



## #8 MINUTES MEETING OF APRIL 16, 2013 COMMITTEE OF THE WHOLE

The Committee of the Whole met on Tuesday, April 16, 2013 2:00 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

**MEMBERS PRESENT:**

Aubrey Churchill	Reeve
Gail Code	Deputy Reeve
Ken Fournier	Councillor
Ray Scissons	Councillor
Peter Wagland	Councillor ( <b>CHAIR</b> )

**STAFF PRESENT:**

Cindy Halcrow	Clerk Administrator
Cathy Ryder	Deputy Clerk
Karl Grenke	Planner
Shawn Merriman	CBO
Heather Gemmill	Tax Administrator

### 1. Call to Order

The meeting was called to order at 2:00 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 April 2, 2013

**MOTION #COW-13-043** (Verbal)

**MOVED BY:** Gail Code  
**SECONDED BY:** Ken Fournier

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on April 2, 2013 as circulated.

**ADOPTED**

### 4. Additions and Approval of Agenda

- a) Item 7.1 (a) Report of the Public Works Manager - *Deferred*
- b) Report of the Planner - Ireton/Balfour Road Closing Update – Verbal (*see Item 10.1*)
- c) Speed Monitoring Equipment (*see Item 10.2*)

**MOTION #COW-13-044** (Verbal)

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

**THAT the Committee of the Whole** approves the agenda for the April 16, 2013 meeting of the Committee, as amended.

**ADOPTED**

## **5. Petitions and Delegations**

**5.1** 2:00 p.m. Rideau Heritage Route Tourism Association – Anne Marie Forcier  
Anne Marie Forcier provided a presentation to Council detailing a review of events and achievements from 2012 and a preview of events for 2013.

**5.2** 2:10 p.m. Drainage/Flooding Issue – Debbie Ryder  
Debbie Ryder made a presentation to Council to voice her concerns regarding drainage issues on her property resulting from the Carkner development. She wanted it stated on record that in her opinion, the Carkner development has impacted the amount of water now flowing onto her property. In previous years, the water pooled behind Carkner’s garage. Since the redevelopment, water is now draining and pooling onto her property. Both the Planner and CBO stated that upon consultation with the Mississippi Valley Conservation Authority staff, a 2 inch deep swale between the properties is sufficient to handle the flow of water without causing additional flooding on the Ryder property.

**Action Item:** Direction given to staff to communicate with Debbie Ryder when the occupancy process is implemented for the Carkner property.

## **6. Communication/Correspondence**

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

#5 2013 Pitch In Week Proclamation

**MOTION #COW-13-045** (Verbal)

**MOVED BY:** Aubrey Churchill

**SECONDED BY:** Gail Code

**THE COMMITTEE OF THE WHOLE RECOMMENDS,**  
**THAT** Council does hereby proclaim April 21 – 27, 2013 as 2013 Pitch-in Canada Week.

**ADOPTED**

**MOTION #COW-13-046** (Verbal)

**MOVED BY:** Gail Code

**SECONDED BY:** Ray Scissons

**THE COMMITTEE OF THE WHOLE** receives the communication items for the April 16, 2013 Committee of the Whole as information.

**ADOPTED**

## **7. Committee and Board Reports**

### **7.1 PUBLIC WORKS**

**a) Report of the Public Works Manager – Public Works Update - Deferred**

*Note: This item was deferred until the May 7, 2013 Committee of the Whole meeting.*

## **7.2 COMMUNITY DEVELOPMENT**

**a) Report of the Planner – Minimum Dwelling Size Draft Polices**

The Planner provided Council with suggested wording of a proposed Zoning By-law amendment regarding the introduction of a minimum dwelling size requirement for all single family residential dwellings in the Township. He also provided an overview of the definition for a “dwelling house area”. The Committee accepted the recommendations of the Planner with the following direction:

**Action Item:** Direction given to staff to proceed with the proper notification and schedule the public hearing for the amendments to the Zoning By-law.

*Note: Dealt with Item 7.3 (a) at this point in the meeting – See Item 7.3 (a)*

**b) Report of the Planner – Site Plan Control Policy Options**

The Planner provided an overview on the changes requested by Council and the public regarding the Site Plan Control By-law and to clarify the existing policies to ensure that the site plan process best meets the municipal objectives. The Committee accepted the recommendations of the Planner with the following direction:

**Action Item:** Direction given to staff to create a separate clause for Institutional at 1076 sq ft and 870 sq ft for Commercial and Industrial. Further direction was given to staff prepare a draft by-law of review and passage at a future Council meeting.

**c) Report of the Planner – Heritage Properties**

The Planner provided an update to Council on a recent request from a resident to designate her property as a heritage site. He also reviewed the background information and legislative framework concerning heritage designation.

**Action Item:** Direction given to staff to provide a formal response to Ms. Spence outlining the implications of a heritage designation (i.e., restrictions), advise her that all costs (i.e. advertising) be borne by the property owner and request additional heritage information/justification from her. Further direction was given to staff to inform Ms. Spence that it will be her responsibility to provide supplementary research into her property. Staff will bring a report back to Council for a recommendation on whether or not to proceed with the designation.

## **7.3 CORPORATE SERVICES**

**a) Report of the Tax Administrator – 2013 Final Tax By-law**

Heather Gemmill, Tax Administrator, provided an update to Council on the tax levy. The Committee accepted the recommendation of the Taxation Administrator to impose a final tax levy on all properties within the limits of the Township of Drummond/North Elmsley to allow a revenue stream to cover expenditures.

**Action Item:** Direction given to staff to bring the draft by-law forward for review and passage at the April 23, 2013 Council meeting.

## 7.4 COMMUNITY SERVICES – None

## 7.5 CLERK/MEMBERS OF COUNCIL

### a) Report of Reeve

The Reeve provided a verbal update on the following items:

- April 3/13 Attended a Probus meeting at the Perth Legion with Gardner & Linda Church
- April 5/13 Attended regular meeting with Clerk Administrator
- April 6/13 Attended the swearing in of the Perth Police to the OPP, Algonquin College.
- April 8/13 Met with Brian Billings to discuss Scouts Tree Planting
- April 8/13 Attended Fire Board meeting
- April 10/13 Lake 88 Interview
- April 13/13 Attended the Great War Memorial Hospital Black Tie Bingo

### b) Report from Fire Board – Aubrey Churchill

- Report from the Fire Marshall's Office regarding alcohol in the fire halls
- Fire calls down for 2013
- Fire ban in place as of April 1, 2013

### c) Report from Library Board – April 15, 2013

P. Wagland will provide a report from the April 15, 2013 meeting at the May 7, 2013 Committee of the Whole meeting.

### d) Report from CA's

Rideau Valley Conservation Authority: R. Scissons – next meeting April 25, 2013

Mississippi Valley Conservation Authority: G. Code – next meeting April 17, 2013

Mississippi Lake Plan: G. Code – next meeting April 22, 2013

### e) Report from Members of Committee

- D/NE 200<sup>th</sup> Anniversary Committee: G. Code – next meeting April 25, 2013 at Drummond Hall
- Rideau Heritage Route Tourism Association: P. Wagland – AGM meeting scheduled for April 25, 2013
- Drug Strategy Committee: K. Fournier next meeting scheduled for April 30, 2013
- Minor Variance Committee: K. Fournier – next meeting May 1, 2013

## 8. CLOSED SESSION – None

## 9. Confidential Reports - None

## 10. New Business

### 10.1 Ireton/Balfour Road Closing

The Planner informed the Committee that the property at the southwest corner of Drummond School Road and Drummond Concession 7 has been assessed at \$2,400.00. The applicant is ready to proceed with the road closing and the next step will be to proceed to a Road Closing Public Hearing.

**Action Item:** Direction given to staff to proceed with the Road Closing Public Hearing scheduled for May 28, 2013 at 6:30 p.m.

*Note: The Committee broke for recess at 4:00 p.m.  
The Committee reconvened at 4:07 p.m.*

**10.2 Speed Monitoring Equipment**

P. Wagland attended the Perth & District Library Board meeting on April 15, 2013 and reported that Neil Fennell had requested that a member of Council or staff from Drummond/North Elmsley attend a meeting regarding speed monitoring equipment. A. Churchill designated Cindy Halcrow, Clerk Administrator, as the Township’s representative at these meetings.

**Action Item:** P. Wagland will contact Neil Fennell advising him that Cindy Halcrow will attend the meeting on behalf of the Township of Drummond/North Elmsley.

**11. Adjournment**

**MOTION #COW-13-047 (Verbal)**

**MOVED BY: Ray Scissons**

**SECONDED BY: Aubrey Churchill**

**THAT the Committee of the Whole stand adjourned at 4:22 p.m.**

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR