



Township of Drummond/North Elmsley

**#5 Committee of the Whole – Chair, Ray Scissons
March 10, 2015 - following Council**

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. 2015-011.*

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1. Call to Order – following Council	
2. Disclosure of Pecuniary Interest	
3. Minutes of Previous Meeting	
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5. Petitions/Delegations/Public Meetings	
5.1 5:10 p.m. Irene Spence - Book Presentation	
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7.3 Corporate Services	
a) Report of the Treasurer - 2014 Surplus	27 - 28
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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 for CA's
- e) Reports from Members of Committee

8. Closed Session

9. Unfinished Business

10. New Business

- 10.1** Term of Council Priority Session - Reeve Churchill (verbal)

11. Adjournment



#4 Minutes Meeting of February 17, 2015 Committee Of The Whole

The Committee of the Whole met on Tuesday, February 17, 2015 at 5:06 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

Members Present:	Aubrey Churchill Gail Code Steve Fournier George Sachs Ray Scissons	Reeve Deputy Reeve Councillor (Chair) Councillor Councillor
Staff Present:	Cindy Halcrow Cathy Ryder Karl Grenke Scott Cameron Shawn Merriman	Clerk Administrator Deputy Clerk Planner Public Works Manager Chief Building Officer

1. Call to Order

The meeting was called to order at 5:06 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 February 3, 2015

MOTION #COW-15-032 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the minutes of the Regular Committee of the Whole meeting held on February 3, 2015 as circulated.

ADOPTED

3.2 Closed Session Minutes (8.1) of February 3, 2015

MOTION #COW-15-033 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: George Sachs

THAT the Committee of the Whole approves the minutes of the Closed Session (8.1) of the

Committee of the Whole meeting held on February 3, 2015 as circulated.

ADOPTED

3.3 Closed Session Minutes (8.2) of February 3, 2015

MOTION #COW-15-034 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: George Sachs

THAT the Committee of the Whole approves the minutes of the Closed Session (8.2) of the Committee of the Whole meeting held on February 3, 2015 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-15-035 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the agenda for the February 17, 2015 meeting of the Committee, as presented.

ADOPTED

5. Petitions/Delegations/Public Hearings - None

6. Communication/Correspondence

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

MOTION #COW-15-036 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THAT THE COMMITTEE OF THE WHOLE receives the communication items for the Tuesday, February 17, 2015 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 PUBLIC WORKS

a) Report of the Public Works Manager

The Public Works Manager provided an update on the tender for the reconstruction of Drummond School Road. He reported that eight bids were received and that Crains' Construction Ltd. was the lowest bid for the project. The Committee accepted the recommendation of the Public Works Manager and the following motion was adopted:

MOTION #COW-15-037 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS,
THAT Council accepts the tendered price from Crains' Construction Ltd. of \$639,979.50 (plus applicable taxes) for the Drummond School Road Reconstruction Tender 2015-01 and;

FURTHERMORE THAT the Council of the Township of Drummond/North Elmsley gives the Reeve and Clerk Administrator the authority to sign all pertinent documentation with Crains' Construction Ltd. for the Drummond School Road Reconstruction Tender 2015-01.

ADOPTED

7.2 COMMUNITY DEVELOPMENT

- a) Report of the Planner – Lantern Donation for the 200th Anniversary
The Planner provided an update to the Committee regarding the donation of a lantern from the Perth & District Historical Society. The Society donated lanterns to the local municipalities asking them to display these lanterns during 2015 in support of the 200th Anniversary.
- b) Report of the Planner – McCreary's Beach Site Plan
The Planner provided an update on entering into a site plan control agreement with McCreary's Beach Resort to accommodate the redevelopment of the site. The Planner presented the draft agreement and noted it recognizes the existing development and the evolution of the property as trailers have been replaced by park model homes. The Committee accepted the recommendation of the Planner with the following direction:

Action Item: Direction given to staff to bring a Site Plan Control By-law forward for review and passage at the next future Council meeting.

- c) Report of the CBO – Building Activity Report
The CBO provided the Committee with an overview of building related activities for 2014. He noted that there were 191 building permits issued and that 1153 inspections were completed. The CBO suggested amending the Development Charges By-law to change the four dates when fees increase to January of the same year.

Action Item: Direction given to staff to proceed with adjusting the date by reviewing the process and presenting it to the Committee.

- d) Report of the CBO – Building Contract for Services – K. McRae
The CBO provided the Committee with an update regarding retaining K. McRae to provide casual building inspection services for the Township. He noted that incremental increases will occur as K. McRae becomes more qualified by the Ministry of Municipal Affairs. The committee accepted the recommendation of the CBO and the following motion was adopted:

MOTION #COW-15-038 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ray Scissons

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council authorizes a contract with Kyle McRae, for casual building inspection services.**

ADOPTED

7.3 CORPORATE SERVICES – No Reports

7.4 COMMUNITY SERVICES – No Reports

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve – No Reports

b) Report from Fire Board – No Reports

c) Report from Library Board – George Sachs

- Elizabeth Goldman, CEO has resigned as of March 6, 2015
- Hiring committee has been selected to seek new CEO
- Emergency meeting has been called for February 18th to appoint an interim CEO
- Looking at possibly rfid'ing library books to increase
- In April there will be a volunteer tea plus a celebration for the Angus Mowat Award of Excellence

d) Report from CA's – No reports

e) Report from Members of Committee – No reports

8. Closed session - None

9. Unfinished Business - None

10. New Business - None

11. Adjournment

MOTION #COW-15-039 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Ray Scissons

THAT the Committee of the Whole stand adjourned at 5:50 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

#5 Committee of the Whole

March 10, 2015

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

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

March 10, 2015

Author: Karl Grenke, Planner

RE: Bond Road Closure

- 1. STAFF RECOMMENDATIONS:** That Council consider the following for approval by resolution at the next regular Meeting:

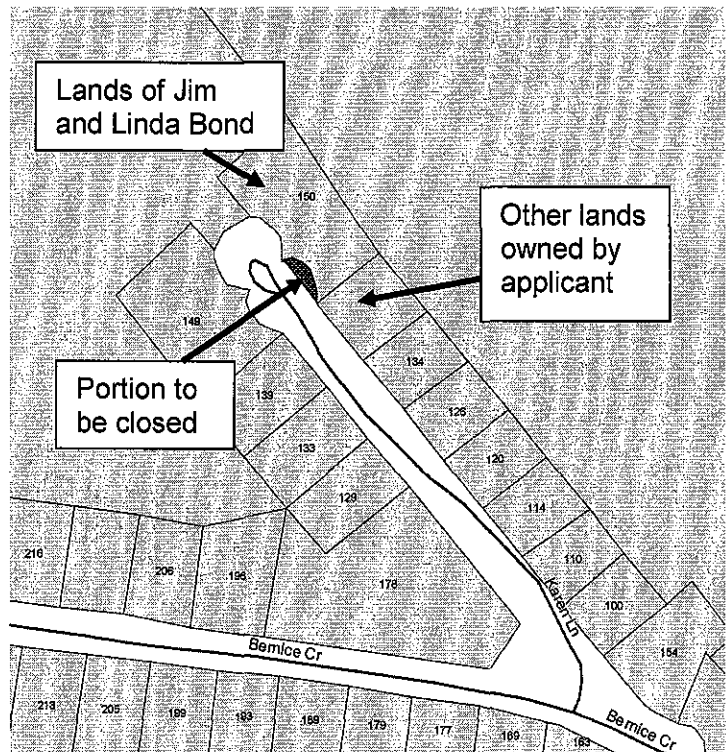
THAT the portion of the public street right-of-way located adjacent to Karen Lane and described as Part 2 of Plan 27R-2268 (part of Lot 26, Conc. 9 of North Elmsley) be declared surplus to the Township's needs;

AND FURTHER that the Planner be authorized to work with the applicant to process the application in accordance with the Township's road closure procedures.

- 2. PURPOSE:** To inform Council of the request from Jim and Linda Bond and receive direction on the proposal.

- 3. BACKGROUND:** On February 11th 2015, the Township staff received a request from Jim Bond's law office to close a portion of a road allowance and transfer that land to their abutting property. Karen Lane is a public road (see map) built in the 1970s to service a new residential development and ended in a cul-de-sac. Around 1981, the road was extended again to allow two new severances and a new turnaround area was surveyed at the end. At that time, the additional lands part of the first traffic circle were surveyed and described (Parts 1 and 2 of Plan 27R-2268), however they were never formally deeded to abutting property owners and have remained in the Township's ownership. Mr. Bond has requested that the Township close the roughly 700 square foot segment that abuts his lot. In a separate application, Mr. Bond has also recently applied to sever a 40 foot wide strip of a larger lot he also owns as a lot addition for the vacant lot.

- 4. DISCUSSION:** The question for Council to consider is whether this area of land is still required for Township purposes or whether it is appropriate to permanently close the parcel and transfer the land to the abutting owner. In this case, staff are of the view that the remnant portion of the road allowance no longer serves a municipal need and that a road closure is appropriate. Normally when the Township considers closing a road allowance a right of first refusal is offered to other abutting owners who may wish to acquire up to half of the lands (and share in the costs accordingly) however in this case there is only the one owner. In a road closure process all costs including



appraisal and land purchase costs, any surveying and all advertising and legal costs are the responsibility of the applicant.

If Council wishes to proceed with this request, it would be processed according to the Township's Road Closing By-law and the next step would be a formal resolution of Council declaring the lands to be surplus.

5. ATTACHMENTS:

- Request letter from James M. Bond, survey

Recommended By:



Name: Karl Grenke
Title: Planner

Approved for Submission By:



Name: Cathy Ryder
Title: Deputy Clerk



Bond & Hughes

Barristers and Solicitors
Associates in the Practice of Law

Our File: 14140

February 11 2015

Township of Drummond/North Elmsley
310 Port Elmsley Road
RR#5
Perth ON
K7H 3C7 *by email*

Attention: Karl Grenke

Dear Sir:

RE: ROAD CLOSURE REQUEST – Part 2, 27R2268 (part of Karen Lane)

I am now in a position to commence the severance process in order to enlarge the vacant lot I own on Karen Lane as we had briefly discussed last year.

I enclose a copy of 27R2268 and a copy of my plot plan for my home property at 150 Karen Lane. My vacant lot is described as Part 31, 27R45. I hope to obtain a 40' lot addition from Part 4, 27R2268 to add to Part 31, however prior to this I would like to close Part 2, 27R2268 in order to regularize the frontage for both the enlarged lot and my home property.

Please note I am prepared to pay all expenses related to the road closing process and will submit the required deposit once Council has supported the request.

If you need any further information or have any questions, please feel free to contact either myself or my clerk, Cindy.

Yours Truly,
BOND & HUGHES

James M. Bond
:cd
encl

<p>James M. Bond, B.Soc.Sc., LL.B. A Division of James M. Bond, A Professional Corporation</p>		<p>Scott B. Hughes, B.Math., B.A., LL.B.</p>
<p>10 Market Square Perth, Ont K7H 1V7 Tel: (613) 267-1212 Fax: (613) 267-7059</p>	<p>Web: www.bondhughes.ca Email: jim@bondhughes.ca scott@bondhughes.ca</p>	

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

March 10, 2015

Author: Karl Grenke, Planner

Re: Zoning Amendment ZA-15-01 (Stephen Walkden)

1. STAFF RECOMMENDATIONS:

- *Direction-* that Planning Staff prepare for a public hearing for the Walkden zoning amendment application (ZA-15-01) for the earliest available opportunity in April.

2. PURPOSE: Zoning amendment to permit a contracting business in an accessory building proposed to be built on a rural lot on Rideau Lake Rd.

3. BACKGROUND: On January 21st, the Township received an application for a zoning amendment from Stephen Walkden, who owns a 2.4 acre property on Rideau Lake Road, a little more than half a kilometer south of Elm Grove Road. The property is presently zoned Rural and Mr. Reid proposes to build a 1,500 sq.ft. garage on the property to accommodate his contracting (primarily carpentry and welding) business. As the Rural Zone does not allow a contracting business on such a lot, Mr. Walkden was advised that a zoning amendment would be required. In addition to the new permitted use, Mr. Walkden also applied for an increase in accessory building space from the allowable 1,507 sq.ft. to 2,260 sq.ft. to accommodate the garage, which would be built in addition to an existing garage on the property. This zoning amendment application seeks to accommodate both special provisions.

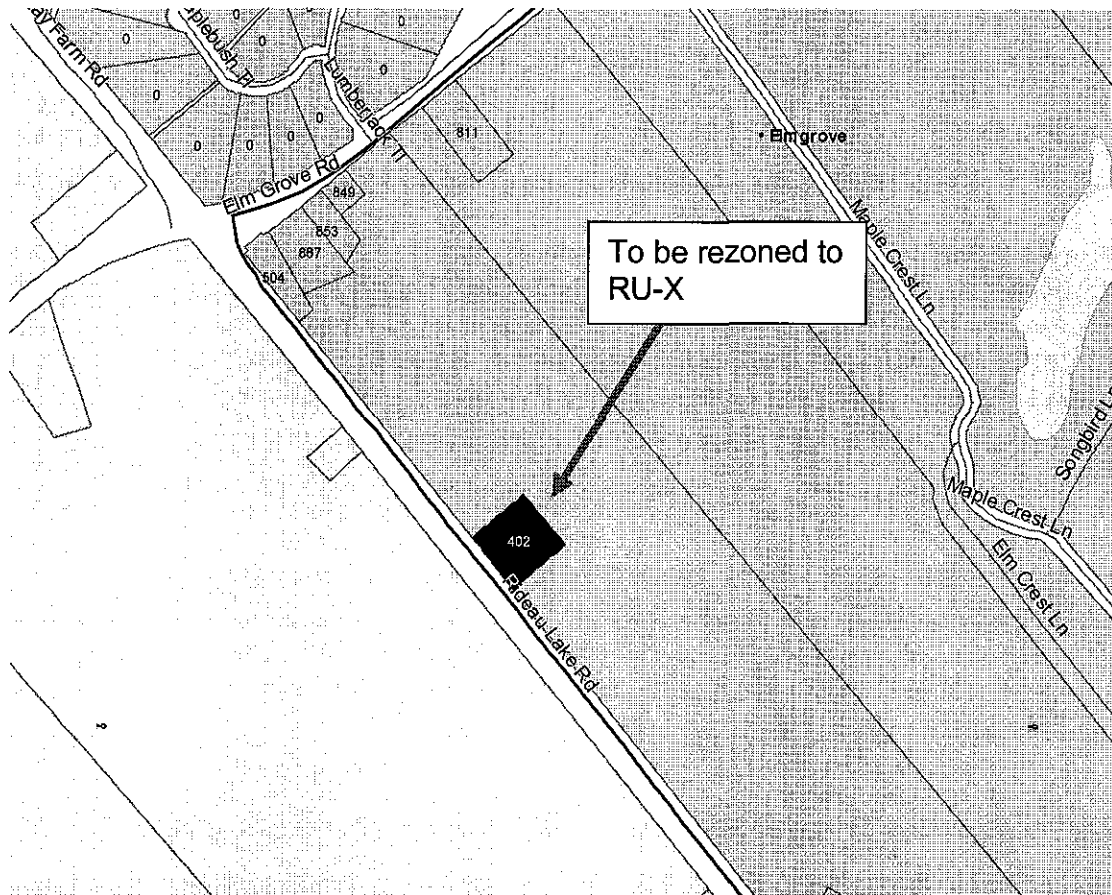
4. DISCUSSION: The rural provisions of the Zoning By-law are in place to establish predictability for property owners and neighbours as to the nature of land uses in an area of land and are intended to ensure that new development does not have a negative impact on abutting properties and municipal infrastructure. Township planning documents are generally supportive of small scale commercial uses throughout the Township provided they are suitable in a rural residential context and abutting properties are protected. When considering an amendment to allow a new use, as is requested here, the key question for Council to consider is whether or not the introduction of this use is appropriate on that property and within that neighbourhood. The planning process also allows for input from neighbours so that Council has the most information possible when considering approval of this request.

The property is currently designated Rural under the Official Plan, with a significant woodland constraint overlay essentially surrounding the property, however since the proposed building site for the new garage is in an already disturbed area (replacing a smaller garage), no additional impacts are expected. As the primary residential use on the property will continue with the new business essentially operating as a secondary use, staff suggest that this proposal is best accommodated through a Rural- Special Exception Zone. This would have the effect of permitting the contracting business within the accessory building and allowing the additional accessory lot coverage. All other provisions of the Rural Zone will remain in effect. The special exception zoning is consistent with how similar proposals have been treated in the past.

As part of the standard internal review, Planning Staff have circulated the application to the Township's Clerk Administrator, Roads Superintendent, Treasurer, Fire Chief, Chief Building Official and Rideau Valley Conservation Authority. No substantial concerns were raised by any of those agencies. Once the public hearing date is determined, neighbours and statutory public agencies will be circulated, with a request for any written comments to be provided in advance of

the meeting. The purpose of the report before the Committee this afternoon is not to evaluate the merits of the application but rather to advise Council of the receipt of the application and to set a public hearing date.

- 5. **CONCLUSIONS:** Planning Staff recommend that Council set a public hearing date for this application at the earliest available opportunity in April. This will provide Staff the necessary time to circulate the application to neighbours and outside agencies as per the requirements of the Planning Act and also to give Council the opportunity to evaluate the application prior to the hearing.
- 6. **ATTACHMENTS –** Site diagram submitted in support of application.

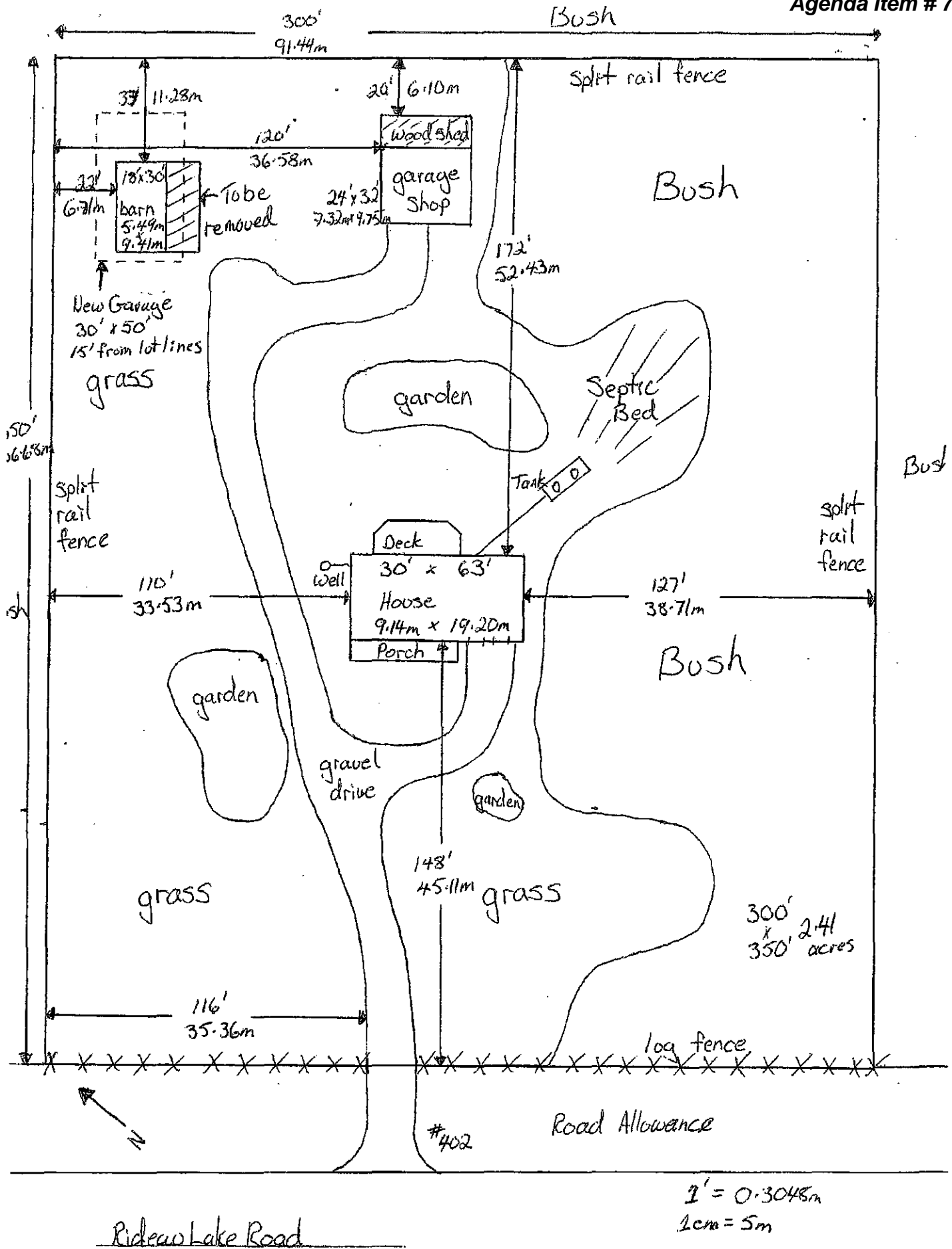


Recommended By:

Name: Karl Grenke
Title: Planner

Approved for Submission By:

Name: Cathy Ryder
Title: Deputy Clerk



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

March 10, 2015

Author: Karl Grenke, Planner

Re: Zoning Amendment ZA-15-02 (Kristen Widenmaier)

1. STAFF RECOMMENDATIONS:

- *Direction to staff* to prepare for a public hearing for the Widenmaier zoning amendment application (ZA-15-02) for the earliest available opportunity; and
- *Direction to staff* to prepare and enter into an agreement with Robert Widenmaier regarding the widening of Widenmaier Road as per the report of the Public Works Manager.

2. PURPOSE: Zoning amendment to permit a day camp to operate on a roughly 9 acre portion of a lot on Widenmaier Road. Improvements to the road allowance would be necessary to facilitate safe access for increased traffic and also meet the long term municipal needs for a public road.

3. BACKGROUND: On February 6th the Township received an application for a zoning amendment from Kristen Widenmaier, who is proposing to use a portion of her father's property for an outdoor day camp (relocating Maple Key Day Camp from its current location in a church). The day camp will include a 500 square foot office building and two yurts however most of the programming will use the fields on site for sports and games. The current capacity of the camp is 48 campers, plus 8 staff and Ms. Widenmaier advises that she does not envision a substantial expansion. She notes that start and finish times are staggered so all the daily traffic would not come and go at the same time. While operating currently as a summer only camp there is the possibility however of extending the season into the spring and fall. Since the use is not permitted in the current Rural Zone, a zoning amendment would be required and an application was submitted with the consent Ms. Widenmaier's father Robert, who owns the subject land.

The proposed camp would be accessed from Widenmaier Road, which is a publicly owned and maintained road however it is currently quite current standards, with some sharp corners that may pose a traffic concern. Staff met with the applicant and property owner to discuss these issues and concurrent to this report the Public Works Manager is also providing a report outlining some options for Council's consideration.

4. DISCUSSION: In looking at the planning context of the area, the property is currently designated Rural under the Official Plan, with provincially significant wetlands and significant woodlands close to but outside the camp lands. In order to avoid the natural heritage areas and necessity for impact studies the applicant only seeks to rezone the 9 acre portion at the front closer to the road, with the remainder of the site to remain undeveloped and retaining its current zoning. The application is site specific and requests a Rural Special Exception Zone where the day camp would be permitted but all other provisions of the Rural Zone remain in effect. The special exception zoning is consistent with how similar proposals have been treated in the past

When considering an amendment to allow a new use, the key question for Council to consider is whether the introduction of this use is appropriate on that property and within that neighbourhood. The current Rural zoning allows a wide variety of uses that are typically low impact and low traffic the Official Plan is generally supportive of small scale commercial-type development provided it is suitable in a rural context, abutting properties are protected and there is not an adverse impact on services or community safety. In this case, through the preconsultation stage, the Public Works Department has identified a concern with respect the road allowance and road

relating to a new use that increases traffic on the road. As suitability of infrastructure is a key consideration for the Township in evaluating a new use in a particular location, this issue would need to be considered prior to approving the development.

The purpose of the report before the Committee this afternoon is not to evaluate the merits of the application but rather to advise Council of the receipt of the application and the issues that have arisen and to set a public hearing date.

5. **CONCLUSIONS:** The recommendation of staff is that a public meeting date be scheduled for the earliest available opportunity, while providing staff the necessary time to circulate the application to neighbours and outside agencies as per the requirements of the Planning Act. With respect to the road allowance and travelled road, there are options and potential conditions which Council can consider in evaluating the planning application.
6. **ATTACHMENTS** – Site diagram submitted in support of application and key map.

Recommended By:



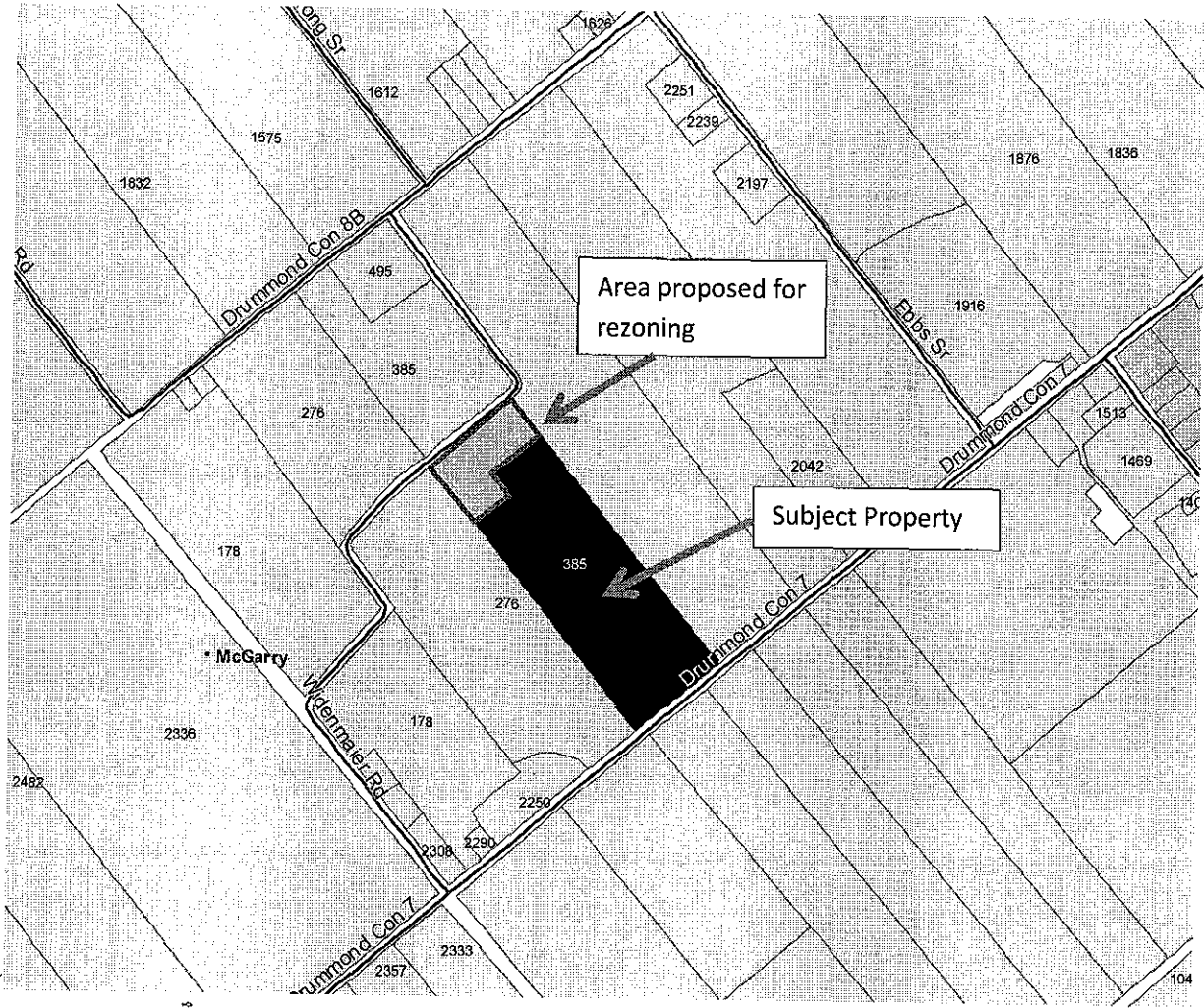
Name: Karl Grenke
Title: Planner

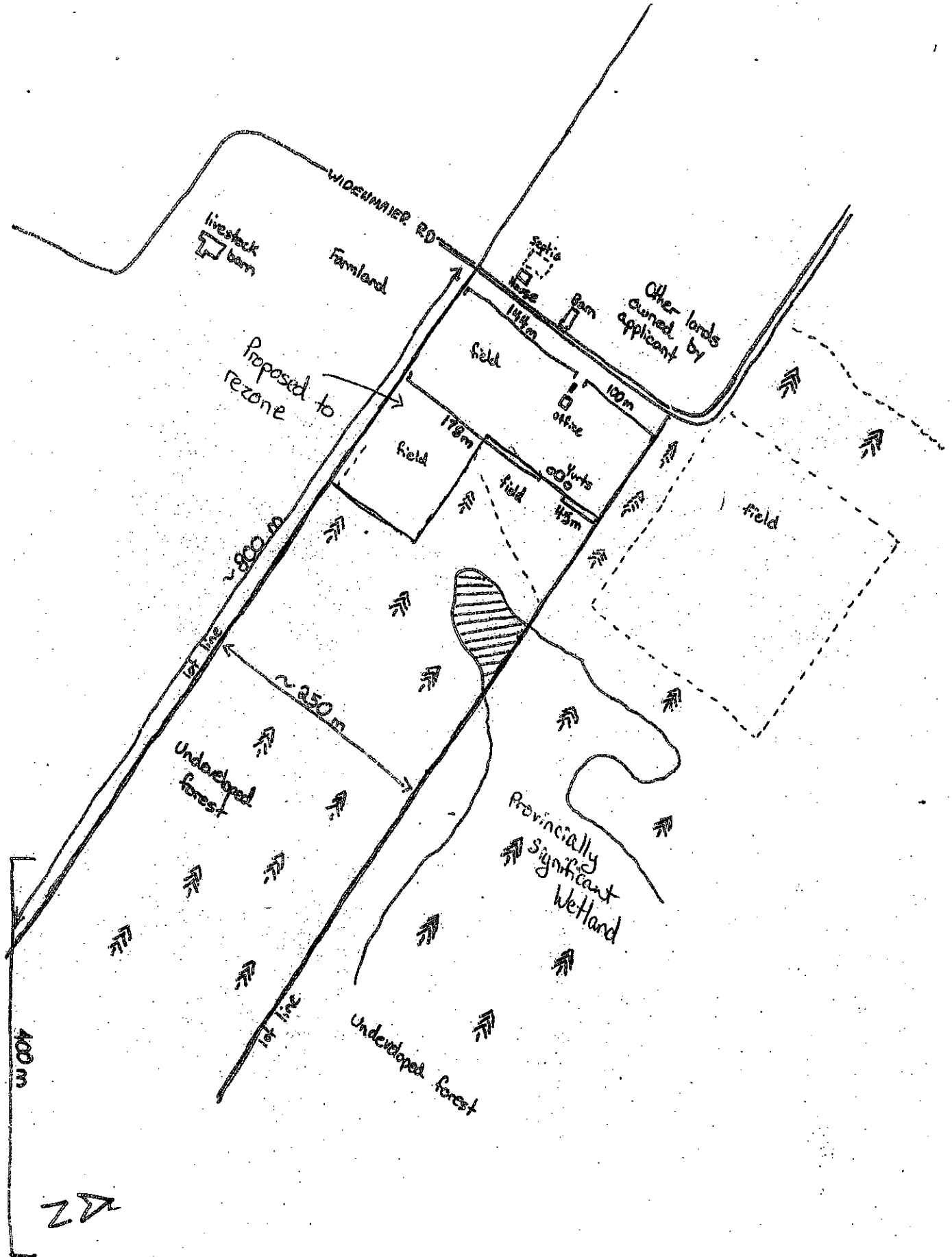
Approved for Submission By:



Name: Cathy Ryder
Title: Deputy Clerk

Key Map- 385 Widenmaier Road





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

DATE: March 10, 2015

Author: Shawn Merriman, CBO

RE: Amending Development Charges By-Law, 2014-044

1. **STAFF RECOMMENDATIONS:** That the Council of Drummond/North Elmsley Township receives this report for information,
2. **PURPOSE:** The purpose of this report is to review the process to amend the Development Charges By-Law 2014-044.
3. **BACKGROUND:** At the last C.o.W. meeting of February 17, 2015, staff was requested to confirm the process to amend a development charges by-law and report back.
4. **DISCUSSION:** The staff of the Township determined that the following sections of the Development Charges Act apply to amending a Development Charges By-Law. Section 19.(1) Sections 10-18 apply, with necessary modifications to an amendment to a development charges by-law other than an amendment by or pursuant to an order of, the Ontario Municipal Board. Section 19.(2) In an appeal of an amendment to a development charges by-law, the Ontario Municipal Board may exercise its powers only in relation to the amendment.

The Drummond/North Elmsley Development Charges By-Law 2014-044 maybe amended and the only section that would be open to being appealed would be in relation to the amendment only.

The following are the steps in relation to the sections 10-18 mentioned above.

s.10 complete a development charge background study. The Township arranged for Zanderplan consulting to complete the last background study in 2014.

s.11 development charge by-law (amendment) must be passed within one year of the completion of the background study. Zanderplan completed the study in 2014 and was presented to the public on August 12, 2014. Just as important since the amendment is within the scope of the last study there is no need to requisition a new study, some examples where a new study would be needed would be should an improvement be considered for funds that were not part of the original study or a whole different method of calculating the costs of improvement. This amendment is more like a clarification procedure not a change in policy.

s. 12 hold at least one public meeting prior to the passage of by-law (amendment). The background study and the draft by-law are to be available at least two weeks prior to the public meeting. The study is already available and draft by-law is attached and will be available prior to March 10, 2015 on the Township website or at the office.

s.13 municipality must give notice of the passage of by-law (amendment) within 20 days of the by-law being passed. The notice must give identify the last day for appealing the by-law. Staff will notify all who attend the public meeting and the notice will also be posted on the township website.

s.14-18 all relate to the appeal process including who may appeal, the duties of the clerk, roles and power or OMB, effective date of a repeal and the issuance of refunds.

In order to make sure that proper notice of public meeting did occur, staff has advertised notice of public meeting for March 24, 2015 at 5 pm in the local paper and on the Township website.

6. **FINANCIAL IMPLICATIONS:** It is anticipated that the Township will realize a modest increase in development charges fees because the rates will be applied earlier in the year they take effect. In addition, staff time, needed to administer the program will be decreased by moving the dates to coincide with the changing of the calendar and budget year.

7. **CONCLUSIONS:** That an amendment to the Development Charges By-Law be passed affecting Schedule I only which will result in the fee increase being moved to the beginning of each calendar year.

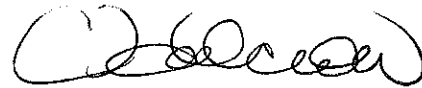
8. **ATTACHMENTS:** By-Law 2015-014 an amendment to By-Law Development Charges 2014-044.

Recommended By:



Name: Shawn Merriman
Title: CBO

Approved for Submission By:



Name: Cindy Halcrow
Title: Clerk Administrator

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

BY-LAW NO. 2015-0

DEVELOPMENT CHARGES BY-LAW AMENDMENT

BEING A BY-LAW TO AMENDMENT DEVELOPMENT CHARGES BY-LAW NO. 2014-044.

WHEREAS subsection 2(1) of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended, permits the council of a municipality to pass by-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies;

AND WHEREAS Council of the Corporation of the Township of Drummond/North Elmsley passed Development Charge By-law No. 2014-044 on August 26, 2014;

AND WHEREAS Council has given notice in accordance with Section 12 of the *Development Charges Act, 1997*, of its intention to pass a by-law to amend By-law No.2014-044 to modify Schedule 1;

AND WHEREAS the Council held a public meeting on March 24, 2015 and has heard all persons who applied to be heard no matter whether in objection to, or in support of, the amendment to By-law No. 2014-044;

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

1. That Schedule 1 of By-law 2014-044 be deleted in its entirety and replaced with the following:

**SCHEDULE 1
DESIGNATED MUNICIPAL SERVICES**

Category of Municipal Service	Service Component Applicable to this By-law				
	September 1, 2014	April 15, 2015	January 1, 2016	January 1, 2017	January 1, 2018
Administration /Development Charges Study (2%)	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00
Road Systems (87%)	\$2,175.00	\$2,283.75	\$2,392.50	\$2,501.25	\$2,610.00
Facilities (11%)	\$275.00	\$288.75	\$302.50	\$316.25	\$330.00
Total (100%)	\$2,500.00	\$2,625.00	\$2,750.00	\$2,875.00	\$3,000.00

2. That this By-law takes force and effect on April 15, 2015;

3. That By-law No. 2014-044 shall be and is hereby amended.

READ a first, second and third time and passed this 14th day of April, 2015.

Aubrey Churchill, Reeve

Cindy Halcrow, Clerk Administrator



NOTICE OF A PUBLIC MEETING Proposed New Development Charges By-law & Background Study

NOTICE OF PUBLIC MEETING

TAKE NOTICE that the Council of the Township of Drummond/North Elmsley will hold a public meeting on the 24th day of March, 2015 at 5:00 p.m., in the Municipal Administration Building Council Chambers, 310 Port Elmsley Road, RR 5, Perth, Ontario, to consider amending Development Charges By-law 2014-044 in accordance with Section 12 of the Development Charges Act, S.O. 1997.

A copy of the amended By-law and original Background Report will be available on March 1, 2015 at the municipal office and on the Township's website www.dnetownship.ca.

LANDS AFFECTED

THE PROPOSED amendment applies to all new residential development within the Township of Drummond/North Elmsley.

PURPOSE OF DEVELOPMENT CHARGES BY-LAW

THE BY-LAW is being amended with respect to the phasing in of charges to coordinate with the first of January for each calendar year. Development charge rates are levied against new residential development, which are used to fund capital expenditures required as a result of new development within the municipality. The service categories include studies and reports, fire protection and road systems.

REPRESENTATION

ANY PERSON may attend the public meeting and/or make written or verbal representation with respect to the proposed amended By-law. Written submissions received prior to the public meeting and submissions made at the public meeting will be considered by Council prior to the enactment of the Amended Development Charges By-law.

Cindy Halcrow, MA, CMO
Clerk Administrator
chalcrow@dnetownship.ca
613-267-6500

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Committee of the Whole

March 10th, 2015

REPORT FROM THE MANAGER OF PUBLIC WORKS

Widenmaier Road Widening – West Part Lot 12 Concession 7

1. STAFF RECOMMENDATIONS

THAT the Council of the Township of Drummond/North Elmsley agrees to enter into an Agreement with Mr. Robert Glen Widenmaier to acquire a road widening on Widenmaier Road for the purpose of road safety improvements within the West Part Lot 12, Concession 7, Drummond Ward.

2. PURPOSE

To acquire the land for proposed widening and improvement of the horizontal alignment of one of the 90 degree corners on Widenmaier Road within the West Part Lot 12, Concession 7.

3. BACKGROUND

Widenmaier Road is an old Quarter Session Road approved in 1831. The roadway was designed and built to accommodate travel of that time period which is now substandard to today's needs. The first 90 degree corner heading south on Widenmaier Road is very sharp and has had a history of being problematic for road maintenance activities and has been a source of complaints over the years from motorists, school bus drivers etc.

4. DISCUSSION

A current Zoning Amendment Application (ZA-15-02) was received at the Township for the lands south of Widenmaier Road to allow a Day Camp. Staff met with the owner of the land Mr. Robert Widenmaier to discuss the option of acquiring land from him to allow the roadway improvements to take place. Mr. Widenmaier concurred that the corner needed improvement and that he was willing to transfer the land for roadway improvements provided the Township pay for the survey and legal costs to transfer the land.

The timing for budget approval, land acquisition and construct of the roadway improvements was not contemplated by staff until meeting with Mr. Widenmaier and his daughter Kristen requesting the Zoning Amendment.

The 2015 Public Works budget has sufficient money within the “Surveying and Engineering Items” to pay for the legal survey and land transfer, but does not have sufficient funds to go to construction this year. At this point, staff does not have a detailed cost estimate for construction. But feel it could be budgeted for under a minor capital project in 2016.

If Council agrees with the current rezoning application to proceed this year, prior to any roadway improvements (other than increased cautionary signage), there would be an increased risk to motorists as traffic would increase during the summer months on this road.

5. OPTIONS

Option 1 – Enter into an agreement with Mr. Widenmaier to acquire land this year and construct the road improvements in 2016.

Option 2 – Enter into an agreement with Mr. Widenmaier to acquire land and amend the 2015 Budget to allow construct the road improvements in 2015 prior to approving the Rezoning Application.

Option 3 – Do nothing

6. FINANCIAL IMPLICATIONS

At this point staff estimates the survey and legal costs to be less than \$10,000 which is the amount budgeted for Surveying and Engineering within the Public Works 2015 Budget.

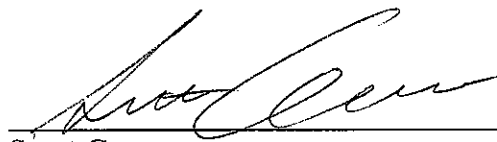
7. CONCLUSIONS

Therefore, staff feels that the proposed Recommendations should be considered by Council.

Attachments: Schedule “A” – Sketch of Proposed Road Widening on Widenmaier Road.

Prepared and Recommended By:

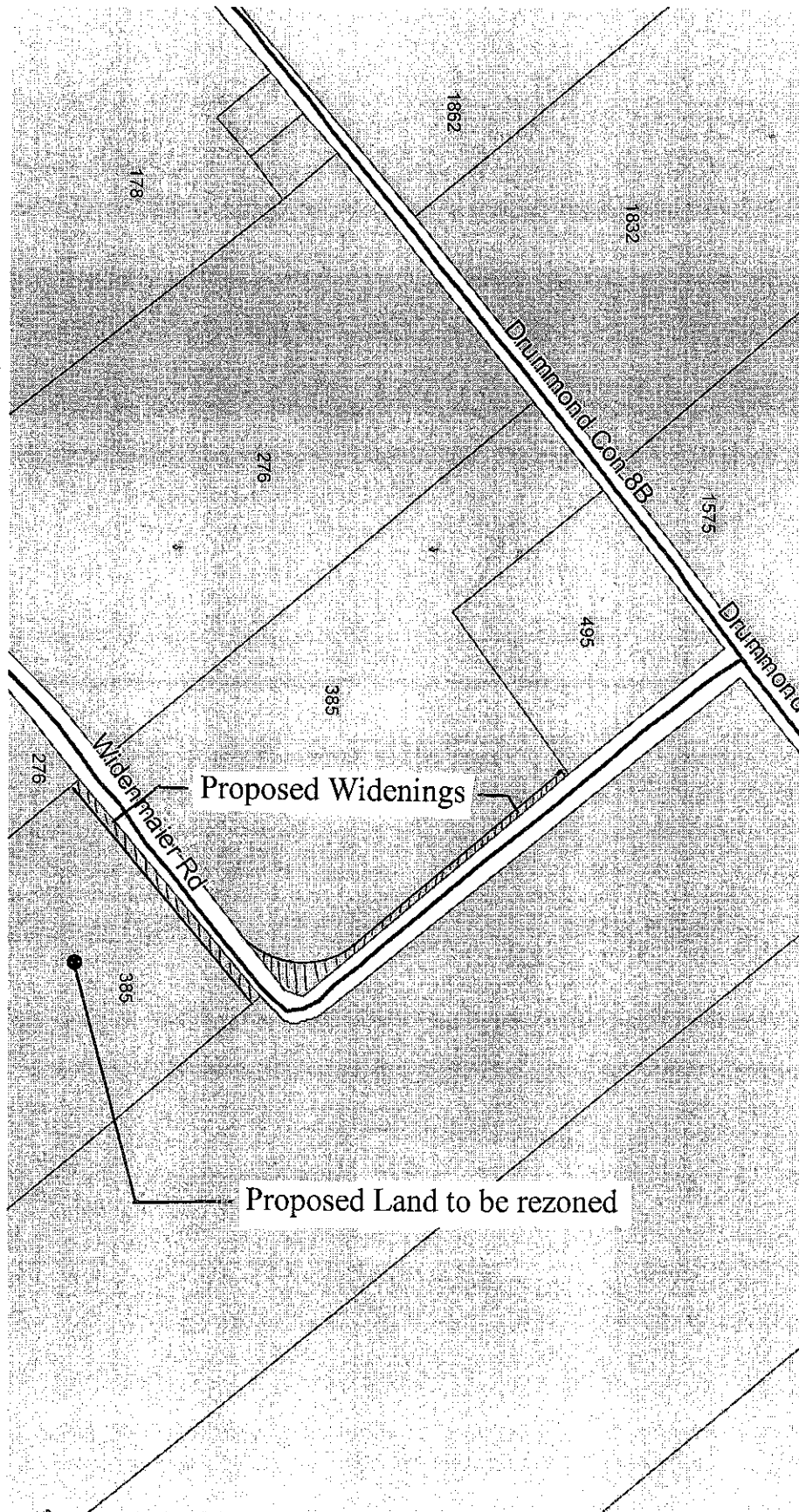
Approved for Submission By:



Scott Cameron,
Manager of Public Works



Cindy Halcrow
Clerk/Administrator



**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY
COMMITTEE OF THE WHOLE
FIN-4-2014
Finance Report – Surplus for 2014 Year End
March 10, 2015**

1. **STAFF RECOMMENDATION:**
THAT COUNCIL approves the allocation of the 2014 surplus of \$17,522.49 to the Working Fund Reserve and \$45,000 to the Police Reserve.

2. **PURPOSE:** To get approval to allocate the 2014 surplus to reserves.

3. **BACKGROUND:** During the year, adjustments to the budget are made to better reflect the alignment of budget authority with spending needs. These transfers are made either through the delegated authority given to the Treasurer or through Council-approved reports. At the year-end Council policy requires that the Treasurer must report any surplus transactions for its approval before closing the year-end books. The purpose of this report is administrative in nature and therefore no public consultation is required.

4. **DISCUSSION:** On March 4th and 5th, 2015 the municipal audit commenced and the Chartered Accountant, Serena Fortin of Allan Chartered Accountant Professional Corporation, confirmed that there is a surplus in the amount of \$62,522.49. The surplus is generated in two main areas of the budget under General Government - Unallocated Revenues and Protection to Persons – Policing. The 2014 financial results will have a positive impact on total Township reserves. The treasurer is recommending that the surplus be allocated as follows:


Working Fund	\$ 17,522.49
Policing	\$ 45,000.00

5. **FINANCIAL IMPLICATIONS:** The surplus is primarily the result from additional revenues in taxation (\$17,522.49) and expenditure savings in policing costs. The municipality received a conservative estimated Provincial Services Usage (PSU) for the 2014 budget, based on rates experienced within the last three years. The actual annual PSU will be applied to the final year end reconciliation. This reconciliation has not been received to date and therefore the transfer to reserves will ensure that any additional costs can be transferred from the reserves in the 2015 budget year.


6. **CONCLUSIONS:** The 2014 year-end balance is in a surplus of \$62,522.49. Staff is recommending that funds from the 2014 surplus be contributed to the Working Fund Reserve (\$17,522.49) and to the Policing Reserve (\$45,000).

7. **ATTACHMENTS – Appendix “A”** 2014 Reserves spreadsheet.

Prepared by:


Linda Van Alstine
 Treasurer

Recommended By:


Cathy Ryder
 Deputy Clerk

Appendix "A"

2014 Reserves as at December 31, 2014 with recommended surplus transfers.

2014 Reserves		A	B	C	A+B+C	
DESCRIPTION	Capping Amount	JAN 1 2014 NEW BAL.	2014 BUDGET INCREASE	2014 BUDGET DECREASE	BALANCE DEC 2014	Council to approve year end surplus
1	Working Funds	700,000	606,500	19,152	625,652	2014 Surplus \$17,552
2	Contingency/Drain Stabilization	200,000	185,949		185,949	
3	Election	22,500	15,000	-15,000	0	
4	Office/Technology Equipment	50,000	21,500	-10,000	22,000	
	Transportation		0		0	
5	Roads - Bridges	A/M	85,612	-18,624	66,988	
6	Roads - Construction & Capital	A/M	961,253	-181,061	944,970	
	Environmental Services		0		0	
7	Waste Disposal Site	A/M	98,207	87,196	185,403	
	Other		0		0	
8	Equipment/Building	A/M	273,397	-5,000	102,007	
9	Facilities	A/M	17,905		17,905	
	Stabilization Accounts		0		0	
10	Police Reserve	100,000	32,749	45,000	77,749	Police Billing
11	Winter Control - Stabilization	38,500	20,000		20,000	
	TOTAL		2,318,072	347,909	-417,358	2,248,623

Note:

The 2014 budget increase for the working funds in number 1 is a combination of \$1,600 for the 200th Anniversary that has already been approved in the 2014 budget plus \$17,522 for the year end surplus.

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

Report of Deputy Clerk #15-002
March 10, 2015
2014 Animal Control Statistics

1. STAFF RECOMMENDATION: Information Only

2. PURPOSE: The purpose of this report is to present Animal Control statistics for 2014.

3. BACKGROUND: At the January 20, 2015 CoW meeting, Council requested statistics for Animal Control services for 2014. The Animal Control Officer invoices the Township annually for Animal Control services which include duties related to the enforcement of dogs, pound services, animal related phone calls and liability insurance.

4. DISCUSSION: The information below provides a review of the animal control activities for 2014:

Animal Control expenses:

2014

Dogs claimed by owner:	5
Dogs adopted:	3
Dogs Transferred:	1
Total Animal Control Calls:	180


5. FINANCIAL IMPLICATIONS:

Total Animal Control Expenses:

- 2013 \$10,405.76 (includes \$648.00 for insurance)
- 2014 \$9,914.27 ((includes \$648.00 for insurance)
- 2015 budget for Animal Control is \$12,000 (includes \$648.00 for insurance)

6. ATTACHMENTS – None

Prepared By:


Cathy Ryder
Deputy Clerk/HR

Approved By:

Cindy Halcrow
Clerk Administrator