



## Township of Drummond/North Elmsley

**#12 Committee of the Whole – Chair, Steve Fournier  
June 12, 2018 following Council - Council Chambers**

# Agenda

**PLEASE NOTE:** Meetings of Council and the Committee of the Whole are open to the public however they are not a public forum. Members of the public are welcome to attend and your interest is appreciated, however due to time constraints, we request that individuals or groups wishing to appear before Council or the Committee at a regular meeting shall advise the Clerk not later than 2:00 p.m. on the Thursday prior to the meeting as per By-law No. 2017-056

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**7.5 Clerk/Members of Council (presented at the meeting)**

- a) Report of the Reeve
- b) Report from Fire Board
- c) Report from Library Board
- d) Report for CA's
- e) Reports from Members of Committee

**8. Closed Session**

- 8.1** A proposed or pending acquisition of land - Boldrick Property

**9. Unfinished Business**

**10. New Business**

- 10.1** Special Capital Projects - Verbal

**11. Adjournment**



# #11 Minutes Meeting of May 22, 2018 Committee of The Whole

The Committee of the Whole met on Tuesday, May 22, 2018 at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

<b>Members Present:</b>	Aubrey Churchill	Reeve
	Gail Code	Deputy Reeve
	Steve Fournier	Councillor
	Ray Scissons	Councillor

<b>Staff Present:</b>	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk

<b>Absent:</b>	George Sachs	Councillor
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**1. Call to Order**

The meeting was called to order at 5:05 p.m. A quorum was present.

**2. Disclosure of Pecuniary Interest**

The Chair invited members wishing to disclose a pecuniary interest to do so now. No members declared a pecuniary interest.

**3. Minutes of Previous Meetings**

**3.1 Regular Session Minutes of May 8, 2018**

**MOTION #COW-18-098 (Verbal)**

<b>MOVED BY:</b>	<b>Aubrey Churchill</b>
<b>SECONDED BY:</b>	<b>Steve Fournier</b>

**THAT the Committee of the Whole** approves the minutes of the Regular Committee of the Whole meeting held on May 8, 2018 as circulated.

**ADOPTED**

**3.2 Closed Session Minutes of May 8, 2018 (8.1)**

**MOTION #COW-18-099 (Verbal)**

<b>MOVED BY:</b>	<b>Gail Code</b>
<b>SECONDED BY:</b>	<b>Steve Fournier</b>

**THAT the Committee of the Whole** approves the minutes of the Closed Committee of the Whole meeting held on May 8, 2018 as circulated.

**ADOPTED**

**3.3. Closed Session Minutes of May 8, 2018 (8.2)**

**MOTION #COW-18-100 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Aubrey Churchill**

**THAT the Committee of the Whole** approves the minutes of the Closed Committee of the Whole meeting held on May 8, 2018 as circulated.

**ADOPTED**

**3.4 Closed Session Minutes of May 8, 2018 (8.3)**

**MOTION #COW-18-101 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** approves the minutes of the Closed Committee of the Whole meeting held on May 8, 2018 as circulated.

**ADOPTED**

**4. Approval of Agenda**

**MOTION #COW-18-102 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** approves the agenda for the May 22, 2018 meeting of the Committee, as presented.

**ADOPTED**

**5. Petitions/Delegations/Public Hearings**

**5.1 Amanda Brown – Expansion of Postal Services**

Amanda Brown, President of the Perth local for the Canadian Union of Postal Workers, appeared before Council seeking support from Council to continue home delivery, offering more services through its existing retail network, transforming post offices into community hubs, offering wide band internet services and better cellular phone services in rural areas and offering and postal banking services.

**MOTION #COW-18-103 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Steve Fournier**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council supports sending a letter to the Honourable Minister Carla Qualtrough, Minister

of Public Services and Procurement to retain, enhance and expand postal services, including door-to-door delivery.

**ADOPTED**

**6. Communication/Correspondence**

No items were pulled from the Communication package although the following item was discussed before the motion was adopted:

**#4 Autonomous Vehicles Test Corridor**

The Clerk Administrator reported that George Sachs has requested his name be submitted as the contact person for the municipality relating to autonomous vehicles.

**MOTION #COW-18-104 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Aubrey Churchill**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council appoints George Sachs as the municipal point of contact for autonomous vehicle related activities for the Township.

**ADOPTED**

**MOTION #COW-18-105 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Steve Fournier**

**THAT THE COMMITTEE OF THE WHOLE** receives the remainder of the communication items for the May 22, 2018 Committee of the Whole as information.

**ADOPTED**

**7. Committee and Board Reports**  
**7.1 COMMUNITY DEVELOPMENT**

**a) Report of the Planner – Smith/Zeidan Zoning Amendment**

The Planner provided an update on the public meeting and to consider next steps on the severance application which splits the Smith lot to allow for a functional lot addition to the existing Zeidan lot, the parcels are separated from the main Smith and Zeidan cottages by a road allowance and the back lots could be potentially sold separately. In order to comply with the Official Plan, two zoning amendments are required to rezone Zeidan lot addition from Rural to Limited Services Residential Special Exception and rezone the Smith retained lot from Rural to different Limited Services Residential Special Exception. The Committee accepted the recommendation of the Planner and the following motion was adopted:

**MOTION #COW-18-106 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Aubrey Churchill**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council supports the Smith/Zeidan Zoning Amendment and further that staff be directed to bring forward a by-law implementing the following zoning policy for the Limited Services Residential Special Exception 29 and 30 Zones:

**LSR-29 Notwithstanding any provisions of this By-law to the contrary, on the lands zoned LSR-29, the following provisions shall apply:**

1. No dwelling unit or sleeping accommodations shall be provided;
2. The minimum lot size shall be 617 m<sup>2</sup>
3. The minimum lot frontage shall be 16.54 m.

**LSR-30 Notwithstanding any provisions of this By-law to the contrary, on the lands zoned LSR-30, the following provisions shall apply:**

1. No dwelling unit or sleeping accommodations shall be provided;
2. The minimum interior side yard setback for an accessory structure shall be 1.5 m;
3. The minimum lot size shall be 636 m<sup>2</sup>
4. The minimum lot frontage shall be 17.53 m.

**ADOPTED**

**Action Item:** Direction given to staff to bring forward an implementing by-law for review and passage at a future Council meeting.

**b) Report of the Planner – Pearen Zoning Amendment**

The Planner provided an update on the public meeting and to consider next steps on the application to rezone property from Rural to a Multiple Residential-Special Exception Zone to allow a 575 square foot accessory dwelling, garden suite as a permanent use at 1057 Rideau Ferry Road. The garden suite was approved in 2002 as a temporary use and has since expired. Ms. Pearen would like to retain the accessory dwelling on the property as a permanent use. The Zoning By-law does not permit two dwellings on a lot and therefore the zoning would need to be amended to multiple residential-Special Exception. The Committee accepted the recommendation of the Planner and the following motion was adopted:

**MOTION #COW-18-107 (Verbal)**

**MOVED BY: Aubrey Churchill**  
**SECONDED BY: Steve Fournier**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council supports the Pearen Zoning Amendment and further that staff be directed to bring forward a by-law implementing the following zoning policy for the Multiple Residential- 2 Zone:

MR-2 *Notwithstanding the provisions of Section 9.1 of this By-law, on the lands zoned MR-2, a detached secondary dwelling unit with a minimum floor area of 54 m<sup>2</sup> shall be a permitted use.*

**ADOPTED**

**Action Item:** Direction given to staff to bring forward an implementing by-law for review and passage at a future Council meeting.

**7.2 PUBLIC WORKS**

**a) Report of the Public Works Manager – Extension of Construction Maintenance Material Contract**

The Public Works Manager provided an update regarding the supply and placement of maintenance material on the Township’s Loosetop Roads. His recommendation was to extend the contract with Cavanagh Construction into 2018. The Committee accepted the recommendation and the following motion was adopted:

**MOTION #COW-18-108 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Steve Fournier**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council extends the 2012 Maintenance Material Contract No. 2012-03 with Cavanagh Construction into 2018 at \$12.85/tonne, accepting a 2% increase from the 2017 price, resulting in an additional \$0.25/tonne (plus applicable taxes) to supply and place 5/8” Granular M Class II Crushed Rock for Area 1 on selected Township roads.

**ADOPTED**

**7.3 CORPORATE SERVICES**

**a) Report of the Treasurer – Otty Lake Side Road Reconstruction**

The Treasurer provided an update on changing the funding source of \$42,383 from gas tax funding to a transfer from Construction Reserves for the joint project with Tay Valley Township. The Treasurer reported that Tay Valley is using their Construction Reserves to fund the Otty Lake Side Road project and she recommended that the Township do the same. The Committee accepted the recommendation and the following motion was adopted:

**MOTION #COW-18-109 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Aubrey Churchill**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council accepts the change in funding, and

**FURTHERMORE THAT,** the Township’s portion of the funding, being \$142,383 be funded as follows:

\$50,000 from the 2017 OCIF – Formula Based Grant

\$50,000 from the 2018 OCIF – Formula Based Grant \$42,383 from the Construction Reserve.

**ADOPTED**

**7.4 COMMUNITY SERVICES**

**7.5 CLERK/MEMBERS OF COUNCIL**

**a) Report of Reeve**

The Reeve provided a verbal update on the following items:

- May 11 – Mock Council meeting with North Elmsley School students in grades 5 & 6
- May 11 – North Elmsley School appreciation for volunteer
- May 12 – Firemen’s appreciation dinner at Maberly
- May 17 – County wide Emergency Management Training – Smiths Falls
- May 22 – DNE Emergency Meeting at the Town of Smiths Falls

**b) Report from Fire Board**

- Attending Firemen’s appreciation dinner on May 12

**c) Report from Library Board: None**

**d) Report from CA's**

**Mississippi Valley Conservation Authority, May 16, Gail Code**

- General Manager Paul Lehman leaving October 30, recruitment process has begun
- Gilmore case updated, went to Supreme Court, demolition order has been issued
- Great presentation on Whiskey Software
- Board of Directors meeting June 20

**e) Report from Members of Committee**

**Drug Strategy Committee, May 10, Steve Fournier**

- Looking for locations for drop boxes for syringes
- Health Unit will assist with locations

**8. CLOSED SESSION**

**8.1 Personal Matters about a Municipal Employee – Planner Recruitment**

**MOTION #COW-18-110 (Verbal)**

**MOVED BY: Steve Fournier**

**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 5:45 p.m. to discuss personal matters about a Municipal Employee – Planner Recruitment;

**AND THAT** the Clerk Administrator and Deputy Clerk remain in the room.

**ADOPTED**

**MOTION #COW-18-111 (Verbal)**

**MOVED BY: Aubrey Churchil**



**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 5:48 p.m.

**ADOPTED**

**RISE AND REPORT**

**MOTION #COW-18-112 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Steve Fournier**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT Council approves the hiring of William Wood as Planner effective May 22, 2018.**

**ADOPTED**

**8.2 Litigation – Open Claims Status**

**MOTION #COW-18-113 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Aubrey Churchill**

**THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 5:49 p.m. to discuss litigation – open claims status;

**AND THAT** the Clerk Administrator and Deputy Clerk remain in the room.

**ADOPTED**

**MOTION #COW-18-114 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Steve Fournier**

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 5:57 p.m.

**ADOPTED**

**RISE AND REPORT**

- Received as information.

**9. Unfinished Business:** None

**10. New Business:** None.

**11. Adjournment**

**MOTION #COW-18-115 (Verbal)**

**MOVED BY: Aubrey Churchill**  
**SECONDED BY: Steve Fournier**

**THAT the Committee of the Whole stand adjourned at 6:02 p.m.**

**ADOPTED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

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**#12 Committee of the Whole**

June 12, 2018

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(Note: List only - the below noted documents emailed to you as a separate file)

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# Township of Drummond/North Elmsley Committee of the Whole



**Report By**            Scott Cameron, Manager of Public Works  
**Date**                 June 12, 2018  
**Report Title**        Tree Cutting Within Unopened Road Allowance, Lot 3 Conc. 11, Former Drummond Township

**1. Staff Recommendation:**    Resolution             Direction             Information

**THAT the Council of the Township of Drummond/North Elmsley** approves that the owner of Lot 3, Concession 11, Drummond Ward be allowed to cut trees along the north boundary of the unopened Road Allowance between Concessions 10 and 11 to install a page-wire fence.

**2. Purpose:**

The purpose of cutting the trees within the unopened road allowance is to allow enough clearance along the property to install and maintain page-wire fence by the owner of Lot 3 Concession 11, Mr. Peder Krog.

**3. Background:**

As a result of Council allowing this section unopened road allowance to be used as access to the Mississippi River by Mr. Robert Fairchild, Mr. Peder Krog has requested to have permission from Council to cut trees within the northern limit of the road allowance to install and maintain a page-wire fence along the property line from Tullis Lane west to the edge of the Mississippi River, approx. 260m.

**4. Discussion:**

Staff met on-site with the owners to review the extent of tree cutting and brushing that would be required to install the fence. It was determined that the amount of clearing that would be required was acceptable by staff to proceed with the installation.

**5. Summary:** Staff recommends that the request to cut trees within the road allowance be granted to Mr. Krog.

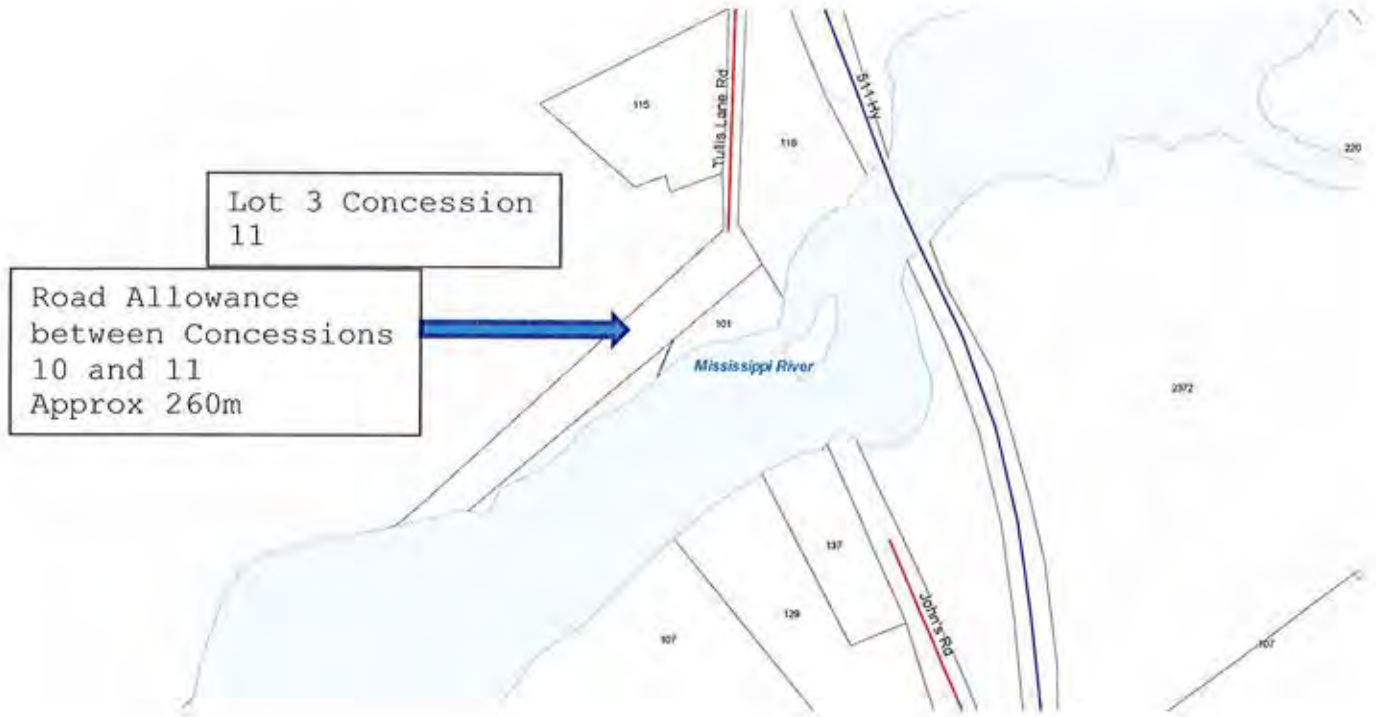
**6. Financial:** There will be no cost to the Township for this work as the owners will be paying 100% of the cost.

**7. Attachments: Schedule "A" Map**

**Prepared By**  
 Scott Cameron, Manager of Public Works

**Approved By**  
 Cindy Halcrow, Clerk Administrator

Attachment "A"



# Township of Drummond/North Elmsley Committee of the Whole



**Report By** Linda Van Alstine, Treasurer  
**Date** June 12, 2018  
**Report Title** Short/Long Term Investment - 2018

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**1. Staff Recommendation:** Resolution  Direction  Information   
**THE COMMITTEE OF THE WHOLE RECOMMENDS** that Council approves the proposed \$168,000 short term investment from BMO Nesbitt Burns for a one year term;

**AND FURTHERMORE THAT** Council approves the proposed long term investment of up to \$500,000, subject to change based on operational requirements;

**AND FURTHERMORE THAT** a letter of direction is signed by the Reeve and Clerk-Administrator or Treasurer.

**2. Purpose:** To propose a short term investment for 1 year in the amount of \$168,000 a long term investment – 5 year renewable term of up to \$500,000 with the option of \$100,000 maturing every year.

**3. Background:** The framework of the Township’s Investment Policy covering investments include the preservation of capital, liquidity, diversification and yield maximum rate of return on investment portfolio. Both the proposed short term and long term investment strategies meet the criteria.

**4. Discussion:** Staff made two requests to Derrick Dixon, the Township’s Investment Advisor, Financial Planner, The Graham – Dixon Group | BMO Nesbitt Burns for a some short term investments (1 year) and a long term investment of \$500,000 as discussed below.

**Short Term Investment based on three funds:**

1. Parkland	\$8,000
2. Development charges	\$90,000
3. <u>Gas Tax</u>	<u>\$70,000</u>
Total Aggregate	\$168,000

The current rate of interest is 1.90%. These funds will not be required for at least one year so there is an opportunity to yield a better return on investment.

The Township can invest \$168,000 in a 1 year GIC (current rate 2.30% Vancity GIC) and the bank can calculate the interest applicable to each component when it comes due.

However, it would be more prudent to book the same 1 year GIC for each component one day after the next (over 3 days) so each one is easily identifiable. Vancity is a credit union in Vancouver that is fully backed by the Province of British Columbia so BMO Nesbitt is not concerned about the 100K limit on the CDIC insurance.

Long Term Investment of up to \$500,000

The \$500,000 would be laddered out like the current investments in the account. They would be in separate GICs so they can be identified (source) if need be.

Initially the ladder would be (subject to change);

\$100,000	1yr Vancity at 2.30%
\$100,000	2yr Canadian Western Bank at 2.60%
\$100,000	3yr Manulife Bank at 2.75%
\$100,000	4yr Canadian Western Bank at 3.00%
\$100,000	5yr Manulife Bank at 3.05%

Total interest paid after first year is \$13,700 for an average interest rate of 2.74% (vs 1.90% in operating account yielding \$9,500, difference of \$4,200). \$100,000 would mature each year that could be reinvested or transferred back to the operating account.

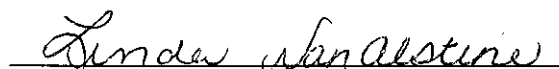
**5. Summary:** Short term investment on the fund balances will yield additional revenue of \$672. The long term investment of an amount up to \$500,000 is deemed appropriate because funds are not required at this time. The Clerk-Administrator will be bringing forward a report with respect to an application for an OCIF grant with respect to road reconstruction. If approved, the investment strategy is may be subject to change. Based on a laddered investment, \$100,000 would mature each year that could be reinvested or transferred back to the operating account. All transactions will be reported to Council on an annual basis.

**6. Financial:** Interest earned on the fund balances will accrue to each fund with the short term proposal.

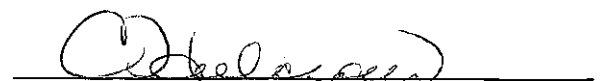
The treasurer suggests that the additional interest accrued on the long term investment over the 1.9% interest rate should be transferred to the waste site liability account at the end of each calendar year.

**7. Attachments: None**

**Prepared By**  
Linda Van Alstine, Treasurer



**Approved By**  
Cindy Halcrow, Clerk Administrator



# Township of Drummond/North Elmsley Committee of the Whole



Report By           Cindy Halcrow, Clerk Administrator

Date                 June 12, 2018

Report Title       OCIF Top UP Application  
REPORT # CA-2018-13

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1.     **STAFF RECOMMENDATION: Resolution Required**  
 THAT Council authorize staff to submit an funding application for 6km of Tennyson Road under the Ontario Community Infrastructure Fund – Top Up;  
  
**AND FURTHERMORE THAT**, if required, staff are authorized to have McIntosh & Perry update the Asset Management Plan to be paid with Gas Tax funds.
  
2.     **PURPOSE:**  
 The purpose of this report is to seek authorization to submit an application under the Ontario Community Infrastructure Fund – Top Up.
  
3.     **BACKGROUND**  
 On May 3, 2018, the province announced the launch of the next OCIF Top Up application. Approximately \$100 million in provincial funding is available for the 2018 intake, much larger than the previous pots of \$50M. Eligibility for the 2018 intake is being targeted to communities whose formula-based grants in 2019 and 2020 add up to a combined total of less than \$2 million. The Township is eligible to apply for a project valued up to \$1,865,612.  
  
 The OCIF expression of interest is due by August 28, 2018. With the municipal elections scheduled to take place on October 22, 2018 and the lame duck restrictions placed on municipal council in accordance with section 275 of the *Municipal Act, 2001*, staff is seeking authorization now to avoid a lame duck scenario.
  
4.     **DISCUSSION**  
 In terms of the overall assessment, applications are evaluated primarily in relation to their expected benefit in addressing a critical health and/or safety need. The comprehensiveness of the applicant's asset management plan (AMP) and the financial need of the applicant are secondary factors.  
  
 In the case of road submissions health and/or safety issues related to road infrastructure are assessed primarily in terms of accident risk.



Secondary scoring factors include:

- 1) Comprehensiveness of the asset management plan – The Township’s AMP is based on the 2013 criteria which is very basic. According to the guidelines, there are no penalties for this however, staff will work on the asset management plan between now and August 28
- 2) Financial need of the applicant – the focus of the assessment is on the cost of the proposed project per household. Median household income and weighted property assessment per household are also considered. So applications with a higher project cost per household, and lower median household income / weighted property assessment per household, demonstrate a relatively higher financial need. Factors related to general fiscal circumstances, such as municipal debt, reserve levels, and taxes, are not part of the assessment.

An application for Armstrong bridge has been submitted twice before; in 2014 for 90% funding and in 2015 in 50% funding. Both submissions were not approved because our financial indicators are too good in comparison to the other applications. In the 2015 application process, we were scored 18/43 points and were ranked 330 near the bottom.

So based on the above, the bridge project may be too small in terms of demonstrating a financial need because the overall debt per household of \$162.82 is quite low. Therefore I would like to apply for 6km of Tennyson Road. If cycling lanes are included that will generate more points and Tennyson is a great road to do this on. Cycling lanes create more liability and additional line painting requirements, however the economic benefit is huge; biking is a growing sport and a great tourism draw. It means we would have to continue with cycling lanes with the remaining 9kms of road.

The 2012-2017 collision records show that there have been 28 collisions on Tennyson Road (7 involving wildlife) so the health & safety criteria is easily met particularly at the intersections of Hands/Tennyson and Code/Tennyson. The charts illustrate various funding scenarios. The intent would be to maximize the grant without borrowing any funds. In broad terms, staff estimate that the Township could pave 6km of Tennyson Road without borrowing any money though the costs have to carry into the next year. Overall our reserves are healthy so no hardship would be created. The project may cost more than projected in the chart because if we purchase land to make some of the intersections safer, those costs would be 100% paid by the Township. This might add \$10,000-30,000 depending on how much the land purchase price is. In the chart below, Buttermilk Hill Road Bridge is chosen over Armstrong Road Bridge because it is the more expensive of the two bridges. Armstrong is estimated at \$500,000 while Buttermilk is \$600,000. It would make sense to apply for the more costly project.

**NO CYCLING LANES**

Project	Project value	OCIF Cost	Township Cost	% of funding	per HH Debt
Tennyson Road 5.13 km	\$2,073,000	\$1,865,612	\$186,561	90.00%	\$562.55
Tennyson Road 6 km	\$2,400,000	\$1,865,612	\$534,388	77.73%	\$651.29
Tennyson Road 7 km	\$2,800,000	\$1,865,612	\$934,388	66.63%	\$759.84
Tennyson Road 14.8 km	\$5,920,000	\$1,865,612	\$4,054,388	31.51%	\$1,606.51
Buttermilk Hill Road Bridge	\$600,000	\$540,000	\$60,000	90.00%	\$162.82

**WITH CYCLING LANES**

Project	Project value	OCIF Cost	Township Cost	% of funding	per HH Debt
Tennyson Road 4.88 km	\$2,073,000	\$1,865,612	\$186,561	90.00%	\$562.55
Tennyson Road 5 km	\$2,125,000	\$1,865,612	\$259,388	87.79%	\$576.66
Tennyson Road 6 km	\$2,550,000	\$1,865,612	\$684,388	73.16%	\$691.99
Tennyson Road 7 km	\$2,875,000	\$1,865,612	\$1,009,388	64.89%	\$780.19
Tennyson Road 15 km	\$6,290,000	\$1,865,612	\$4,424,388	29.66%	\$1,706.92

One of the criteria is the completeness of the Asset Management Plan although the guidelines say that municipalities will not be penalized if their AMPs are not comprehensive but those that are, will receive more points. Therefore staff are seeking authorization to complete a minor update the AMP if it can be done at low cost and will achieve a higher score.

**5. FINANCIAL IMPLICATIONS:**

The cost to update the AMP is unknown at this time, however I am looking at an upset limit of \$20,000. The updated AMP would be funded 100% from Gas Tax so there is no impact to the budget.

The other project financial implications are discussed in the above charts. The project must be completed by December 31, 2020 so that would provide 2 years to raise the necessary funds without borrowing.

Unfortunately this would leave two bridges that would require reconstruction in the next 5 years. These projects are located close together and could be done together to maximize savings.

**6. SUMMARY:**

Funding of this project will help the Township achieve its asset management plan goals.

**7. ATTACHMENTS**

- Correspondence: OCIF Top Up funding.
- Collision record

**Prepared and Recommended By:**

A handwritten signature in black ink, appearing to read "Cindy Halcrow". The signature is written in a cursive style with a large initial "C".

**Cindy Halcrow  
Clerk Administrator**

Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et  
des Affaires rurales



4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 519-826-3419  
Fax: 519-826-3398

4<sup>e</sup> étage  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tél. : 519-826-3419  
Télec. : 519-826-3398

Dear Chief Administrative Officer, Clerk or Treasurer

As part of the largest infrastructure investment in Ontario's history, the province is committed to helping rural communities improve vital local infrastructure. That's why we are tripling the Ontario Community Infrastructure Fund (OCIF) annually to \$300 million by 2019, which includes providing communities like yours with more stable, predictable and bankable OCIF formula funding.

I am pleased to inform you that we are now accepting proposals for the 2018 intake of OCIF Top-Up Application funding. This intake will provide approximately \$100 million to help communities address larger critical infrastructure projects. **The Township of Drummond-North Elmsley is eligible to apply for up to \$1,865,612.** I ask that you share this information with your council as appropriate.

Your community may submit one project proposal, either individually or in partnership with another community. The deadline for submitting proposals for the OCIF Top-Up Application intake is Tuesday August 28, 2018 at 5 p.m. Eastern Daylight Time.

Please note that this is a competitive application process that will assess projects primarily on their critical health and safety aspects. An assessment of the applicant's asset management plan and funding need will also be considered as part of this process. The 2018 program guidelines have been revised to provide additional information on the technical assessment process for each project category.

To consult the program guidelines please visit: [www.ontario.ca/municipalinfrastructure](http://www.ontario.ca/municipalinfrastructure). The application form will be made available on this website shortly. Should you have any questions about the application process or your project proposal, please contact your project analyst Stephen Hamblin at (519) 826-3471 or via email at [Stephen.Hamblin@ontario.ca](mailto:Stephen.Hamblin@ontario.ca).

With the municipal elections scheduled to take place on October 22, 2018 and the restrictions placed on municipal council in accordance with section 275 of the *Municipal Act, 2001*, you are encouraged to submit your application as early as possible to mitigate potential constraints in advance of or following a potential municipal election.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Kennedy".

Brent Kennedy  
Director, Rural Programs Branch



## TENNYSON ROAD

<p><b>Report Date</b> 31 MAY 2018</p>	<p><b>Submitting Author</b> Paul Ross #11440 15 Coleman street , Carleton Place, ON Tel: 613-257-5610 Fax: 613-257-8847 Paul.ross@opp.ca</p>
<p><b>Submitting Agency Report Number</b> 3N - 18-095AN-20180601-Collision Review Tennyson Road</p>	

At the request of Inspector Needham I conducted a historical review of Motor Vehicle Collisions on Tennyson Road, Drummond North Elmsley Township.

I completed a Data Extraction (EX84) from the Records Management System (RMS) for 01 Jan 2012 – 31 Dec 2017 inclusive. This extract allows the user to search all calls for service in a duty area on a specific roadway. I then refined the information to all Motor Vehicle Collisions. It was noted that during this time period thirty eight (38) Collisions where reported to the Lanark County OPP.

I then completed a review from the Electronic Collision Reporting System (ECRS) with the same date parameters. This resulted in twenty-nine (29) collisions which were "reportable" (as defined by the Highway Traffic Act and requiring an Accident Report to be completed by investigating officers). Utilizing the Longitude and latitude coordinates from the ECRS data I was able to plot the twenty nine reportable collisions using "Power Map" in Microsoft Excel.

The noted difference between RMS and ECRS is that ECRS does not capture "Non-Reportable Collisions". As such there is limited data relating to the non-reportable collisions. For the purpose of this report writer has focused on the reportable collisions from ECRS

From the ECRS data I was able to ascertain the following information which is located in the appendixes as charts:

- Year
- Month
- Day
- Base Hour
- Primary Cause
- Road Surface

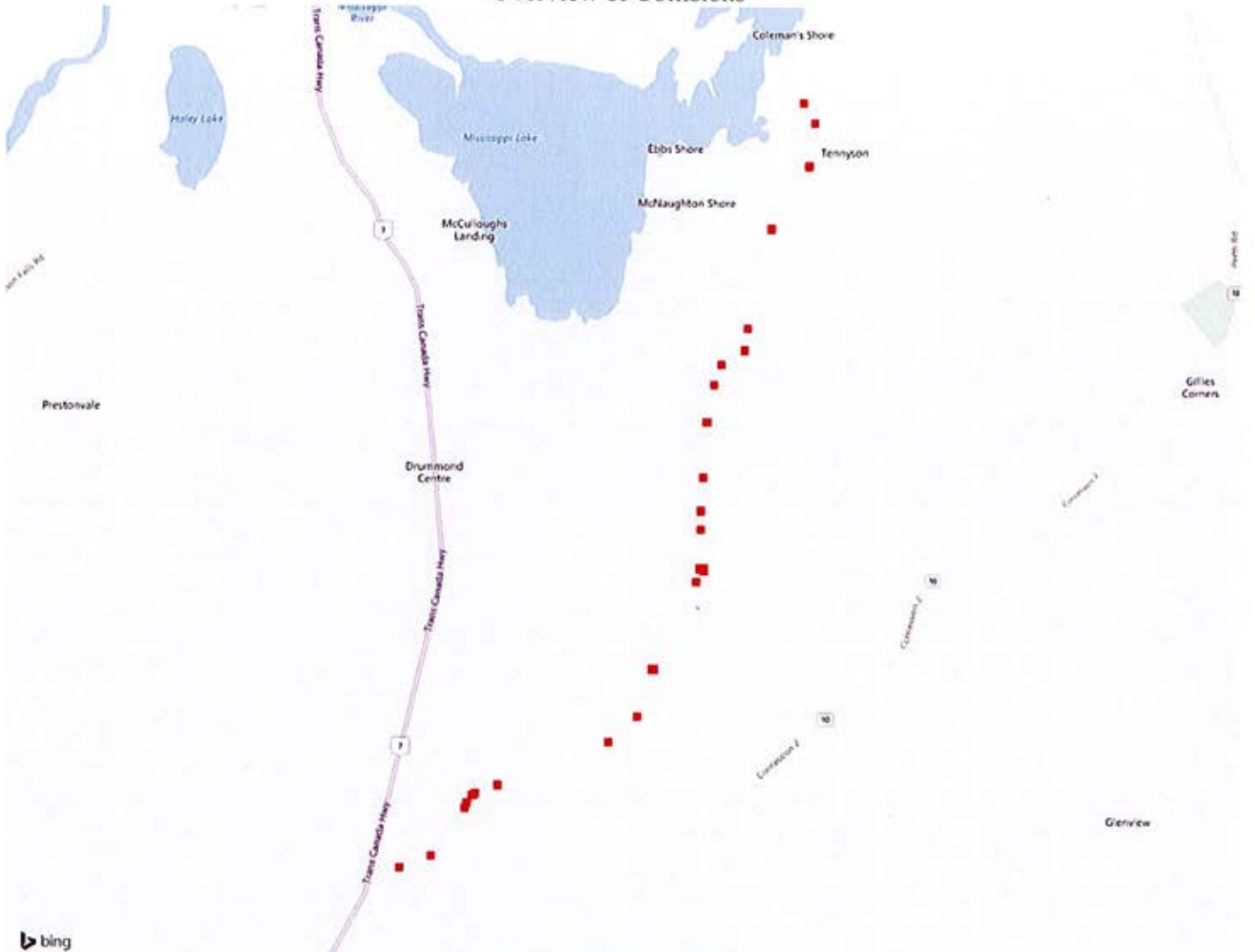
Twenty eight (28) of the Collisions occurred in Drummond North Elmsley and one occurred in Beckwith.

Twenty four of the collisions were "Property Damage" and five were listed as "Personal Injury".

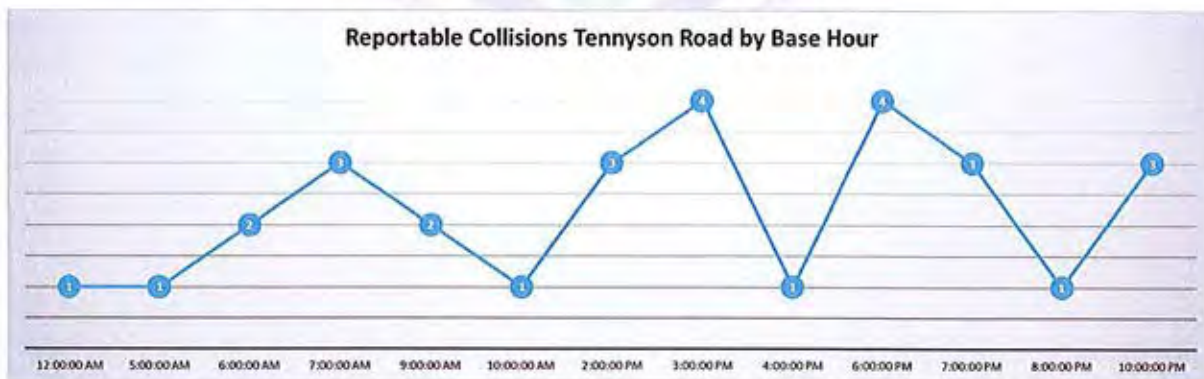
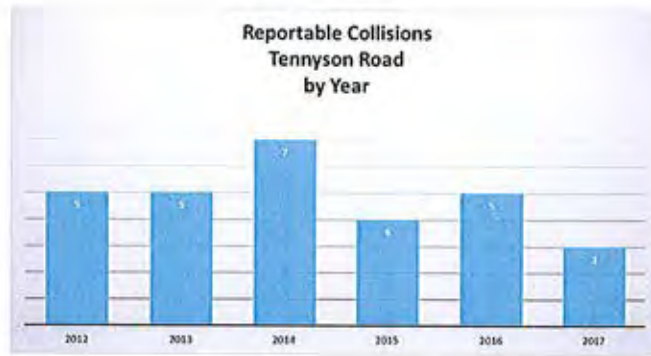
None of the Reportable Collisions involved alcohol

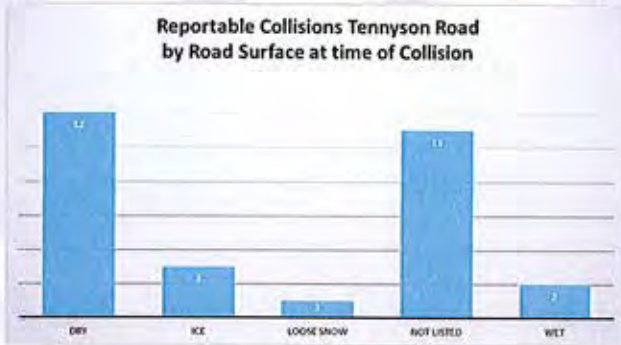
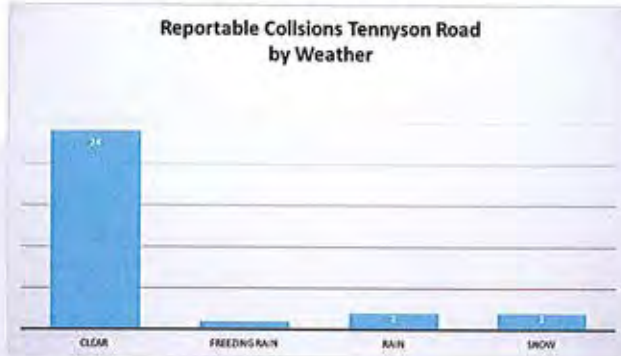
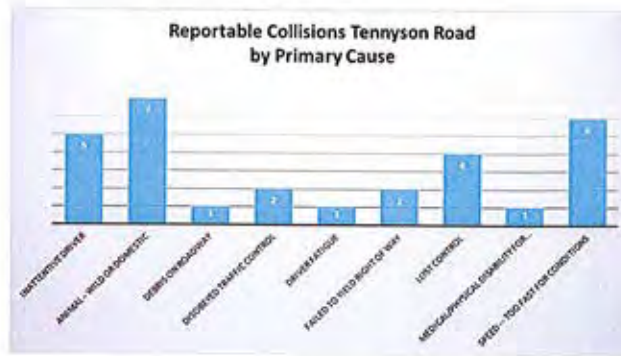
Twenty two of the Reportable Collisions where single motor vehicle collisions and the remainder where two vehicle collisions.

### Overview of Collisions



Appendix A





Author: P.C. Paul Ross #11440  
 Data and Report located at  
 P:\600 - Operations\Analytics\Traffic\Tennyson Rd