



## TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

#18 Council Meeting, September 26, 2017

# AGENDA

### **COUNCIL – CALL TO ORDER 5:00 p.m.**

**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 4:30 p.m. on the Thursday prior to the meeting as per By-law No. 2015-011*

### **MEMBERS WISHING TO DISCLOSE A PECUNIARY INTEREST DO SO NOW.**

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Township of Drummond/North Elmsley  
#17 Council Meeting of September 12, 2017  
Township Council Chambers

Minutes

**Call To Order:** Reeve Churchill called the meeting to order at 5:00 p.m.

**Present:**

**Council:**

Deputy Reeve  
Councillor  
Councillor  
Councillor

Gail Code  
Steve Fournier  
George Sachs  
Ray Scissons (Chair)

**Staff:**

Clerk-Administrator  
Deputy Clerk

Cindy Halcrow  
Cathy Ryder

**Absent:**

Reeve

Aubrey Churchill

**Members Wishing To Disclose A Pecuniary Interest Do So Now.** No members declared a pecuniary interest.

**1.0 MINUTES**

**1.1 Regular Minutes of August 22, 2017**

**Moved By: Ray Scissons**  
**Seconded By: Steve Fournier**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley does hereby approve the minutes of the Regular Meeting of August 22, 2017, as circulated.**

**Carried**  
**17-103**

**2.0 APPROVAL OF AGENDA**

**2.1 Approval of Agenda**

**Moved By: Steve Fournier**  
**Seconded By: Ray Scissons**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley does hereby adopt the agenda for the meeting of September 12, 2017 as circulated.**

**Carried**  
**17-104**

**3.0 DELEGATIONS: None**

**4.0 COMMITTEE & BOARD REPORTS**

**4.1 Committee of the Whole Report to Council**

- **August 22, 2017**

**“A” 1 Changes to Tax Sales**

**“B” 1 THAT the Council of the Corporation of the Township of Drummond/North Elmsley** approves the revised Tax Collection Policy renumbers as POL.01.2017 in order to conform to Bill 68 to allow tax registrations and tax sales to start at the end of two years in arrears.

Deputy Reeve Gail Code presented and read Report #12 CoW-August 22, 2017 to Council on behalf of the Committee of the Whole.

**Moved By: Gail Code**  
**Seconded By: Ray Scissons**

**BE IT RESOLVED THAT** the Report #12 CoW-August 22, 2017 is hereby adopted this twelve day of September 2017.

**Carried**  
**17-105**

**4.2 Committee of the Whole Report to Council**

- **August 25, 2017**

**“A” 1 Sale of Port Elmsley Hall**

**“B” 1 THAT the Council of the Corporation of the Township of Drummond/North Elmsley** accepts the offer from William Black to purchase the Port Hall Elmsley Hall and lands, and

**FURTHERMORE THAT** a By-law be brought forward for review and passage at a future Council meeting.

**Carried**  
**17-106**

Deputy Reeve Gail Code presented and read Report #13 CoW-August 25, 2017 to Council on behalf of the Committee of the Whole.

**Moved By: Gail Code**  
**Seconded By: Ray Scissons**

**BE IT RESOLVED THAT** the Report #13 Special CoW-August 25, 2017 is hereby adopted this twelve day of September 2017.

**Carried**  
**17-107**

**5.0 BY-LAWS**

**5.1 2017-040 Sale of Port Elmsley Hall**

**Moved By: Steve Fournier**  
**Seconded By: George Sachs**

**BE IT RESOLVED THAT By-law #2017-040**, being a By-law to authorize the sale of the Port Elmsley Hall and entitled, "Sale of Port Elmsley Hall By-law", be read a first, second and third time and finally passed in open Council.

**Carried**  
**17-108**

**6.0 RESOLUTIONS/NOTICE OF MOTIONS: None**

**7.0 CLOSED SESSION: None**

**8.0 COMMUNICATIONS/CORRESPONDENCE: None**

**9.0 UNFINISHED BUSINESS: None**

**10.0 CONFIRMATION OF COUNCIL PROCEEDINGS**

**Moved By: Steve Fournier**  
**Seconded By: George Sachs**

**BE IT RESOLVED THAT By-law #2017-041** being a By-law to confirm the proceedings of Council at its meeting of September 12, 2017, be read a first, second and third time and finally passed in open Council.

**Carried**  
**17-109**

**11.0 ADJOURNMENT**

**Moved By: Steve Fournier**  
**Seconded By: George Sachs**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley** adjourn their regular meeting of Council.

Adjourned at 5:04 p.m.

**Carried**  
**17-110**

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**Deputy Reeve**

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**Clerk Administrator**



REPORT OF THE COMMITTEE OF THE WHOLE  
REPORT #14 CoW-September 12, 2017

To the Members of Council.

We, the Members of your Committee of the Whole beg leave to report Section "A" as information and Section "B" as follows:

**"A" 1 Custodial Services and Facility Booking Tender 2017-03**

**"B" 1 THAT the Council of the Corporation of the Township of Drummond/North Elmsley awards Tender No. 2017-03 Custodial Services & Facility Bookings at various Township Buildings to KGM Distributors commencing October 1, 2017.**

**"A" 2 Office Administrative Changes**

**"B" 2 THAT the Council of the Corporation of the Township of Drummond/North Elmsley award accepts Mary Remmig's resignation with regrets and extends appreciation for her service to the Township; and**

**FURTHERMORE THAT** Diane Anderson assumes the full-time role of Administrative Assistant/Receptionist once an employee's graduated return to work schedule has been significantly completed; and

**FURTHERMORE THAT** a temporary/contract receptionist be hired to cover reception from approximately September 25 – November 17, 2017 or earlier.

All of which is respectfully submitted by:

\_\_\_\_\_  
Councillor Ray Scissons

**Direction by the Head of council:  
Council may remove items in Section "B" to be voted on separately prior to introducing a motion to accept the report in its entirety.**

Resolution #: 17-\_\_\_\_\_

Moved and Seconded by:

\_\_\_\_\_  
Moved By

\_\_\_\_\_  
Seconded By

**BE IT RESOLVED THAT,** Report #14 CoW-September 12, 2017 is hereby adopted this twenty-six day of September, 2017.

\_\_\_\_\_  
**AUBREY CHURCHILL, REEVE**

**THE CORPORATION OF THE TOWNSHIP OF  
DRUMMOND/NORTH ELMSLEY**

**BY-LAW NO. 2017-42**

**SOURCE PROTECTION PLAN  
PART IV ENFORCEMENT TRANSFER AGREEMENT**

**BEING** a By-law to authorize the execution of an agreement with Mississippi Valley Conservation Authority and Rideau Valley Conservation Authority to transfer enforcement responsibilities under Part IV of the Clean Water Act to the Conservation Authorities.

**WHEREAS** pursuant to Part IV of the Clean Water Act, 2006, S.O. 2006, c.22, the council of a municipality may enter into an agreement for the enforcement of this Part by the board of health, planning board or source protection authority in the municipality with respect to activities identified in the agreement, and for charging the municipality the whole or part of the cost.

**AND WHEREAS** pursuant to section 5 of the said Act the powers of a municipality shall be exercised by its council and further a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**AND WHEREAS** it is deemed appropriate to enter into an agreement to transfer Part IV Enforcement responsibilities to the Conservation Authorities; and

**NOW THEREFORE** the Council of the Corporation of Township of the Drummond/North Elmsley enacts as follows:

- 1. THAT The Reeve and Clerk are hereby authorized to execute an agreement with Mississippi Valley Conservation Authority and Rideau Valley Conservation Authority to transfer enforcement responsibilities under Part IV of the Clean Water Act to the Conservation Authorities.
- 2. THAT a copy of such agreement is attached hereto as Schedule "A".
- 3. THAT Schedule "A" shall form an integral part of this by-law as if the words contained therein were printed as part of this document.

Read a first, second and third time this 26<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Aubrey Churchill, Reeve

\_\_\_\_\_  
Cindy Halcrow, Clerk Administrator

**AMENDMENT NO. 1**

**AGREEMENT TO AMEND “SOURCE PROTECTION PLAN PART IV  
ENFORCEMENT TRANSFER AGREEMENT”**

THIS AMENDMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017

**THE CORPORATION OF THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**  
(hereinafter called ‘the Municipality’) OF THE FIRST PART

And

**MISSISSIPPI VALLEY CONSERVATION AUTHORITY and  
RIDEAU VALLEY CONSERVATION AUTHORITY**  
(hereinafter called ‘the Authorities’) OF THE SECOND PART

**WHEREAS** the Municipality entered into an agreement to delegate enforcement of Part IV of the Clean Water Act to the Authorities effective September 1, 2014 through August 31, 2017;

**AND WHEREAS** pursuant to Section 7.04 of the Agreement, amendments may be made by mutual agreement from time to time;

**AND WHEREAS** both parties have reviewed the agreement and mutually agree to extend the termination date indefinitely. The termination date of the agreement is now determined by either party with a minimum of 180 days written notice;

**NOW THEREFORE** in consideration of the contractual relationship between the Authorities and the Municipality referred to above, the Authorities and the Municipality hereby acknowledge and agree to undertake as follows:

- 1. The Agreement is amended as follows:
  - a. The reference to ‘Schedule “A” – Proposal for Part IV Enforcement Authority’ and ‘Schedule “B” – Communication Protocol’ in Section 1.03 are replaced by ‘Schedule “A” – Background for Part IV Enforcement Agreement between Municipalities and Conservation Authorities & Communications Protocol;’
  - b. The Schedules “A” and “B” are deleted in their entirety and replaced by ‘Schedule “A” – Background for Part IV Enforcement Agreement between Municipalities and Conservation Authorities & Communications Protocol;’
  - c. Section 1.01 is deleted and replaced with the following

Under the *Clean Water Act* a municipality may transfer its enforcement authority to another body such as a "Source Protection Authority" (which is a Conservation Authority serving in its legislated role under the *Clean Water Act*). The Conservation Authority (in its capacity as a Source Protection Authority) perform the duties and enforcement responsibilities of Part IV of the *Clean Water Act* on behalf of the Municipality on all applicable lands located in the Municipality.

d. Section 3.01 items (ix) and (x) are deleted and replaced with the following:

(ix) Exercise its jurisdiction in accordance with and follow the communication protocol established in Schedule "A;"

The remaining items on the list shall be renumbered accordingly.

e. Section 3.3 is deleted and replaced with the following:

Before the following enforcement actions are undertaken by the Authorities, the Authorities shall contact the designated Municipal staff person, by telephone or by email to explain the purpose, process and possible cost of the action.

f. The reference to 'Schedule "B"' in Section 4.04 be changed to 'attached as Section 3.0 of Schedule "A"'

g. Section 7.01 and 7.02 are deleted in their entirety and replaced by the following:

i. Section 7.01: Term

This Agreement shall continue in force indefinitely, commencing on the September 26, 2017.

The remaining sections shall be renumbered accordingly.

2. This Amendment No. 1 shall be in force from September 26, 2017 and shall have the same expiry or termination date as the Agreement.

3. All other terms and conditions of the Agreement shall remain in full force and effect unchanged and unmodified.

**IN WITNESS WHEREOF** the parties hereto have executed this Amendment No. 1 as of the day of and year first written above.

**THE CORPORATION OF THE  
TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk Administrator

\_\_\_\_\_  
Date



**MISSISSIPPI VALLEY CONSERVATION AUTHORITY**

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
General Manager Date

**RIDEAU VALLEY CONSERVATION AUTHORITY**

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
General Manager Date

**Schedule 'A'**

**Background for Part IV Enforcement Agreement between  
Municipalities and Conservation Authorities &  
Communications Protocol**

## 1.0 Background

Under the *Clean Water Act* a municipality may transfer its enforcement authority to another body such as a “Source Protection Authority” (which is a Conservation Authority serving in its legislated role under the *Clean Water Act*). The Conservation Authority (in its capacity as a Source Protection Authority) perform the duties and enforcement responsibilities of Part IV of the *Clean Water Act* on behalf of the Municipality on all applicable lands located in the Municipality.

### 1.1 Part IV Policies

The Mississippi-Rideau Source Protection Plan must address “significant drinking water threat” activities as defined under the *Clean Water Act*. Among other types of policies, the Source Protection Plan contains policies that:

- **prohibit** some drinking water threat activities under Part IV, Section 57 of the *Clean Water Act* (note that no existing activities are prohibited);
- **manage** certain other drinking water threat activities through Risk Management Plans under Part IV, Section 58 of the *Clean Water Act*; and
- **require a notice** from a Risk Management Official under Part IV, Section 59 of the *Clean Water Act* (before Planning or Building applications may proceed within certain vulnerable drinking water areas).

These sections of the Act appear in Part IV: *Regulation of Drinking Water Threats*. Under Part IV, any single, upper or lower tier municipality that has the authority to pass by-laws under the *Municipal Act* for the production, treatment and storage of water is the enforcement authority. This means that the municipality is the enforcement authority for these policies on lands within its municipal boundaries even if it does not have or operate the drinking water system.

The Conservation Authority provides the Part IV enforcement service at minimal cost to municipalities. The liability and risk associated with delivery of the program is assumed by the Conservation Authority and assured by employing competent, qualified staff with extensive experience with resource protection and a thorough understanding of the *Clean Water Act* and the Mississippi-Rideau Source Protection Plan and maintaining adequate liability insurance coverage. The Conservation Authority is committed to providing this service in a responsive, knowledgeable and courteous manner.

**2.0 Details**

**2.1 Part IV Enforcement Responsibilities**

The Part IV Enforcement Authority is responsible for appointing appropriately trained Risk Management Official(s) / Inspector(s), setting up, and maintaining all logistical and procedural aspects (such as administrative and communication materials, fee schedule, inspection procedures and information management system). The Risk Management Official and Inspector implement the policies which involves issuing notices, negotiating Risk Management Plans, reviewing Risk Assessments and exercising various powers under the *Clean Water Act* to deal with non-compliance / enforcement issues. There are also prescribed requirements for record keeping, an annual report to the MOECC and the possibility of Environmental Review Tribunal proceedings.

Table 1 summarizes these responsibilities.

**2.2 Tasks and Cost Recovery**

Continue to provide the service which will involve the following tasks:

- 1. Complete Risk Management Plans and review of Risk Assessments for existing drinking water threats.
- 2. Review planning and building applications and issue clearance notices on an as needed basis.
- 3. Negotiate Risk Management Plans and review Risk Assessments for new proposed drinking water threat activities on an as needed basis.
- 4. Conduct compliance and tribunal related activities on an as needed basis.
- 5. Prepare and submit annual reporting to the MOECC.

**Ongoing Cost Recovery – MUNICIPALITY TO PAY ANY EXTRAORDINARY COSTS**

Addressing new (future) proposed drinking water threats – user fees

Extraordinary costs – municipalities to cover the cost of occasional, non-routine enforcement related work such as issuing warrants and attending tribunal hearings (Conservation Authority will consult with the municipality prior to these expenditures)

Annual reporting – Conservation Authority (as part of overall source protection reporting, for policies not related to Part IV)

**Table 1 Part IV Enforcement Responsibilities**

Responsibility	Clean Water Act Pt. IV Reference	Associated Tasks	Explanation
General program needs	Sections 47 and 55	<ul style="list-style-type: none"> <li>• Monitor staffing needs, select and send staff for MOECC training</li> <li>• Appoint Risk Management Officials (RMO) and Inspectors (RMI) and issue certificates as needed</li> <li>• Fee schedule under Section 55</li> <li>• Prepare administrative material (forms, inspection checklists, standard notices, etc.)</li> <li>• Maintain application screening protocol with municipal Planning / Building departments</li> </ul>	Maintaining a regulatory program requires some decision making, effort, and ongoing maintenance.
Review applications and issue notices	Sections 57 and 59	<ul style="list-style-type: none"> <li>• RMO reviews planning or building applications sent to him/her by municipal staff</li> <li>• RMO issues a notice under Section 59 if the application may proceed</li> <li>• RMO does not issue a Section 59 notice if the proposal involves an activity that is prohibited under Section 57</li> </ul>	The Section 59 policy helps municipalities avoid inadvertently approving an application without complying with source protection policies first. The policy allows for municipal staff to “screen out” simple applications that clearly do not involve a drinking water threat activity. An application screening procedure is agreed on with municipal staff and can be modified at any time.
Risk Management Plans	Section 58	<ul style="list-style-type: none"> <li>• RMO / RMI negotiates Risk Management Plans</li> </ul>	A Risk Management Plan is a document that outlines the actions required to address an activity that has the potential to contaminate drinking water. It is a customized, site-specific plan developed in consultation with the person engaging in the activity.
Risk Assessments	Section 60	<ul style="list-style-type: none"> <li>• RMO reviews and, if appropriate, accepts Risk Assessments</li> </ul>	A person whose activities are affected by Part IV policies has the option to prepare and submit a Risk Assessment concluding that the activity is not a significant drinking water threat.
Compliance activities Tribunal	Sections 61-80	<ul style="list-style-type: none"> <li>• RMO / RMI may exercise various powers and follow various procedures related to compliance with Part IV policies</li> <li>• RMO will notify the affected person of their right of appeal to the Environmental Review Tribunal</li> <li>• RMO/RMI will prepare documentation and attend Environmental Review Tribunal hearings</li> </ul>	<p>The RMO and RMI have various powers and options related to compliance.</p> <p>Affected people have Environmental Review Tribunal rights.</p>
Record keeping Reporting	Sections 53, 54, 81	<ul style="list-style-type: none"> <li>• RMO maintains records and files annual reports to the MOECC.</li> </ul>	There are Part IV record keeping and reporting requirements in the <i>Clean Water Act</i>

### 2.3 Implications for Municipal Staff / Application Screening Procedure

Municipal staff have an important role in the implementation of Part IV policies, specifically to ensure that applications under the *Planning Act* or *Building Code Act* within certain vulnerable drinking water areas do not proceed without first ensuring that source protection requirements are met (including a Section 59 notice from the Risk Management Official in some cases).

The wording of the Section 59 policy allows for municipal staff to use their discretion to **screen out** applications that clearly do not involve a drinking water threat activity so that in many cases a referral to the Risk Management Official for a Section 59 notice will not be needed. Alternatively, the municipality may choose to refer all planning and building applications in the vulnerable drinking water areas to the Risk Management Official as a standard practice.

The agreed upon screening procedure should reflect the needs, wishes and comfort level of the municipal staff and can be flexible to ensure that applications are dealt with efficiently, effectively and fairly.

### 2.4 Anticipated Workload

Over time, there may be some additional work created by re-negotiating Risk Management Plans due to change of property ownership. This is because Risk Management Plans are not transferable between owners; they must be negotiated between the Risk Management Official and the person engaging in the drinking water threat activity. Some additional work may also be created as a result of verification activities.

The number of future proposed drinking water threat activities subject to Part IV policies is anticipated to be low. This is because the areas with the highest vulnerability scores where the majority of the Part IV policies apply are small and/or are in areas where land use changes are infrequent and/or development pressure is low.

### 2.5 Customer Service

The Conservation Authority will endeavor to make the process of complying with Part IV policies straight-forward, non-threatening and fair. Specifically, affected people are provided with:

- Communication material that simply and clearly outlines their rights and responsibilities under the *Clean Water Act*
- A clear explanation of the process and options including information on various risk mitigation measures, project alternatives and funding programs (if any)
- Advice and discussion opportunity provided on-site as required
- Prompt, courteous and knowledgeable service
- No permit fee for Risk Management Plans for existing activities

The Conservation Authority will provide over the counter, drop-in service for people affected by Part IV policies. Communication material and forms will be made available at

the Conservation Authority office, on the source water protection website as well as from the Risk Management Inspector during site visits.

## 2.6 Information Management

The Conservation Authority will maintain records containing information on the review of Planning and Building applications, inspections, approvals, violations and enforcement activities. This information will be made available to the public (when required by legislation to do so) and to the municipality upon request.

If desired by the municipality, links could be created over time between the Part IV enforcement files and the municipality's permit / approvals record system. The Conservation Authority will endeavor to meet the municipality's specific needs in terms of data attributes and formats.

## 3.0 Communications Protocol

### 3.1 Direct Notification

- a) The Authorities shall provide notice and communications to the Municipality regarding the administration and enforcement of Part IV of the Act for the following matters, in the following form and within the following timelines:

	Class/Type of Matter	Form	Timeline
i	<u>RISK MANAGEMENT PLAN TO BE DEVELOPED/AMENDED</u> – existing or future activity requires a risk management plan and one is to be developed and/or amended	Email	Within 10 days of requirement for a Risk Management Plan/Amendment being identified <b>and</b> 10 days preceding its approval
ii	<u>EXISTING ACTIVITY: Notice that a Risk Management Plan is in place</u> (or is not needed due to a Risk Assessment that has been accepted by the Risk Management Official or a Prescribed Instrument that already regulates the activity)	Email	10 days from date Risk Management Plan is completed or deemed unnecessary
iii	<u>FUTURE ACTIVITY: Section 59 notice:</u> (a) Planning or building application may proceed – Notice will indicate if: a. Activity is not prohibited and does not require a Risk Management Plan; or b. Activity requires a Risk Management Plan and the Plan is in place (b) Notification that Section 59 notice cannot be issued – planning or building application cannot proceed (because activity is prohibited)	Email	When issued

- b) The content of notices shall be in compliance with the *Clean Water Act* and regulations and mutually agreed upon by the Authorities and the Municipality.
- c) Notices shall be provided in the form indicated, unless otherwise requested by the Municipality.

### 3.2 Third Party Municipal Notification

- a) The Authorities shall provide a copy of the notification related to the items above, within the same timeline, to third party municipalities as follows:

Notice related to:	Located Within:	A copy will be provided to:
Drummond North Elmsley	Perth IPZ	Town of Perth
	Smiths Falls IPZ	Town of Smiths Falls
Montague	Smiths Falls IPZ	Town of Smiths Falls
	Merrickville-Wolford WHPA	Village of Merrickville-Wolford
Tay Valley	Perth IPZ	Town of Perth
Rideau Lakes	Smiths Falls IPZ	Town of Smiths Falls
	Westport WHPA	Village of Westport
Beckwith	Carleton Place IPZ	Town of Carleton Place
Mississippi Mills	Carleton Place IPZ	Town of Carleton Place
Smiths Falls	Merrickville-Wolford WHPA	Village of Merrickville-Wolford

### 3.3 Enforcement Consultation

- a) Before the following enforcement actions are undertaken by the Authorities, the Authorities shall contact the designated Municipal staff person, by telephone to explain the purpose, process and possible cost of the action.
- b) Applicable enforcement actions:
  - i) Order under section 58 establishing or amending a Risk Management Plan
  - ii) Orders under Section 61 (to provide a report on activity), 63 (enforcement order), 67 (order to pay) or 80 (order to permit access)
  - iii) Notice requiring hearing by Tribunal (served by a person who has received an order listed in i) or ii) above)
  - iv) Prosecution for an offence under Part IV

### 3.4 Municipal Contacts

- a) A list of contacts shall be maintained for each Municipality to provide notification as indicated above, with the Municipality being responsible to ensure updates and/or changes to the contact information is provided to the Authorities without delay.



**THE CORPORATION OF THE TOWNSHIP  
OF DRUMMOND/NORTH ELMSLEY**

**BY-LAW NO. 2017-043**

**COMMITTEE/BOARD APPOINTMENT AND REMUNERATION BY-LAW**

**A BY-LAW TO APPOINT OFFICIALS AND TO AFFIX THE REMUNERATION OF EACH  
WHERE APPLICABLE.**

**WHEREAS** pursuant to Section 5 of the Municipal Act 2001 S.O. 2001 c.25, the powers of a municipal corporation are to be exercised by its Council through the passage of a by-law;

**AND WHEREAS** pursuant to Section 283(1), of the Municipal Act 2001 S.O. 2001 c.25, Councils of a municipality may pass by-laws to pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

**AND WHEREAS** pursuant to Section 283(2), of the Municipal Act 2001 S.O. 2001 c.25, a municipality may only pay the expenses of the members of its Council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

(a) the expenses are actually incurred and if,

(b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred.

**THEREFORE BE IT RESOLVED THAT** the Council of the Township of Drummond/North Elmsley enacts as follows:

1. That the persons named in the attached Schedule "A" to this by-law be appointed for the term of Council to the various positions named in the said schedule.
2. That the rate of remuneration for these positions be as stated on the attached Schedule "A".
3. That the allowable expenses for these positions in performance of duties be as stated on the attached Schedule "B".
4. That the attached Schedule "C" is the Township "Travel Expense Claim" form for Council and Committee members to be submitted for the reimbursement of seminar and conference expenses incurred.
5. That the attached Schedule "D" to the Township "Mileage Expense Claim" form to be submitted for the reimbursement of mileage expenses incurred.

6. That the attached Schedule "E" to the Township "Committee Meeting Expense Claim" form to be submitted for payment of per diem claims for committee meeting attended.
7. That the attached Schedule "F" to the Township "Committee of Adjustment Expense Claim" form to be submitted for payment of per diem claims and mileage for committee meeting attended.
8. Schedules "A to F" attached hereto, form part of this by-law.
9. That By-law 2016-045 shall be and is hereby repealed.
  
10. That this by-law shall take effect as of the date of passage.

Read a first, second and third time and finally passed this 26 day of September 2017.

\_\_\_\_\_  
Aubrey Churchill Reeve

\_\_\_\_\_  
Cindy Halcrow, Clerk Administrator

SCHEDULE "A" to By-law No. 2017-043

COMMITTEE	REMUNERATION	NAME
<b>TOWNSHIP COMMITTEES/BOARDS</b>		
<b>Committee of Adjustment</b>	\$35 fee per application Mileage \$75.00 per site visit  Employee-Secretary Employee-Alternate Secretary Employee-Alternate Secretary	Ken Fournier Susan Brandum Ray Scissons  Karl Grenke Cindy Halcrow Cathy Ryder
<b>Conservation Authorities</b> RVCA MVCA	Paid by RVCA Paid by MVCA	Ray Scissons Gail Code
<b>200<sup>th</sup> D/NE Anniversary Committee</b>	Employee Mileage Mileage (as per terms of reference) Mileage (as per terms of reference) Mileage (as per terms of reference) Mileage (as per terms of reference) Mileage (as per terms of reference) Mileage (as per terms of reference)	Karl Grenke Gail Code Barrie Crampton Karen Hunt Muriel Hopper Linda Myers Rob Campbell Maureen Armstrong
<b>200<sup>th</sup> Joint Anniversary Committee</b>	Mileage + Compensation Employee	Gail Code Karl Grenke (alternate)
<b>Drug Strategy Committee</b>	Mileage + Compensation	Steve Fournier
<b>Drummond/North Elmsley Tay Valley Fire Rescue Board</b>	Mileage Mileage Mileage	Aubrey Churchill Gail Code Ray Scissons
<b>Environmental Initiatives Committee</b>	Mileage Mileage Employee Employee	George Sachs Iris Doran Scott Cameron Cathie Green

SCHEDULE "A" to By-law No. 2017-043

<b>Fence Viewers</b> <ul style="list-style-type: none"> <li>• Drummond Ward</li> <li>• North Elmsley Ward</li> </ul>	\$25.00 per hour (\$50.00 minimum per visit)	Stuart McIntosh John Leeflang Winston Porter
<b>Municipal Investigators</b>	\$65.00 per visit	Paul Hauraney Stuart McIntosh Clare Porter (alternate) Ross Creighton (alternate)
<b>Municipal Emergency Control Group Municipal Emergency Management Program Committee (Emergency Management)</b>	Mileage Mileage CEMC CEMC 1 <sup>st</sup> alternate & chair CA Alternate CEMC & EIO Alternate EIO Public Works Public Works Alternate	Aubrey Churchill Gail Code (alternate) Greg Saunders Cindy Halcrow  Linda Van Alstine Cathy Ryder Karl Grenke Scott Cameron Shawn James
<b>Mississippi Lake Advisory</b>	Employee	Karl Grenke
<b>Mississippi Lake Planning</b>	Mileage + Compensation	Gail Code
<b>Perth &amp; District Union Public Library Board</b>	Mileage Compensation Compensation	George Sachs Ted Parkinson John Kalbfleisch
<b>Rideau Corridor Landscape Committee</b>	Mileage + Compensation Employee	Aubrey Churchill Karl Grenke
<b>Rideau Heritage Route Tourism Association</b>	Employee	Cindy Halcrow

\*\*Mileage as per Township rate

\*\*Meeting compensation = \$75.00 Half Day / \$150.00 Full Day

**SCHEDULE “B” to By-law No. 2017-043**

**DEFINITIONS:**

**Conference or convention** – a multi-day event approved by Council requiring overnight accommodation

**Seminar** – generally a single day information event, usually within driving distance and may include overnight accommodation

**Training Courses** – Council authorized employee development course requiring the payment of a tuition fee to an accredited instructional or institutional facility and as described in the Employment By-law.

1. Conference/Convention/Workshops expenses for members of Council, Officers and Employees of the corporation shall be as follows:
  - a) Daily food allowance - *maximum* \$80.00  
*Breakdown:* \$20.00 Breakfast  
 \$25.00 Lunch  
 \$35.00 Dinner
  - b) Travel expenses to and from the conference or convention by commercial carrier (substantiated by a receipt) or by personal vehicle at the rate currently adopted by the County of Lanark
  - c) Transportation by taxis while there.
  - d) Conference /convention/workshop fees
  - e) Accommodation
  - f) Remuneration for each day of attendance at any conference, convention or workshop authorized by Council shall be as follows:
    - The employee’s regular daily rate of pay exclusive of overtime
    - Other committee/board members, exclusive of members of Council, shall be \$75.00 per day.
    - Members of Council as per the Council Remuneration And Expense By-Law
  - g) Vehicle Parking Expenses
  
2. Seminar expenses for members of Council, Officers and Employees of the .Corporation shall be as follows:
  - a) Daily food allowance
  - b) Travel expenses to and from the seminar location by personal vehicle at the rate currently adopted by the County of Lanark
  - c) Seminar fees

**SCHEDULE “B” to By-law No. 2017-043**

- d) Accommodation as authorized
  - e) Remuneration for each day of attendance at any seminar authorized by Council shall be as follows:
    - The employee’s regular rate of pay
    - Other committee or board members, exclusive of members of Council, shall be \$75.00 per day.
    - Members of Council as per the Council Remuneration And Expense By-Law
  - f) Vehicle Parking Expenses
3. Training expenses for Officers and Employees of the Corporation shall be as described in the Township Employment By-law.
4. Mileage for personal vehicles in performance of duties as assigned by Council or as authorized by the Department Head shall be at the rate currently adopted by the County of Lanark.

**SCHEDULE "C" to By-law No. No. 2017-043  
TOWNSHIP OF DRUMMOND/NORTH ELMSLEY  
CONFERENCE/SEMINAR EXPENSE & TRAVEL CLAIM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Convention: \_\_\_\_\_

Dates: \_\_\_\_\_

Transportation:      Mileage:      Total Km \_\_\_\_\_ @ Km Rate\* = \_\_\_\_\_

Other transportation Costs (please specify, ie. train, taxi):

\_\_\_\_\_

Accommodation: \_\_\_\_\_

Meals (\$80.00 daily conference allowance):

Seminars:	\$20.00	Breakfast	_____
	\$25.00	Lunch	_____
	\$35.00	Dinner	_____

Honorarium: \$75.00 per half day / \$150.00 per full day \_\_\_\_\_

Registration Fees: \_\_\_\_\_

Other Expenses (please specify):

\_\_\_\_\_

Total Expenditures \_\_\_\_\_

Less Advances Received \_\_\_\_\_

Total Now Claimed \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

**"RECEIPTS MUST BE ATTACHED TO THIS CLAIM"**

*\* The rate per Km shall be the rate currently adopted by the County of Lanark.*





**SCHEDULE "E" to By-law No. 2017-043**

**EXTERNAL MEETING CLAIM FORM**

The following member (Name) \_\_\_\_\_  
 Certifies by signing their respective name hereto, that they attended a meeting(s) on the date(s) shown and are entitled to per diem(s) and mileage allowance unless otherwise

Name of Meeting	Date of Meeting	Kilometers Traveled	Honourarium \$75 Half day \$150 Full Day

Total Km \_\_\_\_\_ @ .48/Km Rate\* = \_\_\_\_\_

Total Meetings \_\_\_\_\_ @ \$75 Half day      Total Meeting @ \$150 Full Day \_\_\_\_\_

Total Meeting Expense = \_\_\_\_\_

**Total Expense Submitted:** \_\_\_\_\_

**Councillor's Signature:** \_\_\_\_\_

**Clerk's Signature:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**SCHEDULE "F" to By-law No. 2017-043**

**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY**

**COMMITTEE OF ADJUSTMENT EXPENSE CLAIM**

COMMITTEE MEMBER: \_\_\_\_\_

APPLICATION NUMBER: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

MILEAGE

Site Visit date: \_\_\_\_\_ Km x \* = \_\_\_\_\_

\_\_\_\_\_ x \$75.00 = \_\_\_\_\_

Additional Site Visit date: \_\_\_\_\_ Km x \*= \_\_\_\_\_

\_\_\_\_\_ x \$75.00 = \_\_\_\_\_

MEETING

Public Meeting: Date \_\_\_\_\_ x \$35.00= \_\_\_\_\_

Additional Public Meeting if required: Date \_\_\_\_\_ x \$35.00= \_\_\_\_\_

**Total Expense**

\$ \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Signature : \_\_\_\_\_

Approved by: \_\_\_\_\_

*\* The rate per Km shall be the rate currently adopted by the County of Lanark.*

**THE CORPORATION OF THE TOWNSHIP  
OF DRUMMOND/NORTH ELMSLEY**

**BY-LAW NO. 2017-044**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL.**

**WHEREAS** pursuant to Section 5 of the Municipal Act 2001 S.O. 2001 c.25, the powers of a municipal corporation are to be exercised by its Council through the passage of a by-law;

**AND WHEREAS** Subsection 2 of Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by By-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Drummond/North Elmsley at this meeting be confirmed and adopted by By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Drummond/North Elmsley enacts as follows:

1. The action of the Council of the Corporation of the Township of Drummond/North Elmsley at its special meeting held on September 26, 2017 in respect of each recommendation contained in each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Drummond/North Elmsley at its meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. The Reeve and proper officials of the Corporation of the Township of Drummond/North Elmsley are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Drummond/North Elmsley referred to in the preceding section hereof.
3. The Reeve and the Clerk are authorized and directed to execute all documents necessary to that behalf and to affix thereto the seal of the Corporation of the Township of Drummond/North Elmsley.

By-law read a first, second and third time and finally passed this 26th day of September 2017.

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Aubrey Churchill, Reeve

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Cindy Halcrow, Clerk Administrtor