



Township of Drummond/North Elmsley

**#17 Committee of the Whole – Chair, George Sachs
October 25, 2016 following CoW- Council Chambers**

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. 2010-017.*

	Page
1. Call to Order – following Committee of the Whole	
2. Disclosure of Pecuniary Interest	
3. Minutes of Previous Meeting	
3.1 Regular Session Minutes of October 11, 2016	3 - 8
3.2 Closed Session Minutes of October 11, 2016 (Presented at the meeting.)	
4. Approval of Agenda	
5. Petitions/Delegations	
6. Communication/Correspondence	
6.1 Communication List Only (Sent under separate cover.)	9
7. Committee and Board Reports	
7.1 Report of the Planner - Zoning By-law Housekeeping Revisions	10 - 12
7.1 Community Development	
7.2 Public Works	
a) Report of the Public Works Manager - Stop Sign Request Drummond Conc. 9A & Armstrong Side Road	13 - 15
7.3 Corporate Services	
a) Report of the Treasurer - Infrastructure Ontario Loan for Capital Projects	16 - 21
b) Report of the Clerk Administrator - Inter Municipal Service Delivery	22 - 25
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 - Personal matters about an identifiable individual - Hiring Equipment Operator

9. Unfinished Business

10. New Business

10.1 Perth & District Union Library Board Budget Resolution

26

11. Adjournment



#16 Minutes Meeting of October 11, 2016 Committee Of The Whole

The Committee of the Whole met on Tuesday, October 11, 2016 at 5:05 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

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

Staff Present:	Cindy Halcrow	Clerk Administrator
	Karl Grenke	Planner
	Scott Cameron	Manager of Public Works
	Linda Van Alstine	Treasurer

1. Call to Order

The meeting was called to order at 5:05 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 September 20, 2016

MOTION #COW-16-135

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 September 20, 2016 as circulated.

ADOPTED

3.2 Closed Session Minutes of September 20, 2016

MOTION #COW-16-136

MOVED BY: Aubrey Churchill
SECONDED BY: Steve Fournier

THAT the Committee of the Whole approves the closed minutes of the Committee of the Whole meeting held on September 20, 2016 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-16-137

MOVED BY: Ray Scissons
SECONDED BY: Gail Code

THAT the Committee of the Whole approves the agenda for the October 11, 2016 meeting of the Committee as presented.

ADOPTED

5. Petitions/Delegations/Public Hearings

5.1 5:10 Dave Baker – Armstrong Road Speed Reduction and Stop Sign Placement

Dave Baker appeared before Council to request a reduction in the speed limit from 80km/hr to 60km/hr on Drummond Concession 9A. He stated that 6-7 new families with small children have moved into the area and the vehicles are travelling too fast and it poses a risk to children and pedestrians. He also requested that a stop sign be erected on Drummond Concession 9A and Armstrong Road similar to Burns Road intersection.

Scott Cameron said that the geometrics were different at that intersection and there was not enough traffic to warrant a stop sign at that location.

Direction: Staff was to investigate and bring a report back to the Committee.

5:20 Andrea Young – North Elmsley School Parent Council

Adela Polacek appeared before Council on behalf of Andrea Young to discuss the proposed closure of North Elmsley Public School. She gave ten reasons why the school shouldn't close:

- Petition in circulation with 182 names on it
- Recent upgrades and renovations
- Accessibility of school
- Every classroom is used
- Nicole Wrenn Memorial Garden
- No portables
- New educational approach
- Award winning teacher
- Children benefit from smaller class sizes
- United community to fight the closure

At the conclusion of her presentation, she requested that Council help them keep the school open and invited them to the parent school council meeting. Council agreed that they would pass a resolution to support the school staying open at a later date; once more the information has been collected.

6. Communication/Correspondence

Items #6 and #10 were pulled from the Communication package.

MOTION #COW-16-138

MOVED BY: Aubrey Churchill
SECONDED BY: Steve Fournier

THAT THE COMMITTEE OF THE WHOLE recommends that Council support the resolution on Ontario's Intensive Therapy Funding/Services for Children with Autism.

ADOPTED

MOTION #COW-16-139

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THAT THE COMMITTEE OF THE WHOLE recommends that Council support AMO's What's Next Ontario Resolution.

ADOPTED

MOTION #COW-16-140

MOVED BY: Steve Fournier
SECONDED BY: Ray Scissons

THAT THE COMMITTEE OF THE WHOLE receives the remainder of the communication items for the October 11, 2016 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 COMMUNITY DEVELOPMENT

a) Report of the Planner – Consent Approval Process

The Planner provided an update on the County of Lanark's administrative review of the Planning Department. The County's Planning Administrator is set to retire and the County took this as an opportunity to review this department's operations including the option to delegate approval authority for consents and subdivisions to lower tier municipalities. The Planner recommended that the Township continue with Lanark County as the approval authority for consents and subdivisions because of the additional work that would be required. After a brief discussion, Council agreed with his recommendation.

b) Report of the Planner – Evergreen Concepts Site Plan

The Planner discussed his report on the Evergreen Concepts Site Plan application to add an additional display and office space at 420 Leach's Road. After a brief discussion, the committee agreed with the Planner's recommendation to approve the site plan.

Direction: Staff was directed to bring a Site Plan Agreement By-law to a future council meeting

c) Report of the Planner – Tay River Reflections Zoning Amendment

The Planner reviewed his report on the Tay River Reflections rezoning application and

noted that the issues raised by the Town of Perth have been resolved. The applicant has yet to address the formal requirement to use and upgrade the Evans Road allowance to accommodate emergency vehicles and provide emergency access to the site.

Direction: Staff was directed to finalize the rezoning application and bring a zoning bylaw amendment for Council's consideration to a future meeting.

d) Report of the Planner – Bontes Zoning Amendment

The Planner discussed his report on the Evergreen Concepts Site Plan application. The committee expressed a concern for the impact on homes in the area.

Direction: Staff was directed to schedule the public meeting for November 8, 2016.

e) Report of the Planner – Robertson MHP Zoning Amendment

The Planner reviewed his report on the Robert Zoning Amendment. The Committee agreed with the Planner's recommendation.

Direction: Staff was directed to bring a zoning bylaw amendment for Council's consideration to a future meeting.

7.2 PUBLIC WORKS – No Reports

7.3 CORPORATE SERVICES

a) Report of the Treasurer – Budget Dates

The Treasurer discussed the date for the 2017 budget deliberations and the committee agreed with having the budget meeting on November 17 at 8:30 a.m.

b) Report of the Clerk Administrator – OCIF Permanent Funding

The Clerk Administrator reviewed her report and Council approved the recommendation to enter into an agreement with the Province for increased OCIF funding

Direction: To bring a by-law to authorize the agreement to the next council meeting.

7.4 COMMUNITY SERVICES - No Reports

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

No Report

b) Report from Fire Board – Ray Scissons

Next Meeting on October 17, 2016

c) Report from Library Board – George Sachs

1st draft of the 2017 budget includes staff hours to increase the number of hours the library is open as per the strategic plan. Impact to the budget for the 6 additional hours

per week plus the increase of \$37,000 in staff wages equates to 11% increase over the 2016 levy. The committee discussed this and directed Councillor Sachs to keep the increase within 3% as no other department will increase 11%.
Next board meeting is on October 17 at 5:30 p.m., Property Committee is on November 7 at 6:00 p.m.

d) Report from CA's

RVCA – Ray Scissons
Next Meeting on October 27, 2016

MVCA – Gail Code
Next Meeting on October 19, 2016

e) Report from Members of Committee

Drug Strategy – Steve Fournier
Next meeting in November 2016

Environment Initiatives – George Sachs
Next Meeting on November 15 at 5:30 p.m.

8. CLOSED SESSION

8.1 Disposal of Property - Port Elmsley Hall

MOTION #COW-16-141

MOVED BY: Gail Code
SECONDED BY: Ray Scissons

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 6:57 p.m. to discuss a matter pertaining to a pending disposition of land by the municipality;

AND THAT Cindy Halcrow and Karl Grenke remain in the room.

ADOPTED

MOTION #COW-16-142

MOVED BY: Steve Fournier
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 7:08 p.m.

ADOPTED

RISE AND REPORT

MOTION #COW-16-143

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THAT the Committee of the Whole recommends that the Council of the Corporation of the Township of Drummond/North Elmsley hereby declares 120 Station Road being Part Lot 12 Concession 7, North Elmsley, as in NE4216 & RS26267, as in NE1598, RP27R-2109, Part 4, RP27R-8366, Parts 1 & 2, RP27R-10810 Part 1 as surplus.

ADOPTED

9. **Unfinished Business:** None.

10. New Business

10.1 OCIF Top-Up Project

The Committee reviewed the request received from Tay Valley to submit a joint application to reconstruct Otty Lake Road under the OCIF Top-Up program. Council had already authorized an application for Armstrong Bridge. The Clerk Administrator noted that joint projects will receive more points but the \$50M fund is too small to accommodate all the applications so success will not be guaranteed. After a brief discussion, the committee agreed to submit a joint application with Tay Valley for Otty Lake Road reconstruction.

MOTION #COW-16-144

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THAT the Committee of the Whole recommends that the Council of the Corporation of the Township of Drummond/North Elmsley hereby amends Resolution No. 16-099, B.2 to change Armstrong Bridge to Otty Lake Road.

ADOPTED

11. Adjournment

MOTION #COW-16-145

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THAT the Committee of the Whole stand adjourned at 7:09 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

#17 Committee of the Whole

October 25, 2016

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

	Page
1. 2017 Excellence In the Arts Award	2 - 4
2. Perth & District Library Board Minutes September 19, 2016	5 - 10
3. Peterborough Chamber Via Rail Presentation	11 - 12
4. Premier of Ontario Climate Change Action Plan	13
5. Ministry of Transportation - Climate Change Discussion Paper	14
6. Railway Safety Funding	15 - 16
7. RVCA Wetlands	17
8. Situation Table Project Update	18 - 39
9. Rideau Lakes ATV Club - Request for Trail Access	40
10. Town of Petrolia Resolution - Ontario's Intensive Therapy Funding - Autism	41
11. What's Next Ontario - Local Fiscal Gap Assessment Sheet	42 - 61

Township of Drummond/North Elmsley Committee of the Whole



Report By Karl Grenke, Planner
Date October 25, 2016
Report Title Zoning By-law Housekeeping Revisions

1. Staff Recommendation: Resolution Direction Information
 That staff be directed to propose housekeeping zoning amendment provisions.

2. Purpose:

To consider minor modifications to Zoning By-law definitions and provisions for the purposes of clarifying intent and easing the implementation of the land use policies.

3. Background:

Zoning By-laws implement Council’s objectives in managing and directing development and are intended to provide certainty for property owners and neighbours and avoid conflicting land uses. The Township’s current Zoning By-law was adopted in 2012 and establishes the regulations and permissions prescribed in the Official Plan.

A zoning by-law consists of the following:

- Definitions: What different terms and land uses mean for the purposes of the by-law
- General Provisions: Applying to the entire Township (for example, accessory uses and parking requirements)
- Zones: Specific permitted uses and lot requirements for areas of land (ex. Rural, Highway Commercial, etc)
- Administrative Provisions: Enforcement, etc.

Since 2012, the Zoning By-law has been amended many times, typically on a property specific basis to add a new use or change a provision on a lot. As a result there are many site specific exception zones, but the rest of the by-law does not change.

It is common and natural that when a new zoning by-law is adopted staff spend a few years working with it and identify sections that could use some modifications to address issues that have arisen or challenges in implementation. These issues are noted and by staff as they arise and aggregated and they are brought forward for Council’s consideration and possible change in an omnibus housekeeping amendment.

4. Discussion:

The decision on whether to undertake housekeeping revisions (and to what extent) is at Council’s discretion. The Township will not be **required** to adopt a new Zoning By-law until after the adoption of the next Official Plan, however staff suggest it is prudent to consider how and whether the existing policies are working as intended by Council and look to tweak it as required.

A zoning by-law is a legal document and as such, it is important that the precise wording be used in order to exactly reflect Council's intent in case it is challenged either at the Ontario Municipal Board or in court. A Zoning By-law must also be consistent with the Official Plan and as such, no amendment can go against the overall policy intent outlined.

In working with the Zoning By-law since 2012, staff have identified the following issues arising for Council's consideration:

Accessory Apartment definition: Accessory apartments are referenced in the By-law (and defined in the previous 2003 Zoning By-law) but there is no definition. Staff suggest that a definition be established to differentiate accessory apartments that are permitted in most dwellings from other types of multiple dwelling units that are restricted.

High Water Mark definition: There is no current definition and some of the general provisions appear to contradict each other. For clarification, staff suggest instituting a definition relating to either the controlled water elevation (geodetic elevation) or high point of water in an average spring.

Lot Coverage Definition: All development zones have a maximum "lot coverage" which is defined as "percentage of lot area covered by buildings or structures". Staff suggest clarifying whether this should include hardened surfaces such as patios and driveways.

Industrial Facilities Definition: "Assembly plant", "fabricating plant", "manufacturing plant" and "processing plant" all listed as permitted uses in industrial zones however none of those are defined so it is not clear how they differ or what each of them mean. Staff suggest creating at least one new definition that either includes them all or clarifies how they differ.

Hobby Farms: Staff are not recommending a change at this time, but bring forward for Council's consideration the option of changing the definition of a "hobby farm." As per the definition, livestock (other than chickens) are not permitted on lots smaller than 10 acres and there have been many inquiries to staff about horses, cattle and goats on smaller lots.

Tourist Guest house: Staff suggest modifying the wording to clarify that it is intended as a temporary accommodation for tourists compared to a more long term residential land use such as a boarding house.

Markets and Commercial Yard Sales: Market and Commercial Yard Sale definitions are worded similarly however "commercial yard sales" (which include flea markets) are allowed in the Highway Commercial Zone however a "market" is only allowed in one special exception zone. Staff suggest that these definitions be clarified in order to better describe the respective land uses and where they should be permitted. With respect to commercial yard sales, Council may also consider general provisions that limit the amount of outdoor vending area and outdoor storage.

Private Park definition: While the Township successfully argued its interpretation in court twice, staff suggest that the wording of the Private Park, Public Park and Place of Recreation definitions be considered to further clarify the distinction between a public use permitted as of right and an outdoor recreation oriented commercial land use.

Accessory Buildings on Vacant Lots: By-law does not allow 'accessory' buildings (ie. Garages) on a lot without a main building. This principle is common and well established however staff suggest Council considers exemptions to allow very small accessory buildings (ie. tool sheds) under a certain square footage.

Medical Marijuana Facilities: A relatively new land use "created" by evolving federal regulations,

municipalities are grappling with how best to best zone it. Staff recommend that the processing and packaging element as well as the security requirements describe an industrial land use and suggest that these facilities be located in industrial areas however some municipalities also consider it an agricultural land use.

Marine Facility: By-law currently allows up to (the lesser of) 25% of shoreline frontage or 15 m of shoreline frontage to be used for marine facilities such as boathouses. Council may wish to consider reducing that amount.

Sourcewater Protection: The Township is obligated to amend its Official Plan and Zoning By-law to implement sourcewater protection plans. Under a provincial grant, staff are working with a consultant on policy however adopting these policies at the same time may save some administrative costs.

New Septic Systems on Waterfront Lots: Septic systems are treated as “structures” for the purposes of zoning and subject to the same 30 m setback. On some small waterfront lots, replacements of small old holding tanks with modern larger systems have required variances even though there was no other location for them to go. Some municipalities allow enlargements provided no further encroachment or other site specific flexibility.

The above list is not intended to be a definitive list. Staff would be pleased to discuss any other provisions or sections that Council has identified for consideration. As part of the review process staff have also looked for and found some minor technical anomalies (references to policies, language) that do not change the overall intent but should be included in the housekeeping.

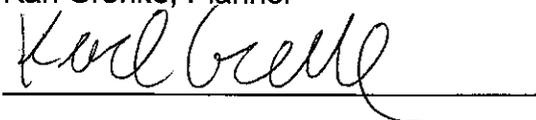
5. Summary:

A housekeeping amendment process is a routine and desirable planning process and there can be as many or as few amendments as Council deems necessary. Further to Council's direction on this report, staff will bring forward draft policy for Council's consideration at a future meeting. As with a site specific zoning amendment, the amendment process follows Section 34 of the Planning Act and includes notice, at least one public meeting and an appeal period. As these are universal rather than site specific amendments, notice would be given by posting at least one ad in a local paper rather than individual mailouts.

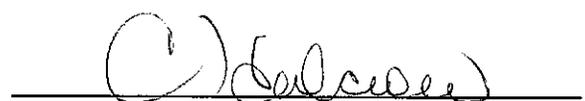
6. Financial: The research, policy development and process for undertaking housekeeping amendments would be done internally by staff and as such billable costs would be low and limited to advertising in the local paper and overhead (postage, etc). While perhaps unlikely, there is also the possibility of an appeal to the OMB and if so the costs would be more substantial. Some of the work will be undertaken concurrent to the sourcewater planning work which is contracted out but covered by a provincial grant, and bundling some of the work would save municipal costs.

7. Attachments: [Click here to enter text.](#)

Prepared By
Karl Grenke, Planner



Approved By



Township of Drummond/North Elmsley Committee of the Whole



Report By **Scott Cameron, Manager of Public Works**
Date **October 25, 2016**
Report Title **Stop Sign Request at Drummond Conc. 9A and Armstrong Side Road**

1. Staff Recommendation: **Resolution** **Direction** **Information**

That a Stop Sign not be installed at Drummond Concession 9A at the intersection of Armstrong Side Road.

2. Purpose: To "NOT" install a Stop Sign on Drummond Concession 9A for the westbound lane of traffic at the intersection of Armstrong Side Road in an attempt to slow traffic down.

3. Background: On October 11th 2016, Mr. Baker from 2028 Drummond Conc. 9A spoke to Council with his concerns regarding the amount of excessive speed that motorists travel along Drummond Conc. 9A near his property. His recommendation was to have the Roads Department install a stop sign at the intersection of Drummond Concession 9A for the westbound lane of traffic at the intersection of Armstrong Side Road to slow traffic down.

4. Discussion: Unfortunately, motorists do not always obey the legal speed limits on our municipal roadways. When it comes to our attention by way of a complaint or if we observe it first-hand that the public's safety is at risk, we notify the OPP of the problem and request that their presents be onsite to reduce the potential problems that occur as a result of speeding. **Book 5** of the **Ontario Traffic Manual (OTM)** is designed to provide information and guidance to road authorities for the use of traffic control devices across Ontario. Attachment "A" of this Report is an excerpt of *Book 5, Section 2; Stop Signs*, which speaks specifically to the purpose of a stop sign and how they are not to be used as speed control devices.

5. Summary: Based on the information identified within the OTM, staff do not support the idea of installing a stop sign on Drummond Conc. 9A at Armstrong Side Road.

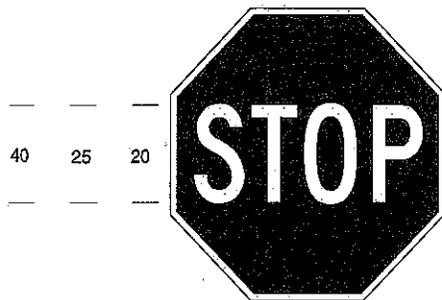
6. Financial: If Council decides to approve a stop sign in this location the cost of material and labour would be approx. \$200

7. Attachments: Attachment "A" OTM Stop Sign Criteria, Purpose and Background.

Prepared By
 Scott Cameron, Manager of Public Works

Approved By
 Cindy Halcrow, Clerk Administrator

2. STOP Sign



Ra-1	60 cm x 60 cm
Ra-101	75 cm x 75 cm
Ra-1101	120 cm x 120 cm
Font	Highway Gothic C
Colour	Legend & Border – White Reflective Background – Red Reflective

on the right. A number of traffic control devices are available to assist in the allocation of right-of-way between vehicles in an intersection, increasing in level of control from a YIELD sign to a STOP sign up to full traffic signal control.

The purpose of the STOP sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted or not yet installed and it has been determined that a YIELD sign is inadequate. The STOP sign requires the driver to stop the vehicle before entering the intersection, yield to any traffic in or approaching the intersection and then proceed when safe to do so.

The introduction of STOP sign control can reduce the frequency of certain types of collision (e.g. right-angle or turning), but also results in delay to motorists and may increase some other types of collision (e.g., rear-end). STOP signs should, therefore, not be used indiscriminately.

ALL-WAY Tab Sign



Ra-1t	15 cm x 30 cm
Font	Helvetica Bold Condensed
Colour	Legend & Border – Red Reflective Background – White Reflective

STOP signs must not be used on the same approach to an intersection where traffic control signals are operating, as the conflicting commands of two types of control devices would be confusing.

Portable or part-time STOP signs must not be used except in emergency or temporary situations, such as in conjunction with Traffic Control Persons or at intersections where traffic signals are inoperative.

Purpose and Background

Where no traffic control device is present at an intersection of two roadways, the basic rules of the road apply. The Highway Traffic Act assigns priority to vehicles already within the intersection or, in the event two or more vehicles are approaching the intersection at approximately the same time, the Act requires the driver on the left to yield to the vehicle

STOP signs are not intended to be used as speed control devices. Their usage should be limited to the control of right-of-way conflicts.

In general, STOP signs should only be used where traffic engineering studies considering such factors as traffic speeds, traffic volumes, restricted sight lines and collision experience, indicate that the use of STOP signs is warranted.

on various regulatory sign types, with effective dates, are set out in Book 5, as part of the description for each sign. (See Book 1b for further background on retroreflective sheeting and illumination.)

1.5 Location

Regulatory signs shall normally be located in accordance with Section 12 (Sign Position) of Book 1b. However, specific or additional requirements for certain regulatory signs may pre-empt or revise directions or specifications prescribed under the general standards in Book 1b. **Such deviations or exceptions from the Book 1b location principles are noted in this Book under the heading "Location Criteria" for the respective signs to which they apply. If for a given sign, exceptions are not noted under this heading, the Book 1b location principles apply.**

1.6 Supplementary Flashing Beacons

Red or amber flashing beacons may sometimes be required to draw the driver's attention to the presence of a regulatory sign, (e.g., a STOP or YIELD sign, a KEEP RIGHT or SCHOOL ZONE MAXIMUM SPEED WHEN FLASHING sign), particularly when visibility distance is reduced due to severe roadway geometry, or other circumstances are present which suggest that greater emphasis is required.

The use of flashing beacons should be restricted to only critical situations, in order to ensure that their impact is not lost due to overuse or to ensure that they do not become a distraction to the driver. A red flashing beacon is only used in conjunction with a STOP sign.

Further information on the correct use of flashing beacons may be found in OTM Book 12 (Traffic Signals) in the section entitled "Flashing Beacon Signals."

1.7 Dynamic Sign Technologies

Recent advances in technology have resulted in the capability to display messages to the driver through the use of dynamic or variable display signs. In general, these signs are not appropriate for use in displaying regulatory type messages, as it is difficult to ensure a consistent and reliable display, in accordance with the text and graphics requirements of the Regulations or by-laws. At the present time, no provision is made in the Regulations for displaying such messages as variable speed limits.

Certain specific applications of dynamic sign technologies are permitted in the HTA (see Highway Traffic Act, Regulation 615, Section 49). Where regulations such as turn restrictions or lane designations take effect only during specific hours, it may be desirable under some circumstances to install dynamic signs which may be changed to show a different display at different times of day or days of the week. Typically, such signs employ a dot or disc matrix construction (fibre optic or light emitting diode) or louvers or shutters to modify the display. Where such signs are employed, they are required to be legible to drivers only during the prescribed hours of operation and to comply as nearly as practicable with the prescribed design and dimensions.

A full discussion of the design and application of dynamic signs may be found in OTM Book 10 (Changeable Message Signs). Further information on the application of such signs within an automated traffic management or control system may be found in OTM Book 19 (Advanced Traffic Management Systems).

Township of Drummond/North Elmsley Committee of the Whole



Report By **Treasurer**
Date **October 25, 2016**
Report Title **Infrastructure Ontario Loan for Capital Projects**

1. Staff Recommendation: Resolution Direction Information

That the Council of Drummond/North Elmsley approves:

- Option # 1 - 5 year loan with estimated annual repayment of **\$212,158** on an estimated \$1 million dollar Infrastructure Loan with \$53,000 going to the capital reserve.
- Option # 2 – 4 year loan with and estimated annual repayment of **\$262,623**.

Further that Council direct staff to prepare a borrowing by-law with Infrastructure Ontario.

Further that Council authorizes staff to draw down the capital reserve of \$600,000 to fund the Coutts Bay Road project.

2. Purpose: To get authorization from Council for a four or five year term for an estimated million dollar loan and to draw down \$600,000 in the capital reserves.

3. Background: This report is a follow up to the Clerk Administrator's report # CA 2016-05 and the Public Works report on the Wildlife Road Upgrades whereby Council agreed to incur a modest debt and reduce the capital reserves for reconstruction work on the capital projects that include Coutt's Bay Road and Drummond Conc. 7 (from 7B to Tennyson Road) and Wildlife Road. The costs of these three projects have not been finalized but they are estimated not exceed \$1,853,000.

The Infrastructure Loan Program provides affordable, long-term financing to the municipality with low interest rates somewhere between 1.7 to 2% based on the time of locking in the loan. The financial strategy is to use \$600,000 from the capital reserve, gas tax funds of \$225,000 and the OCIF funds of \$25,000 to ease the burden of the long term borrowing.

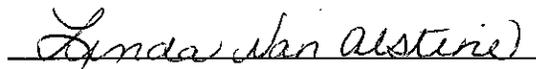
4. Discussion: Option 1 provides for the best case scenario. It allows some flexibility to leverage grant application funding while replenishing the capital reserve. There will be \$6,289 unspent in the 2016 Gas Tax Funding to go towards a capital project in 2017.

5. Summary: The proposed financial strategy is following the Asset Management Plan and the municipality has the ability to pay debt costs on its obligation indebtedness.

6. Financial: Staff believes that the proposed loan options should be considered by Council.

7. Attachments: Option 1 Loan Repayment, Option 2 Loan Repayment, Reserves, Gas Tax Funds and draft borrowing by-law.

Prepared By
Linda Van Alstine, Treasurer



Approved By
Cindy Halcrow, Clerk Administrator



Option # 1

Amortizing Debenture Schedule



Organization Name	DNE
Principal Amount	\$1,000,000.00
Annual Interest Rate	2.0000%
Loan Term (Year)	5
Debenture Date (m/d/yyyy)	1/3/2017
Maturity Date (m/d/yyyy)	1/4/2022
Payment Frequency	Annual
Loan Type	Amortizing

Payment Date	Total Payment	Principal Amount	Interest Amount	Principal Balance	Trf to Reserves
1/2/2018	\$212,158.39	\$192,158.39	\$20,000.00	\$807,841.61	53,000.00
1/2/2019	\$212,158.39	\$196,001.56	\$16,156.83	\$611,840.05	53,000.00
1/2/2020	\$212,158.39	\$199,921.59	\$12,236.80	\$411,918.46	53,000.00
1/4/2021	\$212,158.39	\$203,920.02	\$8,238.37	\$207,998.44	53,000.00
1/4/2022	\$212,158.41	\$207,998.44	\$4,159.97	\$0.00	265,000.00
Total	\$1,060,791.97	\$1,000,000.00	\$60,791.97		

During each year the loan repayment will be \$212,158 while \$53,000 would be transferred to the construction reserve. This would be in keeping with the annual repayment of \$265,000 from 2012 to 2016.

Option # 2

Organization Name	DNE
Principal Amount	\$1,000,000.00
Annual Interest Rate	2.0000%
Loan Term (Year)	4
Debenture Date (m/d/yyyy)	1/3/2017
Maturity Date (m/d/yyyy)	1/4/2021
Payment Frequency	Annual
Loan Type	Amortizing

Payment Date	Total Payment	Principal Amount	Interest Amount	Principal Balance
1/2/2018	\$262,623.75	\$242,623.75	\$20,000.00	\$757,376.25
1/2/2019	\$262,623.75	\$247,476.23	\$15,147.52	\$509,900.02
1/2/2020	\$262,623.75	\$252,425.75	\$10,198.00	\$257,474.27
1/4/2021	\$262,623.76	\$257,474.27	\$5,149.49	\$0.00
Total	\$1,050,495.01	\$1,000,000.00	\$50,495.01	

There are no transfers to Reserves under this option.

Reserves

2016 Reserves							Report Scenario	opening 2017	Budget 2017	2017 Yr End
DESCRIPTION	Balance as at DEC 31, 2015	2016 Actual INCREASE	2016 Budget INCREASE	2016 Actual DECREASE	2016 Budget DECREASE	Actual Balance at April 30.16	Decrease	Increase		
Working Funds	635,652	5,000	5,000	8,100	8,100	632,552		632,552		
Contingency/Drain Stabilization	185,949	0				185,949		185,949		
Election	7,500	7,500	7,500			15,000		15,000	7,500	
Office/Technology Equipment	30,500	12,000	12,000	8,000	8,000	34,500		34,500	8,000	
Transportation										
Roads - Bridges	111,563	0				111,563		111,563		
Roads - Construction & Capital	719,408			43,200		676,208	-600,000	76,208	53,000	
Roads - Vehicles & Equipment	122,532	131,000	131,000	253,500	131,000	32		32	131,000	
Environmental Services										
Waste Disposal Site	242,526	103,000	103,000			345,526		345,526	73,000	
Other										
Building Vehicle	25,000	5,000	5,000			30,000		30,000	5,000	
Facilities	79,905	62,000	62,000	20,000	20,000	121,905		121,905	62,000	
Legal	30,000					30,000		30,000		
Stabilization Accounts										
Police Reserve	104,960	0				104,960		104,960		
Winter Control -Roads Stabilization	38,500					38,500		38,500		
TOTAL	2,333,995	325,500	325,500	332,800	167,100	2,326,695		1,726,695	339,500	2,066,195

Gas Tax	2016 Budget Original Estimates	2016 Budget Revised
Gas Tax Revenue	231,289	231,289
Reduce Gas Tax Revenue for:		
Armstrong Bridge	-40,000	0
Buttermilk Hill Bridge	-40,000	0
Wildlife Road	-35,000	-35,000
Coutts Bay Rd	-125,000	-190,000
Total of Projects	-240,000	-225,000
(over/under) Gas Tax	8,711	-6,289

MUNICIPALITY FULL LEGAL NAME, INCLUDING THE CORPORATION OF THE XXXXX, IF APPLICABLE OR UPPER-TIER MUNICIPALITY FULL LEGAL NAME]

BY-LAW NUMBER XXXXX

A BY-LAW TO AUTHORIZE CERTAIN NEW CAPITAL WORKS OF [MUNICIPALITY FULL LEGAL NAME, INCLUDING THE CORPORATION OF THE XXXXX, IF APPLICABLE OR UPPER-TIER MUNICIPALITY FULL LEGAL NAME] (THE "MUNICIPALITY"); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING SUCH CAPITAL WORKS; TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH WORKS; AND TO AUTHORIZE LONG TERM BORROWING FOR SUCH WORKS THROUGH THE ISSUE OF DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the "**Act**") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule "A" (individually a "**Capital Work**", collectively the "**Capital Works**", as the case may be) attached hereto and forming part of this By-law ("**Schedule "A"**") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A", subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS in accordance with section 4 of Ontario Regulation 403/02 (the "**Regulation**"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "**Updated Limit**"), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "**Authorized Expenditure**" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the "**Estimated Annual Amount Payable**") and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Municipal Board pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long term debt financing in order to meet capital expenditures incurred on or after January 1, 2004 in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application on the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted an application to OILC (the "**Application**") to request financing for the Capital Work(s) by way of long term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved the Application;

NOW THEREFORE THE COUNCIL OF [MUNICIPALITY FULL LEGAL NAME, INCLUDING THE CORPORATION OF THE XXXXX, IF APPLICABLE OR UPPER-TIER MUNICIPALITY FULL LEGAL NAME] ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$XXXXX substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
 - (a) The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule "A" is hereby approved and authorized;
 - (b) any one or more of the Head of Council and the Treasurer are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality's usual protocol;

where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and

where applicable, the undertaking of the Capital Work or of each Capital Work, as the case may be, shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.

The Head of Council and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary and long term borrowing from OILC in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.

The Head of Council and/or the Treasurer are hereby authorized, pending the substantial completion the Capital Work or each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree, and to sign such evidence of indebtedness as OILC may require (the "**Note**") and to deliver the Note to OILC, such execution and delivery to be conclusive evidence of such agreement; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to

Township of Drummond/North Elmsley Committee of the Whole



Report By Clerk Administrator
Date October 25, 2016
Report Title Inter Municipal Service Delivery
 REPORT # CA-2016-20

1. Staff Recommendation: Resolution Direction Information

THE COMMITTEE OF THE WHOLE recommends that the COUNCIL OF THE Corporation of the Township of Drummond/North Elmsley endorse the Inter-Municipal Service Delivery 2017 projects.

Background:

In late 2015, the Councils of the three (3) original partner municipalities gave direction to undertake a four (4) phase Inter-Municipal Service Delivery Plan based upon the following concepts:

- Study and evaluate Inter-Municipal Service Delivery opportunities;
- Recommend a pilot phase of services to be tested (2016), and;
- If the pilot phase is successful, evaluate secondary services that could be shared by the local municipalities.

This Inter-Municipal Service Delivery Plan was initially designed by means of:

Phase# 1: October/November 2015: That the Councils of the three (3) partnership municipalities review, and endorse, in principle, the concept of Inter-Municipal Service Delivery (**Completed: December 2015**).

Phase # 2: December 2015: The CAOs/Treasurers Group met and set out the parameters of the Inter-Municipal Service Delivery Pilot project for 2016 (**Completed: December 10, 2015**).

Phase # 3: November 2016: Evaluate the Inter-Municipal Service Delivery Pilot project and report back to the three (3) partner municipalities and ask the partner Councils if the results of the pilot project merit the continuation of the Inter-Municipal Service Delivery Plan in 2017. (**Completed by means of this report**)

Phase # 4: November 2018: Should the Inter-Municipal Service Delivery Project receive partner support in 2017, the CAOs/Treasurers Group will be

tasked with bringing forward additional services to be considered in the 2018 budgetary process.

The CAOs of the Township of Drummond/North Elmsley, Tay Valley Township, Lanark Highlands, Montague Township (new participant) and the Town of Perth collectively met on October 12, 2016, to discuss the Inter-Municipal Service Delivery (IMSD) Year End Project Results for 2016 and to set the IMSD Plan recommendation for 2017.

As a result of this meeting, this report is being presented to all partner Councils to recommend the adoption of the Inter-Municipal Service Delivery Projects for 2017.

At the end of the day, it is our citizens who will benefit from more efficient and effectively run services while remaining directly under the auspice of the five (5) local municipal Councils.

Inter-Municipal Service Delivery Project Results: 2016

Program #1: Joint Training: Draft Employee Training Program (Administrative Efficiency):

Part A:

- Worker Health & Safety Awareness in 4 steps (on-line group session) with a certificate at the end;
- Accessibility Video and Question Sheet;
- WHMIS training with question sheet;
- Harassment in the Workplace Video – added question sheet;
- First Aid & CPR;
- Occupational Health and Safety training;
- Fire Extinguisher training;
- Two (2) joint training sessions for new hires were held at the Town of Perth in spring 2016, designed for the university/college four (4) month hires and the high school two (2) month hires.
- A Master Training List of training requirements was collated for all participating municipalities and it was noted that this List helped identify the training needs in tandem with the joint training opportunities between the participating municipalities.

The aforementioned training is identical for all municipalities and through classroom style education with all partners; we were able to train all of our staff (existing & new hires) in regard to our training obligations. Please note that we acknowledged that better coordination of hiring dates will lead to greater training numbers.

Lastly, the above noted training elements are considered the basic training for employees and being able to document the successful training outcomes is a significant benefit for all municipal Councils.

Program #2: Joint Tendering: Energy Audit (Financial Efficiency)

The group reviewed the Request for Proposal (RFP) process that was jointly undertaken by Lanark County and the lower tier municipal group. Overall, Honeywell was the selected contractor and currently they are setting up appointments with the various municipalities and Lanark County to take the steps required to complete an "Opportunity Assessment Report".

Energy being consumed in both buildings and utilities will be documented in the aforementioned Opportunity Assessment Report and the energy savings identified would be rolled back into the payment schedule to fund these energy retrofit changes.

Of note, Honeywell will guarantee the predicted energy outcomes and if they do not yield the estimated results they will financially fund the shortfall to the client.

This council put this program on hold pending the results of other area municipalities or further information from Honeywell on the program details.

Program #3: Animal Control & Pound Services (Financial Efficiency)

The group of municipalities is still investigating the joint needs in terms of Animal Control and Pound Services and in early 2017 should be able to determine if a joint undertaking can be developed to meet our needs in an affordable fashion.

Inter-Municipal Service Delivery Projects for 2017

The IMSD group discussed our needs and commonality of challenges and the following list of 2017 projects are recommended to our respective Councils:

- Future of recreation – feasibility study & survey and follow up discussions.
- Building inspection back-up services and discussion of future joint support services.
- By-law Enforcement and Property Standards discussion about the new provincial requirements and how we can jointly meet these new obligations in an effective joint manner.
- Joint Training (continuation from 2016).
- Energy Management Services (continuation from 2016).

Please note that all member municipalities may participate in any IMSD project or all of them if desired.

Overall, this recommended continuation of the IMSD project hopefully will be supported by our local Councils and more importantly be imbedded as a cornerstone to our ongoing service delivery planning practices.

Options:

Option 1: Recommended: Endorse, the Inter-Municipal Service Delivery Projects for 2017.

Option 2: Not Recommended: Maintain the status quo. Do not endorse, the Inter-Municipal Service Delivery Projects for 2017.

Financial Considerations:

Fiscal sustainability is the key to the annual budgetary process for all member municipalities. Ongoing increases beyond the Consumer Price Index (CPI) for items such as hydro, labour, and policing have put a pressure on Council to think outside the box with respect to service delivery.

The IMSD project allows staff to brainstorm about possible partnerships and whether the savings is in time or a quantifiable financial outcome, we are at the end of the day more efficient and effective as a result of this new inter-municipal servicing partnership.

Applicable Policy/Legislation:

All five (5) Councils have the fiduciary responsibility for the provision of services to the residents under the auspice of the Ontario *Municipal Act*.

Respectfully submitted,



Cindy Halcrow,
Clerk Administrator

RESOLUTION OF COUNCIL

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

October 25, 2016

Number: 16-_____

Moved By: _____

Seconded By: _____

BE IT RESOLVED THAT the Council of the Corporation of the Township of Drummond/North Elmsley hereby gives notice to the Perth and District Union Library that:

The annual budgetary direction for 2017 be limited to a 1% maximum increase over the 2016 partner contribution.

CARRIED