



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

#22 Inaugural Council Meeting, December 1, 2014

AGENDA

COUNCIL – CALL TO ORDER 7:00 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. 2007-14*

MEMBERS WISHING TO DISCLOSE A PECUNIARY INTEREST DO SO NOW.

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- 1.0 Call to Order by Clerk Administrator**
- 2.0 Declaration of Office**
 - 2.1 Reeve takes Declaration of Office
 - 2.2 Reeve assumes the chair
 - 2.3 Members of Council take Declaration of Office
 - Gail Code
 - Steve Fournier
 - George Sachs
 - Ray Scissons
- 3.0 Appointment to the Office of Deputy Head of Council (Deputy Reeve)**
 - 3.1 Call for nominations
 - 3.2 Close of nominations
 - 3.3 Election and announcement of successful candidate
 - 3.4 Resolution to Appoint Deputy Head of Council
- 4.0 Reeve's Address**
- 5.0 Appointments to Committees/Boards**
 - 5.1 By-law 2014-068 Committee/Board Appointments 2 - 11
- 6.0 Confirmatory By-law of Council Proceedings**
 - 6.1 By-law 2014-069 Confirm Proceedings of Council 12
- 7.0 Adjournment**

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

BY-LAW NO. 2014-068

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 2013-025 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 1st day of December, 2014.

Aubrey Churchill Reeve

Cindy Halcrow, Clerk Administrator

SCHEDULE "A" to By-law No. 2014-068

COMMITTEE	REMUNERATION	NAME
TOWNSHIP COMMITTEES/BOARDS		
Committee of Adjustment	\$35 fee per application Mileage \$75.00 per site visit	Ken Fournier Julie Stewart Ray Scissons
	Employee-Secretary Employee-Alternate Secretary Employee-Alternate Secretary	Karl Grenke Cindy Halcrow Cathy Ryder
D/NE 200th Anniversary Committee	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
Joint 200th Anniversary Committee	Mileage Employee	Gail Code Karl Grenke (alternate)
Municipal Control Group (Emergency Management)	Mileage Mileage	Aubrey Churchill Gail Code (alternate)
Waste Disposal Advisory Committee	Mileage Mileage Mileage Mileage Mileage Employee Employee Employee	Aubrey Churchill Gail Code Steve Fournier Ray Scissons George Sachs Scott Cameron Cindy Halcrow Bob Moore

SCHEDULE “A” to By-law No. 2014-068

OTHER APPOINTMENTS		
Conservation Authorities RVCA MVCA	Paid by RVCA Paid by MVC	Ray Scissons Gail Code
Drummond/North Elmsley Tay Valley Fire Rescue Board	Mileage Mileage Mileage	Aubrey Churchill Gail Code Ray Scissons
Drug Strategy Committee	Mileage + Compensation	Steve Fournier
Fence Viewers <ul style="list-style-type: none"> • Drummond Ward • North Elmsley Ward 	\$25.00 per hour (\$50.00 minimum per visit)	Stuart McIntosh Francis Malloy John Leeflang Winston Porter
Livestock Valuers	\$65.00 per visit	Diane Scissons Stuart McIntosh Clare Porter (alternate) Ross Creighton (alternate)
Mississippi Lake Advisory	Employee	Karl Grenke
Mississippi Lake Planning	Mileage + Compensation	Gail Code
Perth & District Union Public Library Board	Mileage Compensation Compensation	George Sachs Ted Parkinson John Kalbfleisch
Rideau Canal Landscape Committee	Mileage + Compensation Employee	Aubrey Churchill Karl Grenke
Rideau Heritage Route Tourism Committee	Employee	Cindy Halcrow

**Mileage as per Township rate

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

SCHEDULE "B" to By-law No. 2014-068

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. 2014-068

- 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. 2014-068

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 "F" to By-law No. 2014-068

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.

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

BY-LAW NO. 2014-069

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 meeting held on December 1, 2014 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 1st day of December 2014.

Aubrey Churchill, Reeve

Cindy Halcrow, Clerk Administrator