



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY
#5 - COUNCIL MEETING, TUESDAY, MARCH 12, 2013
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.

1.0 MINUTES

1.1 Minutes of Regular Session of February 19, 2013, Page 3

2.0 ADDITIONS & APPROVAL OF AGENDA

2.1

3.0 DELEGATIONS

3.1

4.0 COMMITTEE & BOARD REPORTS

4.1 CoW Report to Council, March 5, 2013, Page 7

5.0 BY-LAWS:

6.0 RESOLUTIONS/NOTICE OF MOTIONS

6.1 Draft 200th Anniversary Committee Terms of Reference, Page 9

7.0 CLOSED SESSION

8.0 BUDGET CONSIDERATIONS

9.0 COMMUNICATIONS/CORRESPONDENCE

9.1

10.0 NEW BUSINESS

10.1

11.0 UNFINISHED BUSINESS

12.0 CONFIRMATION OF COUNCIL PROCEEDINGS

13.0 ADJOURNMENT

1.

Minutes



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

#4 COUNCIL MEETING OF FEBRUARY 19, 2013

Township Council Chambers

MINUTES

CALL TO ORDER: Reeve Churchill called the meeting to order at 3:47 p.m.

PRESENT:

Reeve	Aubrey Churchill
Deputy Reeve	Gail Code
Councillor	Ray Scissons
Councillor	Ken Fournier
Councillor	Peter Wagland
Clerk Administrator	Cindy Halcrow

MEMBERS WISHING TO DISCLOSE A PECUNIARY INTEREST DO SO NOW.

Reeve Churchill asked if any member wished to disclose a pecuniary interest at this time. No pecuniary interests were disclosed.

1.0 MINUTES

1.1 Regular Minutes of February 12, 2013

Moved By: Gail Code
Seconded By: Ray Scissons

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 February 12, 2013, as circulated.

Carried
13-030

2.0 ADDITIONS & APPROVAL OF AGENDA

2.1 Approval of Agenda

Moved By: Ray Scissons
Seconded By: Gail Code

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 February 19, 2013 as amended:

Addition: 6.2 Garbage Collection Tender

Carried
13-031

3.0 DELEGATIONS: None

4.0 COMMITTEE & BOARD REPORTS None

5.0 BY-LAWS:

5.1 #2013-013 - Council Remuneration & Expense By-law

Moved by: Gail Code
Seconded by: Ray Scissons

BE IT RESOLVED THAT By-law #2013-013, being a By-law to establish remuneration and to provide for the paying of expenses for members of Council and entitled, "Council Remuneration and Expense By-Law", be read a first, second and third time and finally passed in open Council.

**Carried
13-032**

5.2 #2013-014 - Contribution Agreement for Ebbs Side Road Bridge

Moved by: Gail Code
Seconded by: Ken Fournier

BE IT RESOLVED THAT By-law #2013-14, being a By-law to authorize the execution of an agreement with HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by the Minister responsible for Federal Economic Development Agency for Southern Ontario and the Township of Drummond/North Elmsley to allocate funding under the Community Infrastructure Improvement Fund and entitled, "Contribution Agreement for Ebbs Side Road Bridge", be read a first, second and third time and finally passed in open Council.

**Carried
13-026**

6.0 RESOLUTIONS/NOTICE OF MOTIONS

Moved by: Peter Wagland
Seconded by: Ken Fournier

BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley authorized the Reeve and Clerk to enter into a contribution agreement with Her Majesty the Queen in Right of Canada hereby represented by the Minister responsible for Federal Economic Development Agency for Southern Ontario for funding up to \$146,000 under the Community Infrastructure Improvement Fund for Project C1605, Ebbs Side Road Bridge.

**Carried
13-034**

Moved by: Peter Wagland
Seconded by: Ken Fournier

BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley accepts the annual tendered price from Glenview Iron and Metal of \$176,002.50 plus HST to provide services for curbside collection of household waste materials as per the requirements of Tender 2014-01.

Carried
13-035

7.0 CLOSED SESSION - None

8.0 BUDGET CONSIDERATIONS - None

9.0 COMMUNICATIONS/CORRESPONDENCE - None

10.0 NEW BUSINESS – None

11.0 CONFIRMATION OF COUNCIL PROCEEDINGS

Moved By: Ken Fournier
Seconded By: Peter Wagland

BE IT RESOLVED THAT By-law #2013-015 being a By-law to confirm the proceedings of Council at its meeting of February 19, 2013, be read a first, second and third time and finally passed in open Council.

Carried
13-036

ADJOURNMENT

Moved By: Ken Fournier
Seconded By: Peter Wagland

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

Adjourned at 3:53 p.m.

Carried
13-037

REEVE

CLERK ADMINISTRATOR

4.
Committee & Board
Reports



**REPORT OF THE COMMITTEE OF THE WHOLE
REPORT #3 COW-MARCH 5, 2013**

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 Ebbs Side Road Bridge

"B" 1 THAT the Council of the Corporation of the Township of Drummond/North Elmsley does hereby authorize staff to proceed with Option 2a- Replacement with corrugated steel pipe (CSP) culverts.

"A" 2. Speed Limits

"B" 2. THAT the Council of the Corporation of the Township of Drummond/North Elmsley concurs with the recommended speed limit changes identified within the *Lanark County Report #PW-13-2013 of the Director of Public Works*, dated February 6th, 2013, except for the proposed change on Elm Grove Road (County Road No. 21) from 60km/hr. to 80km/hr., from the Rideau Ferry Road (County Road No. 1) westerly 1.5 km.

"A" 3. All-Terrain Vehicles (ATV's)

"B" 3. THAT the Council of the Corporation of the Township of Drummond/North Elmsley concurs with the proposed "*Draft By-Law to Regulate the use of ATV's on County Roads*" as shown in *Appendix "B"* within the *Lanark County Report #PW-81-2012 of the Director of Public Works*, dated December 5th, 2012, and;

FURTHERMORE THAT Council recommends that *Sections 3.2 Speed Restrictions*, and *3.3 Time of Day Restrictions*, be consistent with the regulations set out within the Drummond/North Elmsley ATV By-Law No. 2013-010.

All of which is respectfully submitted by:

Deputy Reeve Gail Code

**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 #: 13-_____

Moved and Seconded by:

Moved By

Seconded By

BE IT RESOLVED THAT, Report #3 COW-March 5, 2013 is hereby adopted this twelve day of March, 2013.

AUBREY CHURCHILL, REEVE

6.
**Resolutions/
Notice of Motions**

The Corporation of the Township of Drummond/North Elmsley



MEMO

TO: Reeve Churchill and Members of Council
FROM: Karl Grenke, Planner
DATE: March 12th, 2013
RE: Drummond/North Elmsley 200th Anniversary Committee- Terms of Reference

Included within this week's Council package are the Terms of Reference for the proposed 200th Anniversary Committee as well as a draft resolution for Council's consideration in support of forming the committee. As previously discussed, for the last year or so, an informal working group of citizens has been meeting on a regular basis to discuss and plan ways of commemorating and celebrating the 200th anniversary of the original 1816 surveying and settlement of Drummond Township. This is being planned as a municipal-wide celebration of all of the history of both Drummond and North Elmsley.

By transitioning the existing working group into a formal Committee of Council, the new Committee will be able to apply for external grants and funding for projects and also be covered under the Township's insurance policies. The Terms of Reference clearly set out the mandate of the Committee and the roles of staff, Council representatives on the Committee and the members. This will simplify the decision making process within the Committee and clarify how the Committee would be represented externally. As a formal Committee, it is provided for in the Terms that the Council representative will update Council regularly on the Committee's workings and that the staff support person (the Planner) will provide an annual work plan for Council's review and approval.

By passing the accompanying resolution, Council will accept the proposed Terms of Reference and establish the Drummond/North Elmsley 200th Anniversary Committee. Committee membership will then be advertised in accordance with the Township's procedures and Council will appoint the Committee members. It is hoped that in the interest of continuity that most of the working group members will apply to formally join this new Committee, although new members will be welcome and anyone in the public is very welcome at the meetings.

I trust the foregoing is satisfactory. If you need any additional information or clarification please do not hesitate to contact me at your convenience.

Yours Sincerely,

Karl Grenke, MCIP, RPP
Planner



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Drummond/North Elmsley 200th Anniversary Committee

Terms of Reference

1. Introduction

In support of celebrations of the 200th anniversary of the beginning of settlement of Drummond and North Elmsley Townships in 1816, Council of the Township of Drummond/North Elmsley is desirous of establishing a 200th Anniversary Committee to organize and promote the event.

2. Purpose

The purpose of the Drummond/North Elmsley 200th Anniversary Committee is to provide advice and leadership to Council regarding initiatives and events to be held leading up to and through 2016 that honour the rich tradition of the Township and to promote the same both within the Township and externally and to provide a legacy for the future.

3. Committee Roles and Responsibilities

During its term, the Drummond/North Elmsley 200th Anniversary Committee will be responsible for the following:

- Plan and coordinate celebratory events and projects with a heritage theme specifically for Drummond/North Elmsley Township residents and visitors;
- Recommend to Council priority projects and activities;
- Offer support to selected events organized by community groups in Drummond/North Elmsley Township;
- Partner with community groups for new events with a heritage theme;
- Encourage businesses and community groups in the Township to incorporate a 200th Anniversary theme in their annual event or to develop a special project to mark the 200th Anniversary;
- Encourage, in cooperation with the Town of Perth, Tay Valley Township and Beckwith Township, participation in the anniversary celebrations on the part of regional fairs and festivals;
- Support the development of legacy projects that provide long term community benefit;
- Represent the Township on the Joint Committee (with Perth and Tay Valley) in a manner to be determined by the Township's Anniversary Committee and the Joint Committee in order to ensure coordination and collaboration as appropriate;
- Explore funding and grant opportunities alone and in conjunction with the Joint Committee.

4. Member Criteria

The 200th Anniversary Committee shall consist of a minimum of 8 members and a maximum of 12 members, including at least one member of Council, who shall also act as Chair. Members will be selected by the Township through an application process and formally appointed by Council. The Township will strive for broad representation from each ward and seek a broad range of interests and skillsets in considering applications.

Membership may be changed as needs or issues arise and replacement members can be appointed, if needed, during the course of the term. The application for Committee membership will be publicly promoted in accordance with Township Policy. Successful applicants must demonstrate the following:

- Willingness and ability to commit to volunteering the necessary time to the Committee;
- Interest in the history of the Township;
- Commitment to public service and to a high standard of ethics and ability to adhere to the Municipal Conflict of Interest Act;
- Good interpersonal skills, open-mindedness (no biases with respect to the outcome of the process)

5. Support

The Township Planner (or designate) shall act as a resource person to the Committee and shall provide the following administrative assistance:

- Administrative support including but not limited to the preparation and distribution of agendas, minutes and other information as required;
- Provision of information relevant to Committee procedures;
- Booking of meeting locations;
- Preparing of grant applications;
- Human resources as required; and
- Technical advice as may be required.

6. Term

The mandate of the Drummond/North Elmsley 200th Anniversary Committee will commence following membership ratification by Council and continue for the present term of Council. Re-appointment by Council at the start of the next term shall be encouraged to facilitate continuity and the Committee shall continue in its mandate until such time that it is disbanded by Council.

7. Meetings and Administration

- a) The Drummond/North Elmsley 200th Anniversary Committee will meet quarterly at a minimum or at a frequency called by the Chair.
- b) Council will appoint one member of Council to the Committee. The appointed

Member of Township Council will serve as Chair for all meetings of the Committee. The Committee will appoint a Vice Chair who will act as Chair in the Chair's absence. Regular meetings of the Committee shall be held at the time and place to be determined by the Chair in consultation with Committee Members. Additional meetings will be at the discretion of the Chair. It is anticipated that regular meetings will be held at both the Township Municipal Offices and the Drummond Centre Community Hall.

- c) The Committee may hold some meetings or information sessions outside the Township's municipal boundaries to facilitate input and feedback from stakeholders affected or to facilitate input and feedback on any matter within the Committee's mandate.
- d) A quorum of Committee shall consist of 50% of current appointed members at that time plus one.
- e) The Chair may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
- f) As a general principle, Committee meetings will be open to the public, subject to the provisions of the Municipal Act, 2001 with respect for closed meetings.
- g) The Committee may form sub-committees to deal with specific issues or projects as the need may arise. Sub-committees will report to the Committee as a whole with any recommendations.
- h) Members of the Committee will direct all external inquiries regarding the work of the Committee to the Planner.
- i) Minutes of meetings and agendas will be prepared by the Township Planner (or designate) for approval by the Committee. The minutes will record recommendations of the Committee and summarize presentations and discussions. The Planner (or designate) shall provide the minutes to Council on a regular basis and post meeting times and agendas on the Township website.
- j) The 200th Anniversary Committee will communicate its findings and recommendations to the Committee of the Whole.
 - i. The Planner (or designate) will present an annual report and workplan to the Committee of the Whole summarizing the Committee's activities over the past year and outlining the goals and works proposed for the upcoming year.
 - ii. In-year updates from the Committee will be communicated to the Committee of the Whole on a regular basis by the Council member representative.

8. Expenses

The Members of the Committee shall serve in a volunteer capacity only with no payment other than the mileage costs if travelling outside the Municipality on Committee business. Any other expenses will be compensated in accordance with the Committee/Board Remuneration By-law as amended from time to time.

RESOLUTION OF COUNCIL

TOWNSHIP OF DRUMMOND\NORTH ELMSLEY

March 12, 2013

Number: 13-_____

Moved By: _____

Seconded By: _____

BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley does hereby accept the Terms of Reference for the Drummond/North Elmsley 200th Anniversary Committee; and

FURTHER BE IT RESOLVED that Council does hereby establish the Drummond/North Elmsley 200th Anniversary Committee as a formal Committee of Council and that Staff be directed to advertise the Committee in accordance with the Corporation's procedures.

CARRIED