



#13 Minutes Meeting of August 5, 2014 Committee Of The Whole

The Committee of the Whole met on Tuesday August 5, 2014 at 2:00 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

Members Present:	Aubrey Churchill Gail Code Ken Fournier Ray Scissons Peter Wagland	Reeve Deputy Reeve Councillor Councillor (Chair) Councillor
Staff Present:	Cindy Halcrow Karl Grenke Scott Cameron Linda Van Alstine Diane Anderson	Clerk Administrator Planner Public Works Manager Treasurer Administrative Assistant

1. Call to Order

The meeting was called to order at 2:00 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 June 17, 2014

MOTION #COW-14-189 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ken Fournier

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on June 17, 2014 as presented.

ADOPTED

3.2 Closed Session Minutes of June 17, 2014

Minutes were not available and deferred to the next meeting.

4. Approval of Agenda

MOTION #COW-14-191 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Peter Wagland

THAT the Committee of the Whole approves the agenda for the August 5, 2014 meeting of the Committee as amended:

Deletion:

Report of the Treasurer - Tax Sale Notice of Property Vesting #0532-0119(LT)
Closed Session Minutes dated June 17, 2014

ADOPTED

5. Petitions/Delegations/Public Hearings

5.1 Tracy Zander, Zander Plan Inc. – Development Charges

Ms. Zander made a presentation on the proposed new development charges background study and by-law. Based on her findings, the maximum the Township could charge would be \$4,371 however she recommended that the Township charge \$2,500 which would be more in line with neighbouring municipalities.

Councillor Wagland noted that the section 4.5, the library is a union board with three municipal partners and questioned the annual inflation factor. Ms. Zander will change the report and commented that the wording should have said that Council can consider charging an annual inflation factor. She will provide more information on the development charges in other municipalities at the public meeting next week.

The 2009 report did not include development charges for industrial and commercial development. She noted that charging a fee is not a deterrent to development although Tay Valley and Lanark Highlands do not charge a fee for industrial and commercial development. This is something for Council to consider. She recommended 89 cents per square foot however Council could decide on any amount up to 89 cents.

6. Communication/Correspondence

Items #2, 8, 9 and 10 were pulled from the Communication package.

#2 County of Lanark –Ottawa Police Service Costing

MOTION #COW-14-192 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole recommends that the Council of the Corporation of the Township of Drummond/North Elmsley authorizes the County of Lanark to obtain a costing from Ottawa Police Service on its behalf.

ADOPTED

#1 County of Lanark – Truck Roadeo - *(not pulled from the Communication but discussed at this point in the meeting)*

S. Cameron confirmed that the Township will be participating in the roadeo.

#8 Ministry of Energy – Municipal Energy Plan Program

Councillor Wagland asked if staff had considered making an application under the program. C. Halcrow said that she will discuss with staff and report back.

#9 Perth & District Union Public Library – Development Charges

Councillor Wagland said that as Chair of the Library Board he signed the letter and knew what Council's position was on this issue. There is no need to reply to the library.

#10 Stewardship Ontario – Blue Box Recycling Program

Councillor Wagland asked what the financial impact will be to the Township. C. Halcrow said that she will discuss with staff and report back.

MOTION #COW-14-193 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ken Fournier

THE COMMITTEE OF THE WHOLE receives the remainder of the communication items as information.

ADOPTED

7. Committee and Board Reports

7.1 PUBLIC WORKS

a) Report of the Public Works Manager – Westshore Drive Reconstruction Tender Results

S. Cameron reviewed his report and noted that the amount of the tender was incorrect and should have been \$383,954.99.

MOTION #COW-14-194 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council accepts the tendered price from Cavanagh Construction Ltd. of \$383,954.99 including applicable taxes for the Westshore Drive Reconstruction Tender 2014-05 and;

THAT the Reeve and Clerk Administrator are authorized to sign all pertinent documentation with respect to Westshore Drive Reconstruction Tender 2014-05 and;

THAT the Council approves the transfer of \$14,545 from the 2013 CIIF grant surplus as per FIN-9-2014, \$5,833 from the 2014 additional Gas Tax \$64,834 from the 2014 Development Charges study – construction account and the remaining \$16,168 from the 2015 Gas Tax funding for a total of \$101,380 to the Westshore Drive Reconstruction Project to compensate for the current funding shortfall, if required.

ADOPTED

7.2 COMMUNITY DEVELOPMENT

a) Report of the Planner – Severance Report

K. Grenke gave an overview of the severance activity in the first six months of 2014.

b) Report of the Planner – Laidlaw Site Plan

K. Grenke reviewed the proposed redevelopment of an existing vacant garage on County Road 43 in Port Elmsley. It was noted that the dimensions on the key map were out of shape and the proposed units would end up being very small. The Planner will verify the dimensions with the Chief Building Official.

Staff direction: Staff was directed to prepare and bring forward a site plan control by-law to council for approval

c) Report of the Planner – McDougall Site Plan

K. Grenke noted that the application required site plan because it will be a residential building on a vacant lot in the West Point Subdivision on the Rideau system.

Staff direction: Staff was directed to prepare and bring forward a site plan control by-law to council for approval

d) Report of the Planner – Gail Read Variance and Site Plan

The Planner reviewed his report and recommended that site plan control be waived.

MOTION #COW-14-195 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council waives the requirement for site plan control for 126 Sutcliffe Lane (Read).

ADOPTED

7.3 CORPORATE SERVICES

a) Report of the Clerk Administrator – Sale of 5N Site Lands

The Clerk Administrator briefly reviewed her report and noted that this was the next step in the process to dispose of the property.

MOTION #COW-14-196 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ken Fournier

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council authorizes the Reeve and Clerk Administrator to sign the confirmation, consent and authorization for the sale of the 5N Site Lands.

ADOPTED

- b) Report of the Clerk Administrator – Integrated Accessibility Standards

Action Item: Staff be directed to present a by-law at the next Council meeting to adopt accessibility policies in accordance with the Integrated Accessibility Standards Regulation.

- c) Report of the Clerk Administrator – Departmental Goals

The Clerk Administrator presented the second quarter departmental goals for information. Councillor Wagland requested that the third quarter report contain the percentage of the tax arrears collected.

- d) Report of the Deputy Clerk – Advance Vote Dates and Reduced Hours

The Clerk Administrator presented the report in the Deputy Clerk’s absence.

Action Item: Staff be directed to bring the draft By-law #2014-040 to the August 12, 2014 Council meeting for passage.

- e) Report of the Treasurer – Financial Summary for Second Quarter

The Treasurer presented the financial summary for the second quarter for information. There were no areas for concern at this time.

- f) Report of the Treasurer – Tax Sale Notice of Property Vesting

This item was pulled from the agenda.

- g) Report of the Treasurer – LKDN 1308 Tax Sale Update

The Treasurer provided this report for information purposes.

7.4 COMMUNITY SERVICES

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

The Reeve provided a verbal update on the following items:

- June 27, 2014 - attended the official opening of the Rideau Ferry docks
- July 25, 2014 – attended weekly meeting with the Clerk Administrator
- Aug 1, 2014 – attended weekly meeting with the Clerk Administrator

b) Report from Fire Board

No meeting

c) Report from Library Board

Councillor Wagland provided a verbal update on the following items:

- Elizabeth Goldman presented the 2013 Annual Report at the June 3 CoW meeting which reviewed the areas of focus and statistics for that year

- 2nd quarter results for 2014 indicates an increased demand for e-books
- Circulation remained at 10,800 while the Township's circulation grew by 13.2%
- Township remains at 27% of cardholders.
- Westport flooring installed new carpets on time and on budget
- Board completed review and revisions to procedural by-law, constitution, and Terms of Reference for the Policy & Property Committee
- Meetings have taken place to discuss potential space utilization of Inge-Va House and the Old Fire Hall adjacent to the library building. Report is going to Perth Council and August 12. The Board will be discussing the recommendations on August 6, 2014. Partner municipalities will receive a letter asking for approval of Board's recommendations.

d) County of Lanark –Reeve Churchill

The Reeve provided a verbal update on the following items:

- County is purchasing a separate active transportation structure so it is ready for placement after the Mississippi Road bridge is complete
- County is considering requesting a costing for police services from the city of Ottawa if the local municipalities are interested
- The following by-laws passed: land ambulance service agreement with Smiths Falls, federal Gas Tax funding agreement, boundary adjustment with Carleton Place and Mississippi Mills, and Energy Management Plan

e) Report from CA's

RVCA – Ray Scissons

- Board meeting and Source Protection meetings on July 24.
- Municipalities are going with appointing the RVCA as the Risk Management Officer because of its expertise
- Otty Lake fish habitat enhancement is finished. Some more will be done this fall. They made 92 bass spawning beds and sunk and anchored 152 Christmas trees
- Britannia village flood control measures will include a dyke structure affair to control flooding
- Next meeting September 22

MVCA – Gail Code

- May 21 Board meeting
- 2013 permit compliance report on Section 28 compliance monitoring: 94 permit inspections completed; 41 in Ottawa 27 on Mississippi Lake and 26 in the remaining watershed. There were only 17 non-compliant in areas of erosion, sediment control and flood proofing. Cottage associations are helping by educating property owners.
- Source Protection meeting was also held in the month of July
- Annual tour was held in June and they visited Mohr's island and the Mill of Kintail
- Board meeting on July 16: the concept plan and costing for the development of trail in Roy Brown Park was discussed.
- Next meeting September 17

f) Report from Members of Committee

Minor Variance Committee: Ken Fournier

Minor Variance Committee meeting was held last week. There were two successful applications

Rideau Heritage Route Tourism Association: Peter Wagland

- The association is in serious financial position because Parks Canada and a couple of municipalities have cut funding.
- 2013 Financial Statement shows a net operating loss of \$17,487
- First balanced budget was passed on July 31, 2014 using a new comprehensive budget process
- The Executive Director is cutting back on her hours and Valley Heartland has offered office space at its location in Smiths Falls.
- Visitor Experience Opportunities concept provides some clues for the future
- The association needs to re-invent itself
- Stakeholder input suggests that a shared direction, a single leadership body, a single industry development plan for the corridor and a single marketing strategy for the corridor all need to be developed.
- Money is the biggest issue with insufficient to cover operating costs and inadequate cash flow
- **200th Anniversary Committee: Deputy Reeve Gail Code**
The committee is looking at having a Heritage Day after the long weekend in May 2016.

8. CLOSED SESSION

8.1 Personal matters about an identifiable individual including municipal or local board employees

MOTION #COW-14-197 (Verbal)

MOVED BY: Ken Fournier
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 3:43 p.m. to discuss a matter pertaining to an individual including a municipal employee;

AND THAT the Clerk Administrator remain in the room.

ADOPTED

MOTION #COW-14-198 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Gail Code

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 3:46 p.m.

ADOPTED

RISE AND REPORT

MOTION #COW-14-199 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT the Council approves a one-time payout of 100 hours of overtime for Employee No. 58.

ADOPTED

Councillor Fournier asked how much the docks cost and C. Halcrow said that a report on the costs will be forthcoming in the near future.

9. Unfinished Business

None.

10. New Business

None.

11. Adjournment

MOTION #COW-14-200 (Verbal)

MOVED BY: Peter Wagland

SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole stand adjourned at 3:50 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR