



## #24 Minutes Meeting of December 19, 2017 Committee of The Whole

The Committee of the Whole met on Tuesday, December 19, 2017 at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

<b>Members Present:</b>	Aubrey Churchill	Reeve
	Gail Code	Deputy Reeve (Chair)
	Steve Fournier	Councillor
	George Sachs	Councillor
	Ray Scissons	Councillor

<b>Staff Present:</b>	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk

### 1. Call to Order

The meeting was called to order at 5:00 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 December 12, 2017

**MOTION #COW-17-220 (Verbal)**

**MOVED BY: Steve Fournier**

**SECONDED BY: George Sachs**

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on December 12, 2017 as circulated.

**ADOPTED**

#### 3.2 Closed Session Minutes of December 12, 2017

**MOTION #COW-17-221 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: Ray Scissons**

**THAT the Committee of the Whole** approves the minutes of the closed Committee of the Whole meeting held on December 12, 2017 as circulated.

**ADOPTED**

#### 4. Approval of Agenda

**MOTION #COW-17-222** (Verbal)

**MOVED BY:** George Sachs  
**SECONDED BY:** Ray Scissons

**THAT the Committee of the Whole** approves the agenda for the December 19, 2017 meeting of the Committee, as presented.

**ADOPTED**

#### 5. Petitions/Delegations/Public Hearings: None

#### 6. Communication/Correspondence

No items were pulled from the Communication package before the motion was adopted:

**MOTION #COW-17-223** (Verbal)

**MOVED BY:** Aubrey Churchill  
**SECONDED BY:** Ray Scissons

**THAT THE COMMITTEE OF THE WHOLE** receives the communication items for the December 19, 2017 Committee of the Whole as information.

**ADOPTED**

#### 7. Committee and Board Reports

##### 7.1 COMMUNITY DEVELOPMENT

##### a) Report of the Planner – Local Planning Appeal Tribunal

The Planner provided an update to Bill 139 the *Building Better Communities and Conserving Watersheds Act*. He noted the most noticeable impact to municipalities will be on the function and process of planning appeals. Bill 139 replaces the Ontario Municipal Board with the Local Planning Appeal Tribunal. Planning appeals will be reformed and the Planner will provide additional information at a later date. The report was received as information.

##### b) Report of the Planner – 2017 Committee of Adjustment Report

The Planner updated Council on the activity of the Committee of Adjustment in 2017 including minor variance applications. In 2017 16 minor variance applications were received which is up from 13 in 2016. The report was received as information.

##### c) Report of the Planner – 2017 Severance Report

The Planner updated Council with a status report on severance applications for 2017 with 10 applications processed; 7 lots enlarged and 11 new lots created. The report was received as information.

##### 7.2 PUBLIC WORKS: No Report

##### 7.3 CORPORATE SERVICES

**a) Report of the Treasurer – 2018 Interim Tax Rates**

The Clerk Administrator provided a brief update on behalf of the Treasurer on the 2018 Interim Tax Rates.

**MOTION #COW-17-224 (Verbal)**

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

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

**THAT** Council enact the proposed By-law to provide for the due dates and collection of the 2018 interim taxes, and

**FURTHERMORE THAT** staff be directed to prepare a by-law forward to the next Council meeting.

**ADOPTED**

**b) Report of the Treasurer – 2018 Budget Estimates**

The Clerk Administrator provided a brief update on behalf of the Treasurer. She reviewed the report based on the budget and the proposed changes.

**MOTION #COW-17-225 (Verbal)**

**MOVED BY: Steve Fournier**  
**SECONDED BY: Ray Scissons**

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

**THAT the Committee of the Whole** approves the 2018 Budget which includes a 1% cost of living increase for staff, merit increases in the amount of \$12,100 (overtime not included) and 25% increase of the health benefits premiums (100% paid by Township).

**AND FURTHERMORE** that staff be directed to prepare a by-law to adopt the estimates for the sums required during the year 2018 for general purposes of the Township of Drummond/North Elmsley.

**ADOPTED**

**MOTION #COW-17-226 (Verbal)**

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

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

**THAT** Council rescinds Resolution #214 of December 12, 2017 Committee of the Whole to approve a \$1,500 donation to the Smiths Falls Public Library

**c) Report of the Deputy Clerk – Procedural By-law Amendments**

The Deputy Clerk provided an update on necessary changes to the procedural by-law to reflect amendments to the *Municipal Act*.

**MOTION #COW-17-227 (Verbal)**

**MOVED BY: Ray Scissons**  
**SECONDED BY: Steve Fournier**

**THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL**  
**THAT** Council approves the amendments to the Procedural By-law #2015-011 to reflect amendments as outlined below:

- Update definitions for “meetings”
- Update criteria for closed session
- Exclude electronic participation in meetings
- Include written disclosure form

**AND FURTHERMORE THAT** a by-law be presented at the December 19, 2017 Council meeting for passage.

**ADOPTED**

**d) Report of the Clerk Administrator – Unopen Road Allowance Policy**

The Clerk Administrator reviewed the unopen road allowance policy regarding restricting obstructions and encroachments on an unopened road allowance.

**MOTION #COW-17-228 (Verbal)**

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

**THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL**  
**THAT** Council approve the Use of Unopened Road Allowances Policy;

**AND FURTHERMORE** that staff be directed to bring a by-law forward for passage.

**ADOPTED**

**7.4 COMMUNITY SERVICES**

**7.5 CLERK/MEMBERS OF COUNCIL**

**a) Report of Reeve**

The Reeve provided a verbal update on the following items:

- December 18, 2017 North Elmsley School – Breakfast with Santa
- December 19, 2017 Annual Christmas Luncheon with staff

**b) Report from Fire Board**

**c) Report from Library Board , George Sachs – December 18, 2017**

- Received \$10,000 from Toronto Library
- Rotary Club donated \$3,500
- Library received reaccreditation
- Fundraising committee has been established

**d) Report from CA's  
Rideau Valley Conservation Authority – Ray Scissons**

- New Conservation Authority Act has been passed
- Undergoing program review to reduce costs
- Draft budget received
- Next meeting January 25, 2017

**e) Report from Members of Committee:** None

**8. CLOSED SESSION:** None

**9. Unfinished Business:**

**9.1 Pop Up Library**

There was a discussion on the putting pop-up library box at the municipal office. Staff were directed to advertise the pop-up library on the website and Facebook page, as well as advertise the Memories of Home book on our Facebook page.

**10. New Business:** None

**11. Adjournment**

**MOTION #COW-17-229 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: Ray Scissons**

**THAT the Committee of the Whole stand adjourned at 5:46 p.m.**

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR