



## Township of Drummond/North Elmsley

**#12 Committee of the Whole – Chair, Ray Scissons  
June 9, 2015 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. 2010-017.*

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**7.4 Community Services**

**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** Litigation - update on Court of Appeal Militky versus the Township of Drummond/North Elmsley

**9. Unfinished Business**

**10. New Business**

**11. Adjournment**



## #12 Minutes Meeting of May 26, 2015 Committee Of The Whole

The Committee of the Whole met on Tuesday, May 26, 2015 at 5:04 p.m. 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
	George Sachs	Councillor
	Ray Scissons	Councillor (Chair)

<b>Staff Present:</b>	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk
	Karl Grenke	Planner
	Linda Van Alstine	Treasurer

<b>Absent:</b>	Deputy Reeve	Gail Code
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**1. Call to Order**

The meeting was called to order at 5:04 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 Council Priorities Session Minutes of April 28, 2015**

**MOTION #COW-15-079 (Verbal)**

**MOVED BY: George Sachs**  
**SECONDED BY: Aubrey Churchill**

**THAT the Committee of the Whole** approves the minutes of the Council Priorities Session meeting held on April 28, 2015 as circulated.

**ADOPTED**

**3.2 Regular Session CoW Minutes of May 12, 2015**

**MOTION #COW-15-080 (Verbal)**

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

**THAT the Committee of the Whole** approves the regular minutes of the Committee of the

Whole meeting held on May 12, 2015 as amended.

**ADOPTED**

**Amendment:**

Correction to Page 2, Section 5.1 of the May 12, 2015 CoW Minutes - change \$1,500 to \$15,000.

**4. Approval of Agenda**

**MOTION #COW-15-081 (Verbal)**

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

**THAT the Committee of the Whole** approves the agenda for the May 26, 2015 meeting of the Committee, as presented.

**ADOPTED**

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

**5.1 Bond Road Closing Jim and Linda Bond 151 Karen Lane**

**MINUTES OF PUBLIC MEETING  
CONCERNING  
PROPOSED ROAD CLOSURE**

**Public (signed in): None**

**A. Call to Order**

Councillor Ray Scissons called the public meeting to order at 5:32 p.m.

**B. Purpose of the Meeting**

Councillor Scissons advised that the purpose of the meeting was to consider a request to stop up and close an unopened portion of the municipal road allowance, described as Part 2 of Plan 27R-2268, adjacent the travelled Karen Lane.

**C. Staff Remarks**

Mr. Grenke advised that a road closure application is processed in accordance with the the Township's Real Property Disposal By-law, including the notification of neighbours and posting of the notice on the site and in the paper. He noted that the application involves the closure of a portion of an old traffic circle at the end of Karen Lane that was made surplus through the extension of the road. The total area is about 723 square feet.

**D. Written Remarks**

No written comments have been received by the Township prior to this meeting.

**E. Oral and Written Presentations by those in attendance**

There were no oral or written submissions presented.

**F. Reminder to audience to leave their name if they want formal notice**

**G. Adjournment-** Councillor Scissons adjourned the public meeting at 5:34 p.m.

**5.2 Sigler Zoning Amendment ZA-15-03 David and Pam Sigler (6151 County Road 43)**

**MINUTES OF PUBLIC MEETING  
CONCERNING  
PROPOSED ZONING BY-LAW AMENDMENT**

**ZA-15-03 David and Pam Sigler (6151 County Road 43)**

**Public (signed in): Pam Sigler (applicant)**

**A. Call to Order**

**Councillor Ray Scissons called the meeting to order at 5:34 p.m.**

**B. Purpose of Meeting**

Councillor Scissons reported that the purpose of the meeting was to consider a zoning amendment application under Section 34 of the Planning Act by David and Pam Sigler to rezone their property from Rural to a Rural Special Exception to allow a rooming/ boarding dwelling house with a maximum of five rented rooms. He reported that the public meeting is the opportunity to provide any feedback in favour or in opposition to a proposed amendment and that the OMB may refuse to consider an appeal by someone who does not participate in the process.

**C. Presentation and Hearing**

Mr. Grenke reported that the effect of this application was to allow the requested new use. He noted that rooming/boarding house is defined in the Zoning By-law but not permitted anywhere as of right and as such this application is required. This application, including all notifications, was done in accordance with the Planning Act. Mr. Grenke described the site and advised that the proposed rezoning only applies to that property. He also noted that a decision would not be made on the application this evening, a report and recommendation would follow at the next meeting. Council's decision can be appealed to the OMB.

*Questions and Discussion by Council members*

Councillor Fournier asked the applicant if she has received approvals yet from the Building and Fire Departments regarding any occupancy upgrades that may be required.

Ms. Sigler responded that she has not however will do so. She noted that they have recently renovated the home and are currently renting out rooms. They have built large windows and comfortable accommodations and there is a market for students to live out in the country.

**D. Oral and Written Presentations by those in Attendance**

Councillor Scissons advised that those speaking need to state their name and address, whether they support or oppose the application and their reason. He also advised that written comments can be submitted prior to Council making a decision on the application.

Councillor Scissons asked if there were any oral or written presentations from those in favour of the application.

Ms. Sigler stated that she had phoned her neighbours early in the process to advise as to her plans and that her neighbours did not have a concern with the land use. She noted that her current tenants are well behaved and get along with the neighbours. Councillor Scissons asked if there were any oral or written presentations from those in opposition to the application. There were none.

**E. Chair's Closing Remarks and Reminder to Audience**

Councillor Scissons reminded audience members to sign the attendance sheet if they would like notice of Council's decision.

**F. Adjournment** - Councillor Scissons adjourned the part of the public meeting pertaining to the Sigler zoning amendment at 5:47 p.m.

**6. Communication/Correspondence**

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

#2 Letter from Resident – Karate Hall Rental

**MOTION #COW-15-082 (Verbal)**

**MOVED BY: George Sachs**  
**SECONDED BY: Aubrey Churchill**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council authorizes an extension to the Port Elmsley Karate Club to rent the Port Elmsley Hall on Monday nights until December 31, 2015.

**ADOPTED**

**MOTION #COW-15-083 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: George Sachs**

**THAT THE COMMITTEE OF THE WHOLE** receives the remainder of the communication items for the May 26, 2015 Committee of the Whole as information.

**ADOPTED**

**7. Committee and Board Reports**

**7.1 COMMUNITY DEVELOPMENT**

**a) Report of the Planner - Licari Severance Follow-up**

The Planner provided an update on the Rothwell Park severance application with recommendations for a new lot to be directly accessed by a driveway across the same lot with safe access to be provided from Rothwell Park Road. Council did not support lifting the one foot reserve as requested by the applicant. Council accepted the recommendation of the Planner with the following direction:

**Action Item:** Direction to Staff to provide a follow-up report to the Lanark County Land Division Committee regarding Consent File B14/038 and revised conditions for a consent that is accessed from a public road.

**7.2 PUBLIC WORKS – No Reports**

**7.3 CORPORATE SERVICES**

a) Report of the Treasurer - 2014 Development Charges Update

The Treasurer provided an update on the annual statement detailing the services for which development charges have been collected, how the funds have been spend, what funds if any have been borrowed and how much interest has accrued. Council received the report as information.

b) Report of the Treasurer - Budget Deviation for Capital Expense

The Treasurer requested funds in the amount of \$14,926.17 for the installation of a water storage tank for firefighting purposes for McKay Farm/Otty Woods Subdivision. She reported that the Township had not been billed for the installation of the water storage tank which was installed in 2012. The Treasurer recommended paying the funds from any surplus in 2015 and if there was no surplus, funds be taken out of the contingency reserve. Council accepted the recommendations of the Treasurer and the following motion was adopted:

**MOTION #COW-15-084 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: George Sachs**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**

**THAT** Council authorizes the expense of \$14,926.17 for the water storage tank in the McKay Farm/Otty Woods Subdivision to be funded from any budget surplus realized in 2015;

**AND FURTHERMORE** that if no surplus is realized, that the funds be drawn from the Contingency Reserve.

**ADOPTED**

**7.4 COMMUNITY SERVICES – No reports**

**7.5 CLERK/MEMBERS OF COUNCIL**

a) **Report of Reeve**

The Reeve provided a verbal update on the following items:

May 7/2015 Sign cheques and meet with Clerk Administrator

May 14/2015 CCG training at Lanark County

May 16/2015 Going away lunch for Peter Wagland

May 21/2015 Met with Richard Kidd Reeve in Beckwith office regarding Tennyson Road

May 22/2015 Regular weekly meeting with Clerk Administrator

May 23/2015 Attended fundraising dinner in Perth for Cornstone Landing

May 26/2015 Attended Emergency Control Group meeting in D/NE office.

b) **Report from Fire Board** – No reports

c) **Report from Library Board**

Library Property Committee Meeting - Councillor Sachs – May 25, 2015

- Presented quotes for flooring, wiring for internet and phones for the fire hall
- Next board meeting June 15, 2015 – 5:00 pm.
- Next Property Committee meeting June 22, 2015 at 6:00 p.m.

d) **Report from CA's** – No reports

e) **Report from Members of Committee**

Rideau Heritage Route Tourism Association – Clerk Administrator, May 25, 2015

- Currently employs a part-time Executive Director one day a week  
Looking at funding with Valley Heartland to expand Visitor Experience Opportunity Concept to market the Rideau River system

The Clerk Administrator reported that the Perth Chamber of Commerce would like to host a chamber event at the Rideau Ferry docks on June 25<sup>th</sup> – further information to be follow.

8. **Closed Session** - None

9. **Unfinished Business**

9.1 Pioneer Cemetery

There was general discussion on the Pioneer cemetery regarding ownership and upkeep.

**Action item:** Direction given for the Township to informally maintain the Pioneer Cemetery.

10. **New Business**

10.1 **Municipal Office – Lock-down Facility for North Elmsley Public School**

**MOTION #COW-15-085 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: George Sachs**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**

**THAT** Council authorizes the North Elmsley Public School to use the Municipal Building as an alternate lockdown facility in the event of an emergency.

**ADOPTED**

10.2 **Canada 150 Community Infrastructure Program**

The Clerk Administrator reviewed options for funding under the Canada 150 Community Infrastructure Program. The options considered were; Coutts Bay Road Reconstruction, Community Hall Addition to the Municipal Office and Ferguson's Fall Community Hall. There was general discussion of the various options and Council directed staff to great applications for both Coutts Bay Road Reconstruction and a Community Hall addition to the Municipal Office.

**Action Item:** Direction given the Clerk Administrator to prepare two applications to be reviewed and discussed at a Special Meeting of Council on June 8, 2015 at 5:00 p.m.

**11. Adjournment**

**MOTION #COW-15-086 (Verbal)**

**MOVED BY: George Sachs**

**SECONDED BY: Aubrey Churchill**

**THAT the Committee of the Whole stand adjourned at 6:28 p.m.**

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR



**ABUNDANT**  
Solar Energy Inc.

**ABUNDANT Solar Energy Inc.**  
Suite 900, 2235 Sheppard Ave E,  
Toronto, ON M2J 5B5  
Tel: 1 416 494 9559  
www.abuandantsolarenergy.com

From: Hina Shahzadi  
ABUNDANT Solar Energy Inc.  
Date: May 26, 2015

To: Karl Grenke  
Address: Planner, Township of Drummond/North Elmsley

Re: Municipal Support Resolution for Small FIT Solar Project(s)

**2405402 Ontario Inc.**, as an SPV owned by the solar Flow-Through Limited Partnership (SFF), is planning on submitting applications for FIT 2015 contracts during the IESO/OPA's application window. As such, we are formally requesting the Municipal Council Support, in the form attached per IESO requirement, from the Township of Drummond/North Elmsley for the application(s). We are submitting application(s) to build Solar Rooftop project on the following property, in the corresponding size.

Land Address	City/Town	PIN	Postal Code	Project Size (AC)
1744 DRUMMOND CONC. 1 CONC	Township of Drummond/North Elmsley	05165-0130	K7H 3C3	15 kw

We have attached detail information as required for your review:

- Schedule A: Project Address, location, Legal Description and PIN
- Municipal Council Support Resolution Form

Abundant Solar Energy Inc., as an agent of SFF, is a solar photovoltaic (PV) development company. It has more than 300 solar projects under development. Our head office is in Toronto with field staff located across Ontario. We lease non-agricultural small land parcel from your residence for the small FIT Solar program. We also employ local residences for the development, construction and maintenance for the project for 20 years.

Thank you for your consideration in this matter. For any questions, please feel free to contact me.

Sincerely,

**Hina Shahzadi**  
Financial Controller  
Cell: 647-909-3462  
Email: hina.shahzadi@abundantsolarenergy.com

### 1744 Drummond 1 Conc – PIN: 051650130



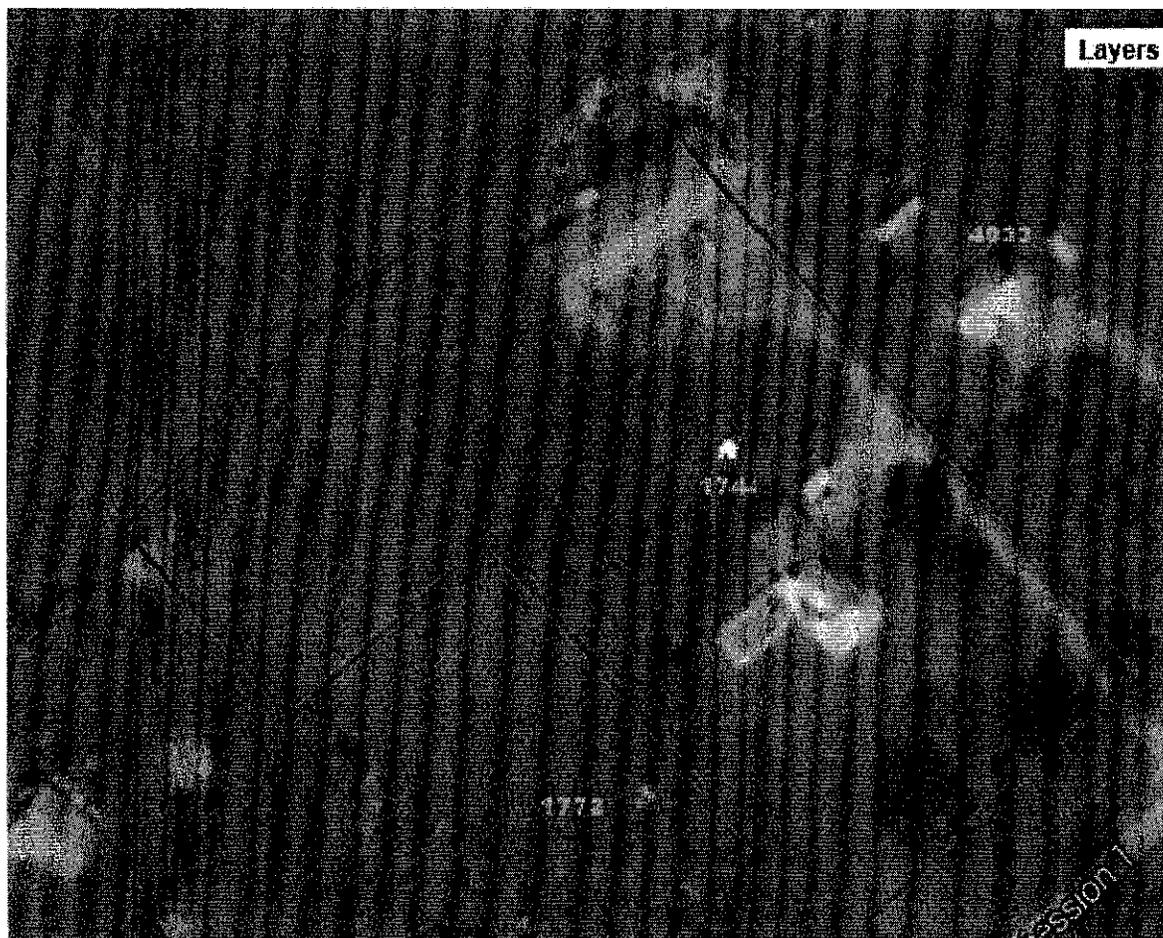
1744 DRUMMOND 1 CONC  
DRUMMOND/NORTH ELSLEY | K7H3C3  
Search By Block | Enhanced Report | GeoWarehouse Store

ACTIVE | PIN 051650130

#### Land Registry Information - PIN: 051650130

Print Parcel Register

Address:	1744 DRUMMOND 1 CONC				
Municipality:	DRUMMOND/NORTH ELSLEY	LR0:	27	Area:	13,099 m2
Land Registry Status:	ACTIVE	Registration Type:	LT	Perimeter:	534 m
Description:	PT NE1/2 LT 6 CON 1 DRUMMOND PT 1, 27R2445 EXCEPT PT 1 - 4, 27R4090 & PT 1, 27R7861 TOWNSHIP OF DRUMMOND/NORTH ELSLEY				
Party To:	MCGREGOR, DARLENE LORRAINE;				





**FEED-IN TARIFF PROGRAM**

WRITABLE FORM

100 Adelaide Street West, Suite 1600  
 Toronto, Ontario M5H 1T1  
 T 416-967-7474  
 F 416-967-1947  
 www.ieso.ca

**TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION**

Section 5.1(g)(i) of the FIT Rules, Version 4.0

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<b>1</b>	Resolution number: _____  Date resolution was passed: _____	FIT Reference Number: _____  <i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i>
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<b>2</b>	<p><b>[WHEREAS]</b> capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0.</p> <p><b>[AND WHEREAS]</b> _____ 2405402 Ontario Inc. _____ (the "Applicant") proposes to construct and operate a _____                  Rooftop Solar Photovoltaic Project _____                  (the "Project") on _____ 1744 Drummond 1 CONC, Drummond/North Elmsley, Ontario K7H 3C3 _____ (the "Lands") in _____                  _____ The Township of Drummond/North Elmsley _____ under the province's FIT Program;</p> <p><b>[AND WHEREAS]</b> the Applicant has requested that Council of _____ The Township of Drummond/North Elmsley _____ indicate by resolution Council's support for the construction and operation of the Project on the Property.</p> <p><b>[AND WHEREAS]</b> pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p>
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<p><b>[NOW THEREFORE BE IT RESOLVED THAT]</b></p> <p>Council of the _____ The Township of Drummond/North Elmsley _____ supports the construction and operation of the Project on the Lands.</p> <p>This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.</p>
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<b>3</b>	Signed: _____ Signed: _____  Title: _____ Title: _____  Date: _____ Date: _____  <p style="text-align: center;"><i>(Signature lines for elected representatives. At least one signature required.)</i></p>
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**Township of Drummond/North Elmsley**

**Councillor Communications List**

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**#12 Committee of the Whole**

**June 9, 2015**

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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**

**June 9, 2015**

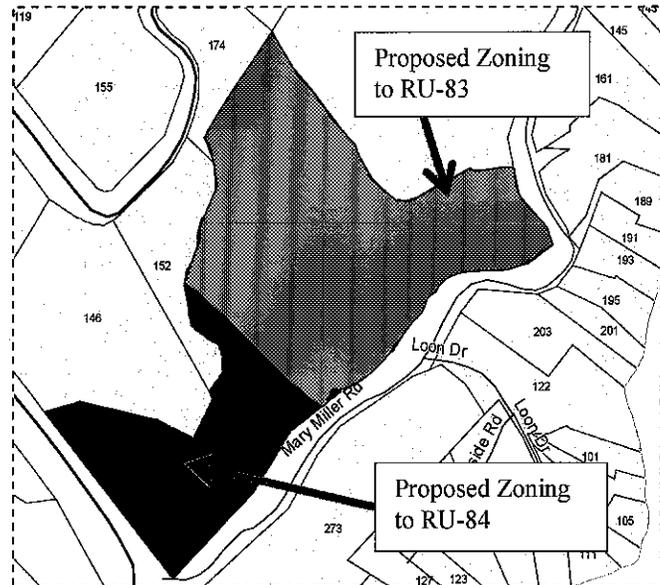
**Author: Karl Grenke, Planner**

**Re: Carson/Darou Zoning Amendment Application (ZA-14-04)**

**1. STAFF RECOMMENDATIONS:**

*Direction for staff to prepare an implementing Zoning By-law amendment for the Carson/Darou property that:*

- *Rezoned retained lands to Rural Special Exception 83 to allow a single dwelling on a lot without frontage on an open public street.*
- *Rezoned severed lands to Rural Special Exception 84 to allow access from a private road and to establish a maximum development setback of 50 m from Mary Miller Rd and 60 m from Otty Lake Sideroad.*



**2. PURPOSE:** To update Council on this planning process and to advise of the County's approval of the Carson/Darou Official Plan Amendment (OPA). This report also considers the next steps and how that would affect the proposed lot severance.

**3. BACKGROUND:** On November 25<sup>th</sup> 2014 Township Council held a public meeting under the *Planning Act* to consider an application to amend the Township's Official Plan and Zoning By-law relating to an individual property described as 212 Mary Miller Road. These planning applications were necessary in order to accommodate the proposed severance the 11 acre Carson Darou property north of Otty Lake. The lot currently has frontage on both Otty Lake Sideroad (public) and Mary Miller Road (private), with the existing dwelling accessed from the private road. The proposed severance would remove the public road frontage from the retained house lot, while the new lot could only be accessed from the private road since safe access cannot be provided from Otty Lake Sideroad. The purpose and effect of the OPA is to add a new Rural Special Policy Area that will allow residential development on a lot without direct access to and frontage on an opened public road and to allow the severance of one new lot on a block of a subdivision plan that was not originally intended to be divided. The Zoning By-law amendment would establish special exception zones for the severed and retained lot that recognize the access. A building envelope would also be established on the severed lot to address comments from the environmental impact study that was submitted.

Prior to the approval of the severance and any development, these policy changes would need to be in place. Archeological and environmental impact studies were

provided in support of the severance and amendments, which advised that there should be no impacts on protected features provided that development on the new lot is directed to the southwest corner near the intersection of Otty Lake Sideroad and Mary Miller Road. Following the public meeting, staff brought forward a report and evaluation of the proposed amendments on December 16<sup>th</sup> and advised that while the issue of precedent should be considered in terms of exceptions to the policies, the ultimate creation and development of one lot is reasonable, compatible with surrounding land uses and in keeping with the general intent of municipal planning policies.

Township Council adopted the OPA in January and the required documentation was sent to Lanark County, who is the final approval authority for local official plan amendments. The County has now formally approved the Carson/Darou Official Plan Amendment, with no appeals filed by the May 6<sup>th</sup> deadline. As such, the Township's Official Plan amendment is now in full force and effect.

4. **DISCUSSION:** Any Zoning By-law or zoning amendment passed by Council needs to be in compliance with the Official Plan since a zoning by-law is a regulatory tool that implements the overall policy goals spelled out in the Official Plan. For that reason Township Council would not be in position to approve the zoning amendment until the official plan amendment containing the authorizing policy was approved. The Township is now in position to approve the Carson/Darou Zoning amendment.

Since the public meeting last November 25<sup>th</sup> was held in accordance with the Planning Act to consider both the Official Plan and Zoning Amendments and since the Zoning Amendment by-law that will be presented to Council will be the same as described in the notice and at the meeting, a second public meeting will not need to be scheduled. Notice of Council's decision will be circulated to all required parties and the 20 day appeal period will apply (the previous appeal period was only for the OPA).

The severance application, while dependent on the OPA and zoning amendment, is a separate application that is currently before the County.

4. **ANALYSIS AND OPTIONS:** The issues that were considered in the evaluation of the zoning amendment are essentially the same as what were considered in the evaluation of the Official Plan amendment, which was supported by staff in December.

Option 1 (recommended): Approve zoning amendment: If Council supports this option, staff will be directed to bring forward a by-law to a future meeting that is the same or similar to the wording in the recommendation above. The amendment implements the policy that was already adopted in the Official Plan amendment. Since zoning compliance would be one condition of a severance approval, this would need to be completed prior to final severance approval however all other conditions, including most likely a development agreement, would need to be fulfilled.

Option 2: Deny zoning amendment: If Council is of the view that the proposed rural exceptions are not appropriate than Council may refuse to pass the zoning amendment. This by itself would not negate the previous OPA text however the severance would not be able to proceed.

5. **CONCLUSIONS:** With the County's approval of the Carson/Darou Official Plan

amendment, Council is now in position to approve the implementing zoning amendment. Staff are of the view that the policy presented is a reasonable framework to allow the development of the area and is consistent with the general policy goals of municipal and County planning documents.

**Recommended By:**



**Name: Karl Grenke**  
**Title: Planner**

**Approved for Submission By:**



**Name: Cindy Halcrow**  
**Title: Clerk Administrator**



**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**  
**PLANNING REPORT- ZONING AMENDMENT**

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**REPORT TO:** Committee of the Whole  
**FROM:** Karl Grenke, Planner  
**DATE:** June 9, 2015  
**SUBJECT:** David and Pam Sigler Zoning (ZA-15-03)

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**Purpose of Report**

*The purpose of this report is to review the Sigler zoning amendment application, which has been processed in accordance with the Planning Act. This report evaluates the application according to the Township's planning policies and presents options for Council's consideration.*

**Recommendation**

*Staff recommend that Council approves the Sigler zoning amendment application and rezones the subject property to Rural Special Exception- 88. Further, staff suggest Council considers the following wording to be contained in an implementing by-law:*

***Notwithstanding any provisions of this By-law to the contrary, on the lands zoned RU-88 a rooming/boarding dwelling house with a maximum of five rented rooms shall be a permitted use.***

**Background**

In March 2015, Township staff had an inquiry on the regulations requiring room rentals. The property owners, David and Pam Sigler own a house on County Road 43, about 1 kilometre east of Algonquin College and have been renting to students. The property owners, looking ahead to the next school year, wanted to ensure that everything is in order from a municipal perspective. Upon discussion with staff, it was determined that the rental use meets the Zoning By-law's definition of "rooming/boarding dwelling house". As the use is defined in the Zoning By-law but not specifically permitted in any area by the Township's policies it is therefore not allowed as of right and could only be permitted on a lot through an amendment to the Zoning By-law. On April 13<sup>th</sup>, the Siglers submitted a zoning amendment application to the Township to allow the use, through the rezoning from Rural to a Rural Special Exception. The application applies to this lot only.

While located in a residential area just outside of Perth, the Sigler property (0.86 acres in size) is designated Rural in the Township's Official Plan. There are no natural

heritage or building constraints identified in the Plan that would affect this application, however the applicants were advised to contact the County Roads Department and Health Unit prior to proceeding with the application in order to ensure there were no access or septic constraints that would preclude the intensified use. As the existing use is not considered legal non-conforming, the applicants are aware that for the purposes of evaluation it must be considered a proposal and if denied, the Township would be in position to order it ceased.

Council hosted a public meeting on May 26<sup>th</sup> to consider any public feedback on this application and as the Township has fulfilled the procedural requirements of the Planning Act, Council is now in position to make a decision on the application.

*Please see the Planning Information Report dated May 26<sup>th</sup> for a more detailed description of the subject property and the consultation process and Schedule "A" to this report for a key map of the subject property.*

### **Public and Agency Feedback**

Public and agency consultation is an important part of the planning process in order to help the Township gather the best information possible in order to help Council reach the best decision. Certain agencies (Rideau Valley Conservation Authority, Lanark County) are consulted throughout the process and have specific mandates that work hand in hand with the Township requirements. Additionally, comments from neighbours and concerned citizens are invited as neighbours often have certain local knowledge and insight on an application or property that staff may not be aware of. No comments have been received from the public prior to, at or since the public meeting and no concerns have been brought forward by any of the applicable agencies. Written comments expressing support or 'no objection' to this application were received by:

- Algonquin College
- Town of Perth
- Health Unit.

These letters were provided to Council prior to the public meeting.

### **Policy Review- Official Plan**

All proposed amendments to the Township's Zoning By-Law must comply with the intent of the Township's Official Plan. Applicable provisions are summarized below.

<b>Policy</b>	<b>Title</b>	<b>Intent</b>	<b>Staff Remarks</b>
2.3	Objectives of Plan	Section outlines the objectives of good planning that will direct planning decisions in the Township	These objectives must be read in conjunction with all other policies of the Plan that more comprehensively address each point.
3.5	Buffering	Buffering shall be provided as needed to mitigate conflicts between different land uses. Can include fences, berms,	Boarding/rooming house use does not change the existing built character of site, nor existing setback requirements. Use is well set back from road and no evident land use conflicts

		plantings or open space.	with' neighbouring properties, based on current condition of site. Zoning can only address use- not users.
3.18	Water and Wastewater services	New land uses on private services subject to building code and applicable approvals.	Health Unit advises that the existing septic system can support a 5 person boarding house.
4.3.1	Intent of Rural Designation	To protect traditional rural activities and to permit broad range of uses that are appropriate in a rural setting. New uses will be carefully controlled to protect existing uses and rural character of the Township.	Designation recognizes the broadness of compatible uses and this proposal not constrain traditional rural activities either on this property or adjacent properties. The residential character of this area has already been established. The proposed site specific zoning restriction to limit the number of bedrooms establishes certainty.
4.3.4	Rural Residential Development	New residential development takes place on 'limited' basis within context of 'regional housing market'. Permitted uses "generally" restricted to single detached dwellings.	Proposed use considered within regional context (affordable housing to accommodate Perth students). Residential use already established here and increase from single detached to rooming/boarding house considered appropriate due to proximity of college and easy transportation access.
5.2	County Roads	Access to County roads according to their regulations.	County Roads Department has no objection to use although recommended driveway upgrade which was complete prior to public meeting.
6.2.4	Temporary Use By-law	Council can approve temporary zoning for period of up to three years where appropriate.	Can be considered where use is deemed suitable for a period of up to three years and is renewable.

**Policy Review- Lanark County Official Plan**

In addition to the Township's Official Plan, all proposed amendments to the Township's Zoning By-Law must comply with the upper tier Lanark County Sustainable Communities Official Plan, which was adopted in 2012. The County OP is written in order to ensure that local councils will have the ability to plan and shape their communities in accordance with local priorities and needs and as such, the Plan is generally broad in its policy content.

The County Official Plan generally encourages development to locate in settlement areas however a wider range of development is supported in rural areas provided that development maintains the existing rural character, is compatible with natural heritage features and does not result in an increased need or demand for municipal services. These policies are similar in intent to local policies as described above. In addition, the County Official Plan allows municipalities to zone for a "range of housing types and sizes" and also supports the creation of "affordable housing by enabling a full range of housing types and densities to meet projected demographic and market requirements." While the Township may wish to investigate options and opportunities for a more

comprehensive affordable housing policy throughout the Township or in certain parts, as a single application staff are of the view that this proposal is compatible with the intent of the County OP. Lanark County was notified of this application and has not provided any concerns to the Township.

### **Policy Review- Provincial Policy Statement (2014)**

Provincial Policy Statements are issued under Section 3 of the Planning Act and they outline provincial planning interests that must be reflected in planning documents and planning decisions. The Township's current OP was passed under the 2005 PPS and as of last year, planning decisions need to also be consistent with the new one.

PPS policies for the most part are high level and give municipalities some leeway in implementing in their own official plans. Section 1.1.5.4 supports a variety of land uses within rural lands provided that they are "compatible with the rural landscape and can be sustained by rural service levels" and so long as they are "appropriate to the infrastructure which is planned or available." Section 1.4.3 also promotes "densities for new housing which efficiently use land, resources, infrastructure and public service facilities." While that section is often not applicable in rural areas, given the proximity of the college and the need for nearby affordable housing, such a request could be reasonably considered in the parts of the Township close to Algonquin. The PPS also contains policies relating to servicing, compatibility (buffering) and impacts on natural heritage, which, among others, are addressed specifically and separately in the Township's Official Plan review. Staff are of the view that this application, as submitted, is consistent with the applicable sections of the PPS.

### **Evaluation and Analysis**

The policies and directions provided in the Township's Official Plan (as well as County OP and PPS) are in place to provide certainty and predictability for planning decisions. In this case, Council is considering a proposal to allow a form of residential development that is new (at least formally) to this area. While defined specifically in the Zoning By-law, the Township's Official Plan does not contain policies specifically regulating or restricting rooming and boarding houses and as such the planning framework is that they can be considered but only on a case by case basis and careful evaluation of the proposal and the area.

In this case, staff believe that the proposal is a suitable use given the proximity of Algonquin college and the direct access to that college which does not increase traffic on local roads. Good planning is predicated by locating the use close to the users and in this case it is desirable and appropriate to establish opportunities for affordable housing for students not only in the Town but in fringe areas of the Township that are easily accessible and locally compatible. Local compatibility is the primary consideration of this specific application and in coming to the recommendation, staff considered the concurrence of the Health Unit and County Roads department and also considered that the proposal orients to the County Road, which should mitigate any impacts on neighbours and that the proposal is accommodated within a single family dwelling so the built scale is appropriate locally. The proposed limit of five rooms also

establishes some certainty for the community. While it is noted that no concerns have been received from any neighbours, staff advise that Council's decision must focus on the appropriateness of the use and not who uses the site. While it appears as though a boarding house has been operating on this site for some time, without complaints to the Township, that speaks to the sound management of the site by the owners and the tenants. Prior to granting a permanent zoning amendment however, Council should be comfortable that this use is suitable in this location regardless of who may end up operating it. While rooming and boarding houses are permitted and regulated in many areas close to schools and seasonal employment areas (ie. resorts), including in the Town of Perth, land use compatibility conflicts have arisen from time to time. These are often addressed either through licensing or specific property standards. If Council supports the use provisionally, however wishes to consider establishing a more detailed planning framework for higher intensity uses such as this, a temporary zoning provision could be considered at this time.

## **Options**

### **1) Approval of application**

If this option is preferred, then Council would be in position to direct staff to prepare a zoning by-law amendment with the same or similar wording that is proposed. As this application considered on its own has demonstrated compliance with municipal policies and is an appropriate residential land use in this area, staff recommend that Council chooses this option.

### **2) Approval subject to temporary provision**

If Council is receptive to the proposed use however has reservations about the long term impact on this site or of establishing a precedent then Council may wish to approve the zoning for a period of not more than three years as permitted by the Planning Act. That would give Council the opportunity to either evaluate the compatibility of this use or to establish specific policies regarding more intense residential uses. Renewal of the temporary zone (or making it permanent) would necessitate a second zoning amendment application. While staff support this single application in this area on a permanent basis, staff advise that a temporary zone is a valid and reasonable approach for a land use which has not been considered by Council previously.

### **3) Denial of application**

If Council is of the view that the proposed use is fundamentally inappropriate in this location and cannot be reasonably mitigated then Council would be advised to deny the application and refuse to pass the by-law. Staff do not recommend this option.

As with any zoning amendment application, Council's decision is subject to a 20 day appeal period where any person may appeal to the Ontario Municipal Board.

## **Conclusion**

This proposal envisions the introduction of a new land use on an existing rural residential lot. Staff are of the view the proposal is reasonable and desirable from a land use planning perspective and that an approval is appropriate.

Respectfully submitted,



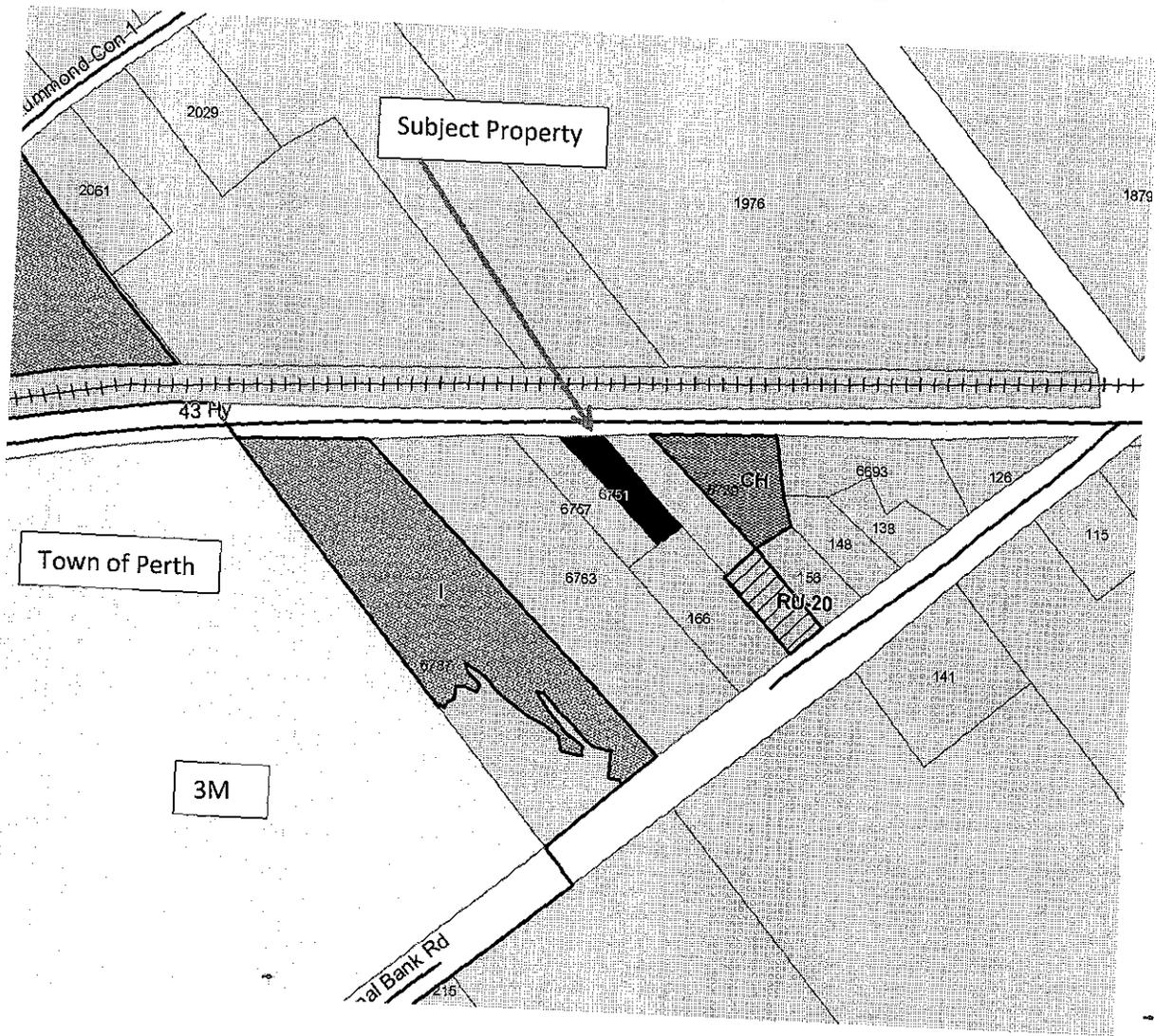
Karl Grenke, MCIP, RPP  
Planner

Approved for submission by



Cindy Halcrow  
Clerk Administrator

# Key Map- 6751 County Road 43



**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY  
COMMITTEE OF THE WHOLE**

**June 9, 2015**

**Author: Karl Grenke, Planner**

**Re: Bond Road Closure**

**1. STAFF RECOMMENDATIONS:**

- *Direction for staff to prepare a by-law to close, stop up and sell a portion of a municipal road allowance described as Part 2 of Plan 27R-2268 upon the receipt and acceptance of an appraisal of the lands; and*
- *That the Clerk Administrator be delegated the authority to accept the appraised price of the lands on behalf of the Township.*

**2. PURPOSE:** To review the outcome of the public meeting and consider the next steps on the road closure process.

**3. BACKGROUND:** On May 26<sup>th</sup> 2015, Council held a public meeting to consider a proposed road closure affecting about 723 square feet of land, forming part of an old traffic circle adjacent to Karen Lane. If approved, the effect of this would be to transfer the lands as a lot addition to an adjacent landholding owned by Jim and Linda Bond. While the road closure application was circulated to abutting property owners and agencies in accordance with the Township's policies, no comments or concerns were provided by anyone prior to, at or following the public meeting.

**4. DISCUSSION:** As the public participation component of the road closure process is complete, Council is in position to make a formal decision as to whether this road allowance should be closed. While a resolution was previously passed declaring these lands surplus to the needs of the municipality, the process can only be completed by the adopting of a by-law after Council has had the opportunity to consider any comments by affected parties. Road closure applications are normally processed and completed at the sole expense of the applicant and beneficiary and in addition to being responsible for covering the administrative and legal costs, the abutting property owner would also be purchasing the lands at an appraised market value. Rivington Associates has been contacted to provide an appraisal for the land and the price must be accepted by both the Township and the Bonds.

While the appraisal has not yet been received it should be accepted prior to the passage of the by-law and that price will be incorporated into the agreement and legal documentation regarding the sale. Staff are seeking direction both for the preparation of the by-law as well as the authority in accepting the purchase cost in order to facilitate the process.

**5. ANALYSIS AND OPTIONS:**

- a) Approve road closure. The option that is recommended by staff is that Council adopts a by-law to close this portion of the road allowance.

b) Not approve road closure. If Council determines that these lands are still of value to the municipality and it is not in the public interest to dispose of them, then Council would be in position to refuse to approve the road closure.

4. **CONCLUSIONS:** Following receipt of the appraisal and acceptance of the amount by the Township and adjacent owner, Council will be in position to consider passing the road closure by-law.

5. **ATTACHMENTS:**

**Recommended By:**



**Name: Karl Grenke**  
**Title: Planner**

**Approved for Submission By:**



**Name: Cindy Halcrow**  
**Title: Clerk Administrator**

**COMMITTEE OF THE WHOLE**

Shawn Merriman, CBO  
Renewable Energy Project Municipal Partnership  
June 9, 2015

**1. STAFF RECOMMENDATIONS: RESOLUTION REQUIRED**

That Council authorize staff to participate in a partnership with Lanark County AND local municipalities for renewable energy projects;

**AND FURTHERMORE THAT** Council authorizes to submit applications for the Ontario Power Authority Feed-In-Tariff (FIT) Solar Program for the following Township-owned properties;

- 745 Code Road
- 310 Port Elmsley Road
- Stone Road Concession 7 PT LOT 1 RP 27R1801 PART 4;

**AND FURTHERMORE THAT** Council authorize up to \$90,000 to be used from contingency reserves to pay the refundable application deposits;

**AND FURTHERMORE THAT** Council authorize up to \$7,500 to be used from contingency reserves to pay to have the applications completed by an industry expert.

**2. PURPOSE:** The purpose of this report is to obtain authorization to proceed with applications under FIT 4 for renewable energy projects in partnership with Lanark County and local municipalities.

**3. BACKGROUND:** Since 2009, the Ontario government has been awarding contracts to provide renewable energy supplies at a fixed contract price that allows for acceptable profit returns. In 2014, iSolara Solar Power met with staff to discuss the small FIT and micro-FIT programs and made a presentation at the June 17, 2014 CoW meeting that highlighted potential locations and the potential for revenue generation. No action was taken by Council at this meeting.

At the August 26, 2014 Council meeting, Council passed the following resolution:

***THAT the Council of the Corporation of the Township of Drummond/North Elmsley supports the application process without a financial commitment for staff to investigate and submit as appropriate applications for renewable energy project FIT contracts from the Province of Ontario in partnership with the County of Lanark and identify other interested potential municipal partners.***

As of December 2014, the following municipalities have expressed an interest in partnering for solar energy projects: County of Lanark, Tay Valley, Mississippi Mills, Beckwith, Montague, Carleton Place (Lanark Highlands did not respond). Recently, the Town of Perth has asked to be included.

The proposed new rules and contracts have been released by the ministry for comment and it is anticipated that applications for FIT projects will open for a 3-week period commencing near July 8, 2015. The biggest concern is that the province will continue to time stamp applications to determine in the event of a tie score for projects which project will be approved. Therefore, it would be prudent to submit all applications as soon as possible on the first day.

Other changes to the rules include:

- 1) There are no longer any priority points for Municipal partnerships.
- 2) Requirement for a security deposit for each application submitted.
- 3) There will be priority points awarded for municipal support and for projects being on lands owned by the Municipality that is applying.
- 4) The other priority points will be based on price reduction acceptance and Aboriginal support and or host site.

#### 4. **DISCUSSION:**

This cooperation will allow all partners to create some form of additional revenue outside of the normal taxation levy of its' residents. There will also be an opportunity for an overall larger financial impact which will assist in keeping costs lowered through larger volume purchases and contract size when going through an RFP for construction and or maintenance of the sites. Hence the time has come to make a decision regarding these projects and whether or not to continue the Municipalities pursuit of the said contracts.

Each Municipality will be asked to reaffirm their commitment to partnership and submit applications for consideration which will be submitted in each individual entities name with the assistance of a consultant which will need to be retained shortly. The total amount should all participate is anticipated to be \$32,500.00 per project of which \$30,000.00 is a security deposit per application which is refunded if the bid is not successful. So should 5 partners move forward and 15 projects are submitted the total committed would be \$7,500.00 per partner for costs associated with bidding and \$90,000.00 in security deposits?

Some baseline considerations are being used to develop a plan but it is important to stress that everything is very preliminary and some adjustments may occur and Council will be kept informed through appropriate reports as needed. However, know that each project/contract that could be awarded, by the province will not be greater than 500KW. Another way to consider this is no one project would be greater than about 5% of the size of the larger projects, which were placed in our Township in the last few years. Plus even should the contracts be awarded the time line would be about 2-4 years from now before the projects would be completed.

The discussion boils down to the following does the Township wish to be on the receiving and funding end of the provincial subsidies for electrical power or just on the funding end. This makes the fourth round of FIT and although it is doubtful, this program will continue endlessly, the program will continue for the next few years and there is no reason not to believe that the contracts will be honored.

The next steps for all the participating municipalities are as follows:

- 1- Get council approval to participate in a partnership with area municipalities and to submit FIT applications on municipal property (this report)
- 2- Hire industry expert to complete FIT applications;
- 3- Send in applications as early as possible (July 13<sup>th</sup>);
- 4- Formalize an agreement between the partner municipalities;
- 5- Bring back to council the results of the applications, seek council permission to proceed with request for proposals (RFPs).
- 6- Request for proposal (RFP) for solar projects.
- 7- Evaluate results to determine potential return of investment and decision on proceeding with project(s)

5. **FINANCIAL IMPLICATIONS:** The initial up front capital for the above suggestion would not exceed \$200,000 from each partner plus possible project sites and the rest of the project would be financed by outside sources (based on each partner not exceeding 1.2 MW of awarded contracts). The budget of the total project will fluctuate based on numerous factors including the number of partners and the actual contract values awarded.

The County CAO, Kurt Greaves has prepared the financial spreadsheet showing the maximum revenues to be \$16.7 M if we were successful in all our applications. It is attached as appendix A. His analysis shows the potential return based on 1, 5 and 10 successful applications for 400kw projects. Success of 5 applications would have a net positive return of \$1.2M for each of the 7 seven municipalities over 20 years. The upfront cost to complete the applications is estimated at \$40,500. Divided equally among the 8 municipalities this is just over \$5,000 each.

In December 2014 the Township submitted a \$6M funding application for this project under the Small Communities Fund. No word on the status of the application has been received. This is will an impact on the revenues stream but only with a positive effect.

6. **CONCLUSIONS:** The FIT contracts that are offered by the Province will allow the Township to secure other sources of revenue. Other benefits include less dependence on fossil fuels, an ability to withstand the higher energy costs of the future and a use for lands which are not likely to be used for other situations or sold as surplus.
7. **ATTACHMENTS:**  
business model costing on average system of 400 KW ground mount  
Financial Spreadsheet

**Recommended By:**



**Shawn Merriman**  
CBO

**Approved for Submission By:**



**Cindy Halcrow**  
Clerk Administrator

Appendix A

SOLAR PROJECT FINANCIAL ANALYSIS

	<b>One Project 400 kw</b>	<b>5 Projects 2 MW</b>	<b>10 Projects 4 MW</b>	
<i>Expenses for Project(s)</i>				
Environmental Assessment	\$19,000	\$95,000	\$190,000	
Design/Engineering	\$60,000	\$300,000	\$600,000	
Project Management	\$60,000	\$300,000	\$600,000	
Leasing of Equipment	\$23,000	\$115,000	\$230,000	
Construction	\$300,000	\$1,500,000	\$3,000,000	
Materials	\$1,000,000	\$5,000,000	\$10,000,000	
Communication Materials	\$24,000	\$120,000	\$240,000	
Miscellaneous	\$30,000	\$150,000	\$300,000	
<b>Total Project Cost</b>	<b>\$1,516,000</b>	<b>\$7,580,000</b>	<b>\$15,160,000</b>	
<b>Total Interest Charges</b>	<b>\$186,115</b>	<b>\$930,575</b>	<b>\$1,861,150</b>	10 year loan 2.5% (OSIFC rate 10 year 2.26% (May 25, 2015)
<b>Total manintenance cost</b>	<b>\$187,500</b>	<b>\$937,500</b>	<b>\$1,875,000</b>	20 year \$9,375 per project per year
<b>Total land rental</b>	<b>\$187,500</b>	<b>\$937,500</b>	<b>\$1,875,000</b>	20 year \$9,375 per project per year
<b>Total 20 year project COST</b>	<b>\$2,077,115</b>	<b>\$10,385,575</b>	<b>\$20,771,150</b>	
<b>Total 20 year Revenue</b>	<b>\$3,750,000</b>	<b>\$18,750,000</b>	<b>\$37,500,000</b>	
<b>Total Return (twenty years)</b>	<b>\$1,672,885</b>	<b>\$8,364,425</b>	<b>\$16,728,850</b>	
Per municipality per year	<b>\$10,456</b>	<b>\$52,278</b>	<b>\$104,555</b>	assuming 8 partners
Estimate of number of applications	2 applications to get one contract	10 applications to get 5 contracts	15 applications to get 10 contracts	
Application fees	\$5,400	\$27,000	\$40,500	
Refundable deposit	\$60,000	~ \$300,000	\$450,000	
<b>Total Up Front Cost</b>	<b>\$65,400</b>	<b>\$327,000</b>	<b>\$490,500</b>	
Per Municipality	\$8,175	\$40,875	\$61,313	
<b>Up Front cost per mun (after refund)</b>	<b>\$675</b>	<b>\$3,375</b>	<b>\$5,063</b>	

# TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Committee of the Whole  
June 9<sup>th</sup>, 2015

## REPORT FROM THE MANAGER OF PUBLIC WORKS

### Rideau Ferry Dock Events 2015

#### 1. STAFF RECOMMENDATIONS

As recommended by the Committee of the Whole

**THAT the Council of the Township of Drummond/North Elmsley** accepts the attached Report for information purposes only.

#### 2. PURPOSE

To provide updated information to Council from the Public Works Manager regarding the scheduled events at the Rideau Ferry Docks 2015.

#### 3. BACKGROUND

Rideau Ferry docks were built in 2013/14 for the public to enjoy access to the Rideau Lake and create a community meeting place for the general public.

In 2014 there were several events at the docks i.e. the Grand Opening ribbon cutting ceremony, 4 Bass Tournaments and the Manotick Antique and Classic Boat Show. All of these events proved to be quite popular with the local residence and community businesses.

#### 4. DISCUSSION

Events planned for the public docks in 2015 are as follows:

June 25<sup>th</sup> – Perth & District Chamber of Commerce general meeting.

June 27<sup>th</sup> – Rideau Ferry Yacht Club Regatta Fund Raiser.

July 25<sup>th</sup> & 26<sup>th</sup> Bass Derby

August 23<sup>rd</sup> – Bass Derby

September 20<sup>th</sup> – Bass Derby

#### 6. FINANCIAL IMPLICATIONS

7. CONCLUSIONS

ATTACHMENTS

Prepared and Recommended By:

**Scott Cameron,  
Manager of Public Works**

Approved for Submission By:



**Cindy Halcrow  
Clerk/Administrator**

**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY  
COMMITTEE OF THE WHOLE**

Report of Deputy Clerk #15-003  
June 9, 2015  
Livestock Evaluator

**1. STAFF RECOMMENDATION: Direction**

Direction to pass a by-law at the next Council meeting to appoint Paul Hauraney as a Livestock Evaluator. Further direction to advertise for additional evaluators to act in an on-call capacity.

**2. PURPOSE:** The purpose of this report is to provide Council with an update regarding appointing a livestock evaluator.

**3. BACKGROUND:** Currently we have one livestock evaluator for the Township and we have been utilizing evaluators from neighboring municipalities. In the past, the Township had two evaluators but one has now retired. It is beneficial to the Township to have additional (on-call) evaluators trained and able to attend claims if our main evaluator(s) are unable to do so.

**4. DISCUSSION:** We have tried to solicit the services of local farmers to assist us with livestock evaluation but with little success. Recently a local resident has come forward expressing interest in becoming an evaluator for the Township. He is an experienced hunter and knowledgeable regarding livestock. Normally we would advertise for interested evaluators but since this is not a highly sought after position, I would recommend appointing Paul Huaraney as well as advertising for additional on-call people. This appointment would require updating the Appointment By-law

**5. FINANCIAL IMPLICATIONS:** \$120.00 as Paul Hauraney will need to shadow our existing evaluator for three – four visits to become familiar with the process.

**6. ATTACHMENTS – None**

**Prepared By:**

  
Cathy Ryder  
Deputy Clerk/HR

**Approved By:**

  
Cindy Halcrow  
Clerk Administrator

**Township of Drummond/North Elmsley  
COMMITTEE OF THE WHOLE  
Source Water Protection Policy  
ADMINISTRATION REPORT #CA 2015-12  
June 9, 2015**

1. **STAFF RECOMMENDATION: Resolution required**  
That Council waives Section VIII, 1.(b) of Procurement By-law 2007-078;

**AND FURTHERMORE** that Council approves that J.L. Richards be retained to develop official plan policies with mapping and zoning regulations in accordance with the Source Protection Plan.

2. **PURPOSE:**  
This report is to obtain Council's authorization to waive the Procurement By-law in order to partner with other municipalities in the development of an official plan policy with mapping and zoning plan regulation pertaining to Source Water Protection

3. **BACKGROUND:**  
Source Water Protection Funding

All municipalities in the Rideau Valley Conservation Authority and the Mississippi Valley Conversation Authorities watersheds have been collaborating on the implementation of the Source Water Protection legislation under the Clean Water Act. Further in November 2013, the Township was notified that it would receive \$65,358 to offset costs of preparing and implementing the risk management plans.

Procurement By-law 2007-78

Section VIII, 1.(b) specifies for purchases between \$201 and \$5,000 that 3 quotations are required.

4. **DISCUSSION:**  
Lanark County municipalities have been discussing the implementation of the Source Protection Plan and coordinating efforts. One area in particular is the development of official plan policies with mapping and zoning regulations. It does not make sense that each municipality develop its own policies but rather that the policies for Lanark County be consistent. Last year, the Town of Mississippi Mills hired J.L. Richards to develop its policies. Beckwith, Carleton Place and Montague are also using J.L. Richards in order to save money and have consistent policies. Tay Valley and Perth are undergoing Official Plan reviews and will incorporate this policy as part of that process. J.L. Richards has provided a quote in the amount of \$4,260 for this work.

The requirement to obtain 3 quotations in accordance with Township's Procurement By-law will need to be waived in order to award this work to J.L. Richards.

**5. FINANCIAL IMPLICATIONS:**

There is no financial impact to the Township as this expenditure will come out of the funding already received.

**6. ATTACHMENTS – None.**

**Prepared and Recommended By:**

  
**Cindy Halcrow, Clerk Administrator**