



Township of Drummond/North Elmsley

**#1 Committee of the Whole – Chair, Ray Scissons
January 9, 2017 at 5:00 p.m. 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. 2017-056.

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1. Call to Order – 5:00 p.m.	
2. Disclosure of Pecuniary Interest	
3. Minutes of Previous Meeting	
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7.5 Clerk/Members of Council (presented at the meeting)	
a) Report of the Reeve	
b) Report from Fire Board	
c) Report from Library Board	

- d) Report for CA's
- e) Reports from Members of Committee

8. Closed Session

9. Unfinished Business

10. New Business

10.1 Street Lighting - Concession 1 & Highway 43 (George Sachs)

11. Adjournment



#24 Minutes Meeting of December 19, 2017 Committee of The Whole

The Committee of the Whole met on Tuesday, December 19, 2017 at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

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

Staff Present:	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk

1. Call to Order

The meeting was called to order at 5:00 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 December 12, 2017

MOTION #COW-17-220 (Verbal)

MOVED BY: Steve Fournier

SECONDED BY: George Sachs

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on December 12, 2017 as circulated.

ADOPTED

3.2 Closed Session Minutes of December 12, 2017

MOTION #COW-17-221 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the minutes of the closed Committee of the Whole meeting held on December 12, 2017 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-17-222 (Verbal)

MOVED BY: George Sachs
SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the agenda for the December 19, 2017 meeting of the Committee, as presented.

ADOPTED

5. Petitions/Delegations/Public Hearings: None

6. Communication/Correspondence

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

MOTION #COW-17-223 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THAT THE COMMITTEE OF THE WHOLE receives the communication items for the December 19, 2017 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 COMMUNITY DEVELOPMENT

a) Report of the Planner – Local Planning Appeal Tribunal

The Planner provided an update to Bill 139 the *Building Better Communities and Conserving Watersheds Act*. He noted the most noticeable impact to municipalities will be on the function and process of planning appeals. Bill 139 replaces the Ontario Municipal Board with the Local Planning Appeal Tribunal. Planning appeals will be reformed and the Planner will provide additional information at a later date. The report was received as information.

b) Report of the Planner – 2017 Committee of Adjustment Report

The Planner updated Council on the activity of the Committee of Adjustment in 2017 including minor variance applications. In 2017 16 minor variance applications were received which is up from 13 in 2016. The report was received as information.

c) Report of the Planner – 2017 Severance Report

The Planner updated Council with a status report on severance applications for 2017 with 10 applications processed; 7 lots enlarged and 11 new lots created. The report was received as information.

7.2 PUBLIC WORKS: No Report

7.3 CORPORATE SERVICES

a) Report of the Treasurer – 2018 Interim Tax Rates

The Clerk Administrator provided a brief update on behalf of the Treasurer on the 2018 Interim Tax Rates.

MOTION #COW-17-224 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: George Sachs

THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL

THAT Council enact the proposed By-law to provide for the due dates and collection of the 2018 interim taxes, and

FURTHERMORE THAT staff be directed to prepare a by-law forward to the next Council meeting.

ADOPTED

b) Report of the Treasurer – 2018 Budget Estimates

The Clerk Administrator provided a brief update on behalf of the Treasurer. She reviewed the report based on the budget and the proposed changes.

MOTION #COW-17-225 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: Ray Scissons

THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL

THAT the Committee of the Whole approves the 2018 Budget which includes a 1% cost of living increase for staff, merit increases in the amount of \$12,100 (overtime not included) and 25% increase of the health benefits premiums (100% paid by Township).

AND FURTHERMORE that staff be directed to prepare a by-law to adopt the estimates for the sums required during the year 2018 for general purposes of the Township of Drummond/North Elmsley.

ADOPTED

MOTION #COW-17-226 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: George Sachs

THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL

THAT Council rescinds Resolution #214 of December 12, 2017 Committee of the Whole to approve a \$1,500 donation to the Smiths Falls Public Library

c) Report of the Deputy Clerk – Procedural By-law Amendments

The Deputy Clerk provided an update on necessary changes to the procedural by-law to reflect amendments to the *Municipal Act*.

MOTION #COW-17-227 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Steve Fournier

THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL

THAT Council approves the amendments to the Procedural By-law #2015-011 to reflect amendments as outlined below:

- Update definitions for “meetings”
- Update criteria for closed session
- Exclude electronic participation in meetings
- Include written disclosure form

AND FURTHERMORE THAT a by-law be presented at the December 19, 2017 Council meeting for passage.

ADOPTED

d) Report of the Clerk Administrator – Unopen Road Allowance Policy

The Clerk Administrator reviewed the unopen road allowance policy regarding restricting obstructions and encroachments on an unopened road allowance.

MOTION #COW-17-228 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: Aubrey Churchill

THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL

THAT Council approve the Use of Unopened Road Allowances Policy;

AND FURTHERMORE that staff be directed to bring a by-law forward for passage.

ADOPTED

7.4 COMMUNITY SERVICES

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

The Reeve provided a verbal update on the following items:

- December 18, 2017 North Elmsley School – Breakfast with Santa
- December 19, 2017 Annual Christmas Luncheon with staff

b) Report from Fire Board

c) Report from Library Board , George Sachs – December 18, 2017

- Received \$10,000 from Toronto Library
- Rotary Club donated \$3,500
- Library received reaccreditation
- Fundraising committee has been established

d) Report from CA's

Rideau Valley Conservation Authority – Ray Scissons

- New Conservation Authority Act has been passed
- Undergoing program review to reduce costs
- Draft budget received
- Next meeting January 25, 2017

e) Report from Members of Committee: None

8. CLOSED SESSION: None

9. Unfinished Business:

9.1 Pop Up Library

There was a discussion on the putting pop-up library box at the municipal office. Staff were directed to advertise the pop-up library on the website and Facebook page, as well as advertise the Memories of Home book on our Facebook page.

10. New Business: None

11. Adjournment

MOTION #COW-17-229 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Ray Scissons

THAT the Committee of the Whole stand adjourned at 5:46 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

#1 Committee of the Whole

January 9, 2018

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

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3. Ministry of Finance - Legal Cannabis	5 - 6
4. Ontario PC Platform - People's Guarantee	7 - 8
5. Mississippi Valley Conservation Authority - 2018 Draft Budget	9 - 26
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Township of Drummond/North Elmsley Committee of the Whole

Report By **Scott Cameron, Manager of Public Works**
Date **January 9, 2018**
Report Title **Purchase a Roadside Mowing & Brushing Tractor**

1. Staff Recommendation: Resolution Direction Information

THAT the Council of the Township of Drummond/North Elmsley accepts the bid from Elliott Farm Equipment Ltd. to purchase a Roadside Mowing & Brushing Tractor for \$168,182.53 (plus applicable taxes). And;

THAT the Council of the Township of Drummond/North Elmsley approves that the additional funding required over the existing 2017 Budget funding of \$130,000 will come from the Equipment Reserve.

2. Purpose:

The purpose is to replace the existing 2007 roadside mowing tractor with a larger roadside mowing/brushing tractor.

3. Background:

Township currently owns a 2007 Kubota tractor c/w sickle mower for roadside mowing. With the rapid growth of small brush and the ongoing threat of Wild Parsnip, staff feels that a larger mowing tractor and brushing head would allow us to maintain our roadside growth proactively by having a larger reach heavier cutting capabilities. This purchase will help keep our fleet in good condition and stay compliant with our current Asset Management Plan. The purchase of this piece of equipment was approved within the "2017 Capital Budget" at an estimated cost of \$130,000.

4. Discussion:

Staff advertised the Equipment RFP within the local newspaper and on the Township's web-site. Four equipment suppliers picked up documents and were given two weeks to review. On Wednesday December 13th 2017 at 2:00pm local time, four proposals were received. All four proposals were scored on the following:

- Cost Factor.....40 points*
- Equipment Specs.....30 points*
- Warranty & Service.....20 points*
- Integration with Fleet...10 points*

As all companies met the requirements and practically scored the same on, *Equipment Specs.*, *Warranty & Service* and *Integration with Fleet*. The deciding influence came down to *Cost Factor*.

Below are the bid prices received: (less applicable taxes)

Elliott's (Massy Ferguson).....\$162,375
Hartington's (Kubota).....\$171,100
Green Tech (John Deere).....\$173,117
Smith's (New Holland).....\$186,620

Elliott's also provided us an option to upgrade to a "Votec" flail mower for an additional \$5,807 which would increase their bid to \$168,182 and still keep them at low bid for the tender for our consideration.

5. Financial:

The purchase of this piece of equipment was approved within the "2017 Capital Budget" for \$130,000. Based on the above noted bid prices the existing funding falls short of the current bids. Therefore, staff is recommending that the balance of the funding come from the *Equipment Reserve* to cover the outstanding balance of Elliott's bid. The Equipment Reserve currently has \$280,890 in it which is sufficient enough to cover the additional costs.

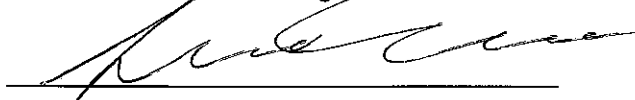
6. Summary:

Staff recommends that Council accepts the bid from Elliott Farm Equipment Ltd. to purchase a *Massy Ferguson* tractor, *Diamond* brushing arm and a *Votec* flail mower for \$168,182 (plus applicable taxes).

7. Attachments: None.

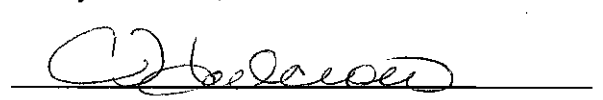
Prepared By

Scott Cameron, Manager of Public Works



Approved By

Cindy Halcrow, Clerk Administrator



Township of Drummond/North Elmsley Committee of the Whole



Report By Clerk Administrator
Date January 9, 2018
Report Title One-Third Allowance
 REPORT # CA-2018-01

1. STAFF RECOMMENDATION: Resolution Direction Information

THE COMMITTEE OF THE WHOLE RECOMMENDS that Council approve that one-third of the remuneration paid to the elected members of Council continue to be considered as expenses incident to the discharge of their duties as members of Council or a local board as per the provisions of subsection 283(7) of the *Municipal Act, 2001*

AND FURTHERMORE that staff be directed to bring a by-law forward for passage.

2. PURPOSE:

The purpose of this report is to review the one-third tax allowance benefit for Members of Council for the term of Council 2014-2018.

3. BACKGROUND:

The *Municipal Act* allows municipalities to remove the one-third tax free portion included in the remuneration paid to Members of Council. Each term, Council must review the continuation of the one-third tax free provision and decide whether to maintain the tax free status or convert their remuneration to 100% taxable. Once Council elects to eliminate this provision, it becomes effective in the subsequent year, and future Councils cannot revert back to the tax free allowance.

4. DISCUSSION:

Under current tax legislation, one-third of a councillor's total remuneration can be excluded from income (tax free). Total remuneration consists of salaries and honorariums. For council members that pay into OMERS, 100% taxable income becomes pensionable service compared to only two-thirds of the pensionable service, if the one-third portion is non-taxable.

Since the change in legislation in 2001, each term, previous Councils have reviewed this option to maintain the one-third tax free portion of their remuneration. The current

Council is now required to review this provision and determine whether or not to retain the tax free provision.

It is recommended that the one-third tax free portion be maintained as there are no additional costs associated with this option.

FINANCIAL IMPLICATIONS:

None. There are no costs associated with maintaining the status quo.

5. ATTACHMENTS – Draft Bylaw

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Halcrow", written in a cursive style.

Cindy Halcrow,
Clerk Administrator

THE CORPORATION OF THE TOWNSHIP
OF DRUMMOND/NORTH ELMSLEY

BY-LAW NO. 2018-

COUNCIL 1/3rd INCIDENTAL EXPENSE BY-LAW

BEING A BY-LAW TO ESTABLISH THE ONE-THIRD OF COUNCIL REMUNERATION AS EXPENSES INCIDENT TO THE DISCHARGE OF COUNCIL DUTIES.

WHEREAS Section 283 (1) of the Municipal Act, 2001, 5.0. 2001, c. 25, as amended, permits a municipality 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 Section 283 (7) states a Council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

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

1. **THAT** one-third of the remuneration paid to members of Council continues as expenses incident to the discharge of their duties as members of the Council.
2. **THAT** this by-law comes into force and effect on the day of its passing.

By-law read a first, second and third time and finally passed this 23rd day of January, 2018

Aubrey Churchill, Reeve

Cindy Halcrow, Clerk Administrator