:** Cody Deringer
- THAT Policy RINK 2023-002 Dundurn Outdoor Rink Skating Rules & Code of Conduct be adopted as presented.
- CARRIED UNANIMOUSLY**
- 15**                              **Bylaws**
- Resolution No: 15.1**      **Rescind Readings Building Bylaw 2013-14**  
2023-306                      **Moved By:** Matt Jurkiewicz
- THAT resolution 2023-273 be rescinded for the first reading of Building Bylaw 2013-14.  
AND THAT resolution 2023-274 be rescinded for the second reading of Building Bylaw 2013-14.
- CARRIED UNANIMOUSLY**
- 16**                              **2023-08 Animal Control Bylaw**
- Resolution No: 16.1**      **2023-08 Animal Control Bylaw First Reading**  
2023-307                      **Moved By:** Clay Connell
- THAT Bylaw 2023-08, a Bylaw to provide for the care and control of animals be introduced and read for the first time.
- CARRIED UNANIMOUSLY**
- Resolution No: 16.2**      **2023-08 Animal Control Bylaw Second Reading**  
2023-308                      **Moved By:** John Gourdeau
- THAT Bylaw 2023-08, a Bylaw to provide for the care and control of animals be read for the second time.
- CARRIED UNANIMOUSLY**
- 17**                              **2023-13 Building Bylaw**
- Resolution No: 17.1**      **2023-13 Building Bylaw First Reading**  
2023-309                      **Moved By:** Matt Jurkiewicz
- THAT Bylaw 2023-13 Building Bylaw, a Bylaw to provide for the administration, enforcement of the Acts and regulations for buildings be introduced and read for the first time.
- CARRIED UNANIMOUSLY**

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**Resolution No:** 17.2  
2023-310

**2023-13 Building Bylaw Second Reading**  
**Moved By:** John Gourdeau

THAT Bylaw 2023-14, a Bylaw to provide for the administration and enforcement of the Acts and regulations for building be read for the second time.

**CARRIED UNANIMOUSLY**

**Resolution No:** 17.3  
2023-311

**2023-13 Building Bylaw consent for Third Reading**  
**Moved By:** Cody Deringer

THAT Council proceed with the third reading of Bylaw 2023-13 at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution No:** 17.4  
2023-312

**2023-13 Building Bylaw Third Reading**  
**Moved By:** Matt Jurkiewicz

THAT Bylaw 2023-13 a Bylaw to provide for the administration and enforcement of the Acts and Regulations for building be read be given three readings and ADOPTED. Enactment pursuant to Section 17 of the Construction Codes Act.

**CARRIED UNANIMOUSLY**

**18**

**2023-14 Building and Development Fees Bylaw**  
**Moved By:** Cody Deringer

**CARRIED UNANIMOUSLY**

**Resolution No:** 18.1  
2023-313

**2023-14 Building and Development Fees Bylaw First Reading**

THAT Bylaw 2023-14, a Bylaw to establish a fee for Planning and Building related services be introduced and read for the first time.

**Resolution No:** 18.2  
2023-314

**2023-14 Building and Development Fees Bylaw Second Reading**  
**Moved By:** John Gourdeau

THAT Bylaw 2023-14, a Bylaw to establish a fee for Planning and Building related services be read for the second time.

**CARRIED UNANIMOUSLY**

**Resolution No:** 19  
2023-315

**Mayor and Councillor's forum**  
**Moved By:** Cody Deringer

THAT verbal statements from Councillors regarding events, activities, or community functions attended and general work of members on behalf of the community be accepted as presented.

**CARRIED UNANIMOUSLY**

**20**

**Unfinished Business**

**21 New Business**

**Resolution No: 21.1 Municipal Revenue Sharing Declaration**  
2023-316 **Moved By: Matt Jurkiewicz**

THAT Council for the Town of Dundurn confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedure Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required by legislation.

AND THAT Council authorizes the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

**CARRIED UNANIMOUSLY**

**Resolution No: 21.2 Sports Centre Rink Operator**  
2023-317 **Moved By: John Gourdeau**

THAT the Town of Dundurn ratify the hiring of Lucas Deschamps as the Rink Operator with a rotating shift schedule, start date effective November 20, 2023 with a wage of \$18.00/hour.

**CARRIED UNANIMOUSLY**

**Resolution No: 21.3 RECAP Photocopier Lease**  
2023-318 **Moved By: Cody Deringer**

THAT the Town of Dundurn continue leasing through RECAP until end of term.

**CARRIED UNANIMOUSLY**

**Resolution No: 21.4 2024 Summer Student Grant**  
2023-319 **Moved By: Clay Connell**

THAT the Town of Dundurn apply to the Canada Summer Jobs 2024 for two students.

**CARRIED UNANIMOUSLY**

**Resolution No:** 21.5  
2023-320

**Sports Centre - Condenser repairs completed**  
**Moved By:** Cody Deringer

THAT the Town of Dundurn transfer to the Sports Centre Operating account \$20,000 for the compressor repairs completed.

**CARRIED UNANIMOUSLY**

**Resolution No:** 21.6  
2023-321

**Investments**  
**Moved By:** Clay Connell

THAT the Town of Dundurn authorize the CAO to invest designated funds into a diversified portfolio optimizing interest and spreading out maturity dates.

**CARRIED UNANIMOUSLY**

**Resolution No:** 21.7  
2023-322

**2024 Regular Council Meeting Dates**  
**Moved By:** Cody Deringer

THAT the 2024 Regular Council Meeting dates be acknowledged as presented.

**CARRIED UNANIMOUSLY**

Move into closed session 7:50pm

**Resolution No:** 22  
2023-323

**Closed session**  
**Moved By:** Matt Jurkiewicz

Deputy Mayor Jurkiewicz called to move into closed session at 7:50pm as per the Local Authority Freedom of Information and Protection of Privacy Act III, for discussion of Human Resources and Long-Term Economic Development.

In attendance:

Curtis Boyes (via teleconference)

Matt Jurkiewicz, Cody Deringer, Clayton Connell, John Gourdeau, Valerie Schlosser

Victoria Olynik left the meeting at 7:50pm

Valerie Schlosser left the meeting from 8:40pm - 8:50pm and 9:05-9:10pm

**CARRIED UNANIMOUSLY**

Moved into open session 9:43pm

**Resolution No:** 23  
2023-324

**Business arising from Closed Session**  
**Moved By:** Matt Jurkiewicz

Deputy Mayor Jurkiewicz moved to open session at 9:43pm.

**CARRIED UNANIMOUSLY**

**Resolution No:** 23.1  
2023-325

**Payroll**  
**Moved By:** Cody Deringer

THAT the performance bonus and salary increases be approved as discussed and attached to these minutes.

**CARRIED UNANIMOUSLY**

**24**      **Next Meeting**

**24.1**     **January 9, 2024**

**Resolution No:** 25  
2023-326

**Adjourn**  
**Moved By:** John Gourdeau

THAT this meeting be adjourned at 9:55pm.

**CARRIED UNANIMOUSLY**

  
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Mayor  
Curtis Boyes

  
\_\_\_\_\_  
Chief Administrative Officer  
Valerie Schlosser