



TOWNSHIP OF DRUMMOND/NORTH ELSLEY

#9- Council Meeting, Tuesday, May 14, 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 April 23, 2013, Page 3

2.0 ADDITIONS & APPROVAL OF AGENDA

2.1

3.0 DELEGATIONS

3.1 Diamond Jubilee Medal Presentation (*verbal*)

Medal Recipients:

- Karen & Murray Hunt
- Laurie Duncan

4.0 COMMITTEE & BOARD REPORTS

4.1 May 7, 2013 CoW Consent Agenda, Page 7

5.0 BY-LAWS:

5.1 2013-025 D/NE 200th Anniversary Committee Appointment By-law, Page 10

5.2 2013-026 Recycling Services Agreement By-law, Page 20

6.0 RESOLUTIONS/NOTICE OF MOTIONS

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

#8 COUNCIL MEETING OF APRIL 23, 2013
Township Council Chambers

MINUTES

CALL TO ORDER: Reeve Churchill called the meeting to order at 7:00 p.m.

PRESENT:

Reeve	Aubrey Churchill
Deputy Reeve	Gail Code
Councillor	Ray Scissons
Councillor	Ken Fournier
Councillor	Peter Wagland

STAFF: Clerk Administrator Cindy Halcrow

MEMBERS WISHING TO DISCLOSE A PECUNIARY INTEREST DO SO NOW. No members disclosed a pecuniary interest.

1.0 MINUTES

1.1 Regular Minutes of April 9, 2013

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 approve the minutes of the Regular Meeting of April 9, 2013, as circulated.

**Carried
13-060**

2.0 ADDITIONS & APPROVAL OF AGENDA

2.1 Approval of Agenda

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 adopt the agenda for the meeting of April 23, 2013 as presented.

**Carried
13-061**

3.0 DELEGATIONS – None

4.0 COMMITTEE & BOARD REPORTS - None

5.0 BY-LAWS

5.1 2013 – 022 Arbuckle Site Plan Agreement

Moved By: Ray Scissons
Seconded By: Gail Code

BE IT RESOLVED THAT By-law #2013-022, being a By-law to authorize the execution of a Site Plan Control Agreement between Graydon and Lori Arbuckle and the Corporation of the Township of Drummond/North Elmsley, and entitled, "Arbuckle Site Plan Agreement", be read a first, second and third time and finally passed in open Council.

Carried
13-062

5.2 2013-023 – 2013 Tax Rates

Moved By: Peter Wagland
Seconded By: Ken Fournier

BE IT RESOLVED THAT By-law #2013-023, being By-Law to establish the 2013 Tax Rates for the Corporation Of The Township Of Drummond/North Elmsley and entitled, "2013 Drummond/North Elmsley Tax Rate By-Law", be read a first, second and third time and finally passed in open Council.

Carried
13-063

6.0 RESOLUTIONS/NOTICE OF MOTIONS

6.1 Pitch In Week

Moved By: Peter Wagland
Seconded By: Ken Fournier

WHEREAS hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to: refuse, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects; and

WHEREAS PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility; and

WHEREAS PITCH-IN CANADA encourages voluntary action to: keep communities clean and beautiful and restore and maintain a healthy environment;

THEREFORE, the Council of the Corporation of the Township of Drummond/North Elmsley, does hereby declare the week of April 21-27, 2013 as "PITCH-IN CANADA Week" and invite

all citizens in our community to actively participate in PITCH-IN CANADA's **OPERATION:
Clean Sweep!**

**Carried
13-064**

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 #2013-024 being a By-law to confirm the proceedings of Council at its meeting of April 23, 2013, be read a first, second and third time and finally passed in open Council.

**Carried
13-065**

12.0 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 7:05 p.m.

**Carried
13-066**

REEVE

CLERK ADMINISTRATOR

4. Committee & Board Reports



REPORT OF THE COMMITTEE OF THE WHOLE REPORT #5 COW-MAY 7, 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 LW Store – Holiday Days & Hours

"B" 1 THAT the Council of the Corporation of the Township of Drummond/North Elmsley does hereby authorize the LW 185 store to be open on the following holiday days and hours:

Victoria Day	May 21, 2013	11:00 a.m. – 5:00 p.m.
Canada Day	July 1, 2013	11:00 a.m. – 5:00 p.m.
Labor Day	September 3, 2013	11:00 a.m. – 5:00 p.m.
Thanksgiving	October 8, 2013	11:00 a.m. – 5:00 p.m.
Boxing Day	December 26, 2013	11:00 a.m. – 5:00 p.m.

"A" 2. Temple Sugar Bush – Extension of Temporary Liquor License

"B" 2. THAT the Council of the Corporation of the Township of Drummond/North Elmsley does not object to the Temporary Liquor License (#812507) extension to Temple's Sugar Bush restaurant from July 19 to July 28, 2013.

"A" 3. 2013 Maintenance Gravel Contract

"B" 3. THAT the Council of the Corporation of the Township of Drummond/North Elmsley accepts the 2012 extended tendered prices from Cavanagh Construction Ltd. of \$11.40 tonne for Area 1 and \$14.00 for Area 2 plus applicable taxes to supply and place 5/8" Granular M Class II Crushed Rock on selected Township roads for the year.

"A" 5. Finance Report Surplus for 2012

"B" 5. THAT the Council of the Corporation of the Township of Drummond/North Elmsley approves the allocation for the 2012 surplus.

"A" 6. Personnel Changes

"B" 6. THAT the Council of the Corporation of the Township of Drummond/North Elmsley does hereby direct staff to proceed with the termination process for Employee #27, effective June 1, 2013, and

FURTHERMORE THAT Russell Riddell be hired as an Equipment Operator with the probation period waived.

All of which is respectfully submitted by:

Councillor Ken Fournier

**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 #5 COW-May 7, 2013 is hereby adopted this fourteenth day of May, 2013.

AUBREY CHURCHILL, REEVE

5. By-Laws

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

BY-LAW NO. 2013-025

COMMITTEE/BOARD APPOINTMENT AND REMUNERATION BY-LAW

A BY-LAW TO RESCIND BY-LAW 2012-24 TO APPOINT OFFICIALS FOR THE TOWNSHIP OF DRUMMOND/NORTH ELMSLEY 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 this by-law shall take effect as of the date of passage.

Read a first, second and third time and finally passed this fourteenth day of May 2013.

Reeve

Clerk Administrator

SCHEDULE "A" to By-law 2013-025

COMMITTEE	REMUNERATION	NAME
TOWNSHIP COMMITTEES/BOARDS		
Committee of Adjustment		Ken Fournier Julie Stewart Bill Jamison
	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)	Karl Grenke Gail Code Barrie Crampton Karen Hunt Muriel Hopper
Fire Board	Mileage Mileage Mileage	Aubrey Churchill Gail Code Ray Scissons
Environmental Initiatives	Mileage Mileage Employee Employee	Gail Code Linda Mentzel Scott Cameron Bob Moore
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 Ken Fournier Ray Scissons Peter Wagland Scott Cameron Cindy Halcrow Bob Moore

SCHEDULE "A" to By-law 2013-025

OTHER APPOINTMENTS		
Chamber of Commerce	Mileage + Compensation	Ian J. Doig
Conservation Authorities RVCA MVCA	Paid by RVCA Paid by MVC	Ray Scissons Gail Code
SCHEDULE "A" to By-law 2013-		
Drug Strategy Committee	Mileage + Compensation	Ken Fournier
Fence Viewers • Drummond Ward • North Elmsley Ward	\$25.00 per hour (\$50.00 minimum per visit)	Stuart McIntosh Frances Malloy John Leeflang Winston Porter
Livestock Valuers	\$65.00 per visit	Diane Scissons Stuart McIntosh Clare Porter (alternate) Ross Creighton (alternate)
Mississippi Lake Advisory	Mileage + Compensation	Ken Fournier
Mississippi Lake Planning	Mileage + Compensation	Gail Code
Perth & Smiths Falls Physician Recruitment	Mileage + Compensation	Aubrey Churchill
Rideau Canal Landscape Committee	Mileage + Compensation Employee	Aubrey Churchill Karl Grenke
Rideau Heritage Route Tourism Committee	Mileage + Compensation	Peter Wagland
Smiths Falls Local Immigration Partnership Council	Employee	Cindy Halcrow

**Mileage as per Township rate

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

SCHEDULE "B" to By-law 2013-025

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 or convention 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 fees

e) Accommodation

f) Remuneration for each day of attendance at any conference or convention 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 2013-025

- 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 2013-025

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 100 per day _____

Registration Fees: _____

Other Expenses (please specify): _____

Total Expenditures _____

Less Advances Received _____

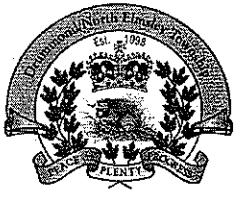
Total Now Claimed _____

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 "D" to By-law 2013-025

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

MILEAGE EXPENSE CLAIM

Name: _____

Address: _____

Dates For Period: _____

Date	Purpose	Location	Km Traveled

Mileage: Total Km _____ @ Km Rate* = _____

Total Now Claimed _____

Date: _____ Signature: _____

Approved: _____

* The rate per Km shall be the rate currently adopted by the County of Lanark.



SCHEDULE "E" to By-law 2013-025

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

COMMITTEE MEETING EXPENSE CLAIM

Name: _____

Address: _____

Dates For Period: _____

Council shall prior approve of all Committee meetings for which a claim is to be made.

Date	Purpose	Location

Total Meetings Claimed _____ @ \$75per meeting = _____

Total Now Claimed \$ _____

Date: _____ Signature: _____

Approved: _____



SCHEDULE "F" to By-law 2013-025

TOWNSHIP OF DRUMMOND/NORTH ELSLEY

COMMITTEE OF ADJUSTMENT EXPENSE CLAIM

COMMITTEE MEMBER: _____

APPLICATION NUMBER: _____

APPLICANT'S NAME: _____

MILEAGE

Site Visit date: _____ Km x 0.47/km = _____

_____ x \$75.00 = _____

Additional Site Visit date: _____ Km x 0.47/km = _____

_____ x \$75.00 = _____

MEETING

Public Meeting: Date _____ x \$75.00 = _____

Additional Public Meeting if required: Date _____ x \$75 = _____

Total Expense

\$ _____

Date Submitted: _____ Signature : _____

Approved by: _____

** The rate per Km shall be the rate currently adopted by the County of Lanark.*

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

BY-LAW NO. 2013-026

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT

(Contract for the Provision of Recycling Services)

BETWEEN: Matrec Inc.

(Hereinafter referred to as the Contractor)

AND:

The Corporation of Township of Drummond/North Elmsley

(Hereinafter referred to as the Township)

WHEREAS in accordance with Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, municipal powers shall be exercised by by-law;

AND WHEREAS in accordance with the Municipal Act, 2001, municipalities are authorized to execute agreement on behalf of the Corporation;

AND WHEREAS the Council of the Township of Drummond/North Elmsley has deemed it expedient to enter into an Agreement with the contractor with respect to the provision of recycling services which consists of curbside collection and processing of recyclable materials generated by single family units and multi-residential units within the Township of Drummond/North Elmsley.

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

1. That the Council of the Corporation of the Township of Drummond/North Elmsley agrees to enter into an agreement with Matrec Inc. as per the attached Schedule "A".
2. That the Reeve and the Clerk of the Township are hereby authorized and directed on behalf of the Township of Drummond/North Elmsley to execute all documents and take whatever steps as may be required to give effect to this by-law.
3. That Schedule "A" attached hereto forms part of this by-law.

By-law read a first, second and third time and finally passed May 14, 2013.

Aubrey Churchill, Reeve

Cindy Halcrow, Clerk Administrator