



Township of Drummond/North Elmsley

**#15 Committee of the Whole – Chair, Gail Code
September 2, 2014 at 2:00 p.m. - 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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1. Call to Order – 2:00 p.m.	
2. Disclosure of Pecuniary Interest	
3. Minutes of Previous Meeting	
3.1 Minutes of August 26, 2014	3 - 10
4. Approval of Agenda	
5. Petitions/Delegations	
5.1 2:10 p.m. Fraser Scantlebury United Way Presentation	
6. Communication/Correspondence	
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7. Committee and Board Reports	
7.1 Public Works	
7.2 Community Development	
a) Report of the Planner - Water Street Road Closure Update	12 - 14
7.3 Corporate Services	
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 from CA's	

e) Reports from Members of Committee

8. Closed Session

9. Unfinished Business

10. New Business

11. Adjournment



#14 Minutes Meeting of August 26, 2014 Committee Of The Whole

The Committee of the Whole met on Tuesday, August 26, 2014 at 1:00 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

Members Present:	Aubrey Churchill	Reeve
	Gail Code	Deputy Reeve
	Ken Fournier	Councillor
	Ray Scissons	Councillor
	Peter Wagland	Councillor
Staff Present:	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk
	Karl Grenke	Planner
	Shawn Merriman	Chief Building Official

1. Call to Order

The meeting was called to order at 1:00 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.

3. Minutes of Previous Meetings

3.1 Regular Session Minutes of August 5, 2014

MOTION #COW-14-201 (Verbal)

MOVED BY: Ken Fournier
SECONDED BY: Gail Code

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on August 5, 2014 as circulated.

ADOPTED

3.2 Closed Session Minutes of August 5, 2014

MOTION #COW-14-202 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the minutes of the closed Committee of the Whole meeting held on August 5, 2014 as circulated

ADOPTED

3.3 Closed Session Minutes of June 17, 2014

MOTION #COW-14-203 (Verbal)

MOVED BY: Ken Fournier

SECONDED BY: Gail Code

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

ADOPTED

4. Approval of Agenda

Amendments:

The following items were dealt with before Item #6. Communication

7.3c Report of the Clerk Administrator – DC Study

7.2a Report of the Planner – Bennett/McNeely Site Plan

7.2b Report of the Planner - Tay River Reflections Revised Plan

7.2c Report of the Planner - North Elmsley History Book

7.2d Report of the CBO - Renewable Energy Project

7.2e Report of the CBO - Recurrent/Aurora Solar Projects Final

7.2f Report of the CBO - By-law Enforcement Report - July 31/14

7.2g Report of the CBO - Building Activity - July 31/14

Removed:

Staff Academic Achievements - Linda Van Alstine was not present to receive her certificate.

MOTION #COW-14-204 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Peter Wagland

THAT the Committee of the Whole approves the agenda for the August 26, 2014 meeting of the Committee, as amended.

ADOPTED

5. Petitions/Delegations/Public Hearings

5.1 1:00 p.m. Staff Academic Achievements

The Reeve and the Clerk Administrator, on behalf of Council and staff, congratulated and recognized the following staff members for their recent academic achievements:

- Diane Anderson - Municipal Administration Program Certification
- Janet George - Municipal Administration Program Certification
- Karl Grenke - Municipal Law Certificate
- Shawn Merriman - Residential Air System Design Technician Certificate

5.2 1:10 p.m. Ted Arthurs – OPP Billing Model Costs

Mr. Arthurs presented various questions to Council regarding the increase in OPP billing.

Reeve Churchill reported that at the AMO Conference the OPP cancelled all personal meetings with municipalities. They held one meeting, which everyone attended and reported that it will be a 5 year phase in program. For municipalities facing increases, it will be capped at \$40 for the first year and then phased in accordingly. There will be a meeting on September 4th in Smiths Falls and the OPP will release the exact costs for each municipality at that time.

6. Communication/Correspondence

Item #1 was pulled from the Communication Package and voted on separately.

MOTION #COW-14-205 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approves that the Perth and District Union Library enters into a multi-year lease agreement for an additional 1000 sq feet of space with the Town of Perth at \$500 a month.

ADOPTED

MOTION #COW-14-206 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE receives the remainder of the communication items for the August 26, 2014 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 PUBLIC WORKS

- a) Report of the Public Works Manager - Carroll Road Upgrade
(The Clerk Administrator presented the report on behalf of the Public Works Manager)
The Committee accepted the recommendation of the Public Works Manager and the following motion was adopted:

MOTION #COW-14-207 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approve funding in the amount of \$56,000 to go towards the completion of the upgrades of Carroll Road from the Road Construction Reserve.

ADOPTED

7.2 COMMUNITY DEVELOPMENT

a) Report of the Planner - Bennett/McNeely Site Plan

The Planner provided an update on two parcels of land at 290 Islandview Drive to allow for the construction of a large garage on the lot. Council accepted his recommendation with the following direction:

Action Item: Direction given to staff to bring forward a site plan control by-law and agreement for consideration and approval by Council.

b) Report of the Planner - Tay River Reflections Revised Plan

The Planner provided an update on a new ancillary use to the site plan for Tay River Reflections. This would be an addition of a tiki bar within one of the gazebos. He recommended amending the site plan to include provisions limiting it in size to the gazebo and physical improvement to ensure that it is used by spa customers only. Council accepted his recommendation with the following direction:

Action Item: Direction given to staff to bring forward an amended site plan control agreement and by-law to incorporate an accessory tiki bar within one of the new gazebos recently approved through site plan control.

c) Report of the Planner - North Elmsley History Book

The Planner provided an update on the writing of a North Elmsley History book by Michael McEwen, Irene Spence and Shirley Jones-Wellman.

MOTION #COW-14-208 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approves \$3,000 from the 2014 budget for the North Elmsley History Book with the costs being recovered through book sales and any profits to be donated to Archives Lanark.

ADOPTED

d) Report of the CBO - Renewable Energy Project

The CBO provided Council with an overview of the Township becoming an electricity supplier under the provincial FIT contracts. There have been discussions to partner with the County of Lanark and local municipalities. The initial investment would be \$200,000 which would be repaid in approximately 8 – 10 years. After 20 years each partner could see returns of 4 million. There was general discussion on how/where the funds for the initial investment would come from as well as risks involved. The CBO was requested Council to pass a resolution to start the investigation and apply for the contracts. He reported at this time the Township is not locked into anything and once the applications have been submitted, a further update will be provided to council. Council accepted his recommendation to proceed without any financial commitment.

MOTION #COW-14-209 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council 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.

ADOPTED

e) Report of the CBO - Recurrent/Aurora Solar Projects Final

The CBO reported that all four solar sites are in operation and that all requests and agreements have been honoured. Council commended the CBO on his vital role in the solar projects. The Committee received the report as information.

f) Report of the CBO - By-law Enforcement Report - July 31/14

The CBO provided an update on by-law enforcement; 24 written and 8 verbal warnings were given between January 1 – May 31; and additional 18 written and 10 verbal warnings were issued during June and July. The six non-compliant properties on Otty Lake have been sent orders to comply with the septic program. The Committee received the report as information.

g) Report of the CBO - Building Activity - July 31/14

The CBO provided an update on building related activities. Total number of permits up to the end of May was 114 and the number of inspections and investigations for the last seven months was 633. The Committee receives as information.

7.3 CORPORATE SERVICES

a) Report of the Clerk Administrator - Source Protection Plan

The Clerk Administrator provided an update on transferring enforcement responsibilities under Part 4 of the Clean Water Act to the Conservation Authorities (MVCA/RVCA). The Township is required to have a Risk Management Officer who will be responsible for managing risk assessment studies, plans and enforcement. She reported that it would be less costly to municipalities to have Mississippi-Rideau Source Protection Region undertake these duties. The Committee accepted the recommendation with the following direction:

Action Item: Direction given to staff to bring the Enforcement Transfer Agreement By-law forward for review and passage at the next Council meeting.

b) Report of the Clerk Administrator - OCIF and SCF Funding

The Clerk Administrator provided an update on new funding announcement of the Ontario Community Infrastructure Fund (OCIF) and the New Building Canada Fund Small Communities Fund (SCF) and to seek authorization to make submissions for Armstrong Bridge under the OCIF and Drummond School Road under SCF.

She reviewed options for Armstrong Bridge which is in the asset management plan for 2018 or Evans Road which is not part of the asset management plan. Council agreed to the submission of Evans Road instead of Armstrong Bridge under the OCIF funding.

MOTION #COW-14-210 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ken Fournier

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council authorize staff to prepare a submission for Evans Road under the Ontario Community Infrastructure Fund (OCIF) and a submission for Drummond School Road under the New Building Canada Fund Small Communities Fund (SCF).

ADOPTED

c) Report of the Clerk Administrator - DC Study

Reeve Churchill and Deputy Reeve Code declared a conflict of interest with respect to the development charges study and by-law because their sons are developers.

The Clerk Administrator reviewed her report on Development Charges. There was general discussion on growth and the impact of charging development charges on commercial property as it would be a deterrent. Councillors Scissons and Wagland stated that they would not support development charges for commercial. Council agreed to implement a residential development charge in the amount of \$2,500 and increased \$125 per year for 5 years.

MOTION #COW-14-211 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Ken Fournier

THE COMMITTEE OF THE WHOLE does not support development charges for commercial/industrial development.

ADOPTED

MOTION #COW-14-212 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Ray Scissons

THE COMMITTEE OF THE WHOLE supports imposing a Residential Development Charge in the amount of \$2,500 and increased \$125 per year for 5 years.

ADOPTED

Action Item: Direction given to staff to bring a Development Charges By-law to the August 26, 2014 Council meeting for review and passage.

d) Report of the Deputy Clerk - Staff Retirement

The Deputy Clerk reported on the retirement notice given by the Bob Moore, Public Works/Environmental Services Assistant.

MOTION #COW-14-213 (Verbal)

MOVED BY: Ken Fournier

SECONDED BY: Gail Code

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council accepts Bob Moore's letter of retirement effective March 12, 2015.**

ADOPTED

7.4 COMMUNITY SERVICES

7.5 CLERK/MEMBERS OF COUNCIL

- a) **Report of Reeve** – No Report
- b) **Report from Fire Board** – No Report
- c) **Report from Library Board** – No Report
- d) **Report from CA's** – No Reports
- e) **Report from Members of Committee** – No Reports

8. Closed Session - None

9. Unfinished Business

9.1 OPP New Billing Model – Letter to Residents

Reeve Churchill reported that it is too late to send out the letter to residents. The OPP will provide an update on the exact policing costs after September 4th. This information will be provided with the next tax bill, posted to the website and possibly via a press release.

Action Item: Direction given to staff to prepare a communication action plan regarding the OPP costing and bring back to the Committee of the Whole after September 4th.

9.2 OPP Letter – New Billing Model (discussed under Item 5.2)

10. New Business

10.1 Perth & District Union Library – Request for Credit Card

P. Wagland informed Council that the Library CAO is currently using her personal credit for library purchases. The Town of Perth is working with her to come up with a solution which will be reviewed at a later date.

11. Adjournment

MOTION #COW-14-214 (Verbal)

MOVED BY: Peter Wagland

SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole stand adjourned at 2:30 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

#15 Committee of the Whole

September 2, 2014

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

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1. Protect Drinking Water Approval	2
2. Child Care Work & Early Childhood Educator - Resolution	3 - 7
3. Town of Perth Waste Disposal Needs	8 - 12
4. Local Immigration Partnership	13 - 15

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

September 2, 2014

Author: Karl Grenke, Planner

RE: Water Street Road Closure Update and Revisions

- 1. STAFF RECOMMENDATIONS:** That the Committee supports in principle the proposed amendments to the Water Street road closure, consider for adoption at the next Council meeting the following resolution:

THAT an additional 1,000 square foot section of the historic road allowance known as Water Street in the Village of Fergusons Falls, identified as part of Part 2 of Plan 27R-10343 and as indicated on the attached plan, be declared surplus to the Township's needs;

AND FURTHER that the Planner be directed to work with the abutting owners to take the necessary steps to implement this road closure.

- 2. PURPOSE:** To update Council on the Water Street road process and seek support, in principle, to the revisions outlined in Ron Dickinson's request.
- 3. BACKGROUND:** On April 1st, 2014, Staff updated Council on the process of the Water Street road closure, noting that while the public hearing and notification process was complete to allow the closure of the road allowance, the Township's solicitor identified a title issue with a portion of the road allowance (Part 2 of Plan 27R-7684) that would need to be resolved before the Township can complete the road closure as contemplated. To do this, Part 2, which is subject to a previous encroachment agreement, would need to be conveyed back to the Township to allow us to close it, along with the other parts. The land titles office appears to have transferred Part 2 to a previous owner in error since the Township never formally closed the road. The abutting lot, which is to receive Part 2 and an additional 5 foot wide strip has been sold twice since then, however the title to Part 2 remained with the original abutting owner. Mary Foss has made contact with the solicitor for that previous owner and hopes to have the paperwork for that title transfer happen in coming weeks.

While this is getting worked through, Staff were contacted by Ron Dickinson, who initiated the road closure process. The original arrangement, agreed to by all parties and Council resulted in an equal amount of the road allowance being transferred to Ron Dickinson and his neighbour on the other side of the allowance, Bill MacDonald. With that, Mr. MacDonald would acquire 8 feet on the other side of an existing fenceline and the balance of the allowance as it cuts north towards the river. The two neighbours have since agreed to alter that agreement whereby Mr. Dickinson would now acquire all of the allowance leading to the fenceline, leaving Mr. McDonald with the portion that cuts to the river. Mr. Dickinson would also seek to close an additional 1,000 square feet of road allowance (originally intended to remain with the Township) to square off his proposed new lot configuration. While this would result in Mr. Dickinson acquiring more of the road allowance, it would mean that Mr. MacDonald would no longer need to relocate his fence and the result would be that the eventual ownership will rest with the occupants of the land, given that they each maintain the lands on their side of the fence. Mr. Dickinson understands that since the costs of the process are being allocated proportional to the amount of land acquired by each party, his overall share of the cost would increase accordingly.

4. **DISCUSSION:** The established division of the allowance and proposed division of the allowance are attached to this report. As this proposed arrangement results in the closure of more of the road allowance than what was previously supported by Council, a second resolution declaring those additional lands surplus would thus be required.

As both affected parties consent to this change and this change does not negatively impact anyone else, Staff recommend Council endorses it.

With respect to process, a new survey will be required to describe and identify the affected parts and will overlay the survey previously completed for this area. While moving a new property line on a piece of road allowance already approved for closure will not require additional public consultation, a second notice and hearing will technically be required to address the extra 1,000 square foot parcel. The agreement from July 2013 signed by the Township and all abutting property owners outlining outcomes and costs will need an addendum however the intent will not change and there will be no additional costs to the Township.

5. **CONCLUSIONS:** Staff are of the view that the proposed lot line alteration and additional road closure are reasonable and desirable for all parties involved. If Council so agrees, the Township will undertake all required steps to take this forward.
6. **ATTACHMENT:** Map outlining proposed changes

Recommended By:



Name: Karl Grenke
Title: Planner

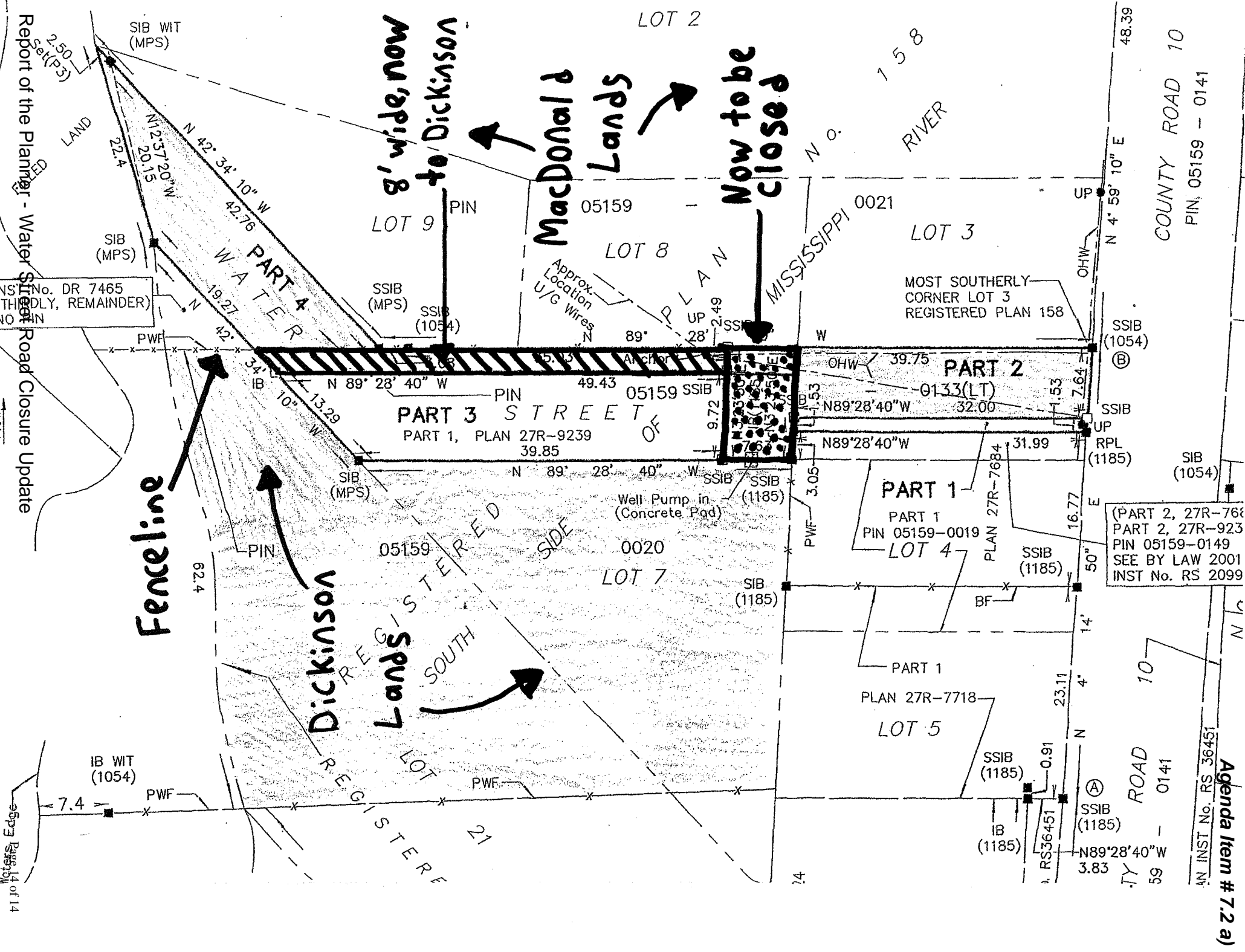
Approved for Submission By:



Name: Cindy Halcrow
Title: Clerk Administrator

Report of the Planner - Water Street Road Closure Update

Meters Edge Page 14 of 14



COUNTY ROAD 10
PIN, 05159 - 0141

(PART 2, 27R-7684)
PART 2, 27R-923
PIN 05159-0149
SEE BY LAW 2001
INST No. RS 2099

Agenda Item # 7.2 a)
AN INST No. RS 36451