



#11 Minutes Meeting of June 28, 2016 Committee Of The Whole

The Committee of the Whole met on Tuesday, June 28, 2016 at 5:10 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

Members Present:	Aubrey Churchill Steve Fournier George Sachs Ray Scissons	Reeve Councillor Councillor Councillor (Chair)
Staff Present:	Cindy Halcrow Cathy Ryder	Clerk Administrator Deputy Clerk
Absent:	Gail Code	Councillor

1. Call to Order

The meeting was called to order at 5:10 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 June 14, 2016

MOTION #COW-16-082 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on June 14, 2016 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-16-083 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the agenda for the June 28, 2016 meeting of the Committee as amended.

ADOPTED

Amendments

8.1 Closed Session (Dealt with after Item 5.1)

10.1 New Business – Room at Perth and District Hospital

5. Petitions/Delegations/Public Hearings

5.1 5:10 Habitat for Humanity – Susan Freeman

Susan Freeman reviewed her PowerPoint presentation regarding Habitat for Humanity in the Perth and district area. The Habitat for Humanity Society is a non-profit organization with the goal of providing chosen families with a safe and decent place to live. The Society works with volunteers and partners to build housing in order to provide access to affordable ownership. Some of the key features of the program are: no down payment required no interest on mortgage payments, mortgage payments go into a revolving fund used to build more homes and all money collected from the interest-free mortgages is then used to build future homes. A request was made to add a link to our website directing users to their program.

6. Communication/Correspondence

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

MOTION #COW-16-084 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: Aubrey Churchill

THAT THE COMMITTEE OF THE WHOLE receives the communication items for the June 28, 2016 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 COMMUNITY DEVELOPMENT

a) Report of the Planner – Blair/McLaren Severance Application

The Planner reviewed his report and highlighted the issues with respect to the Blair/McLaren severance application.

Action Item: Direction given to staff to give the applicant the choice of what he wanted to do:

- 1) rezone the property,
- 2) apply for a minor variance or
- 3) modify the severance to a decent size.

b) Report of the Planner – Delegation of Authority for Planning Agreements

The Planner was seeking a change in administration and processing of minor and routine planning applications for the purposes of shortening timelines. Due to Council meetings taking place every two weeks, sometimes it is difficult to meet the 30 day approval site plan control applications. He reviewed two options with Council; option 1 would delegate signing authority to the Clerk Administrator and Reeve rather than reporting directly to Council, Option 2 would be maintaining the status quo of reporting

directly to Council. Council agreed with option 1 but directed the Planner to specify in the by-law what “minor” means.

MOTION #COW-16-085 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT signing authority for development agreements and minor site plan agreements be delegated to the Clerk Administrator and Reeve; and

FURTHERMORE that staff be directed to bring forward an implementing by-law.

ADOPTED

c) Report of the Planner – Official Plan Amendment re: Source Water Protection

The Planner reviewed his report and after a brief discussion on risk management costs and the impacted properties, the following motion was adopted.

MOTION #COW-16-086

MOVED BY: Aubrey Churchill
SECONDED BY: Steve Fournier

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council endorse the proposed planning approach for implementing the Source Water Protection Plan, and

FURTHERMORE THAT staff are directed to schedule the statutory public meeting upon finalizing the draft by-law.

ADOPTED

d) Report of the Planner – Robertson Official Plan Amendment

The Planner his report on the official plan amendment and recommended that the committee approve the official plan amendment being Option 1 of the Planner’s report.

MOTION #COW-16-087 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: George Sachs

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approves the Robertson Official Plan Amendment application and re-designates the subject lands from Mobile Home Development-Special Policy 1 and Rural to Mobile Home Development; and

FURTHERMORE THAT staff be directed to forward all appropriate information to Lanark County for review and potential approval.

ADOPTED

e) Report of the Chief Building Official – Activity Report

The report was received as information.

f) Report of the Chief Building Official – WSIB Intern

The CBO reviewed his report recommending that the Township participate in the WSIB retraining program for an intern within the Building Department.

MOTION #COW-16-088 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: George Sachs

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council approves entering into an agreement with WSIB for retraining an individual to re-enter the work force at no cost or liability to the Township.

ADOPTED

7.2 PUBLIC WORKS – No Reports

7.3 CORPORATE SERVICES

a) Report of the Clerk Administrator – RFP – Energy Management Services

The Clerk Administrator reviewed her report on the energy management services. The committee had concerns with the letter of intent and recommended that the Township wait until Perth had their results before moving ahead on this.

b) Report of the Clerk Administrator – Local Improvement By-law for Ebbs Bay Property Owners Association

The Clerk Administrator advised the committee the agreement has been signed by 50 property owners and two more are expected to sign. This means that 4 owners will not be signing. The special charges will be the responsibility of the Association to pay. They will be collecting this money from the annual maintenance invoice and will enforce through the courts if necessary.

MOTION #COW-16-089 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Steve Fournier

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council supports the Local Improvements By-law for Ebbs Bay Drive and Dunlop Crescent to be paid by the consenting property owners and the Ebb's Bay Property Owners' Association (EBPOA);

AND FURTHERMORE THAT the Reeve and Clerk Administrator are authorized to execute the Ebbs Bay Drive and Dunlop Crescent Reconstruction Local Improvement agreement;

AND FURTHERMORE THAT staff are directed to bring the Local Improvements By-law to a future Council meeting for passage.

ADOPTED

7.4 COMMUNITY SERVICES – No reports

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

The Reeve provided a verbal update on the following items:

May 12 – Lanark County annual emergency training in Smiths Falls

May 13 – sign cheques at office

May 19 – welcomed Trekkers at CC's on the Rideau at Rideau Ferry

May 20 – welcomed canoe and kayakers at Rideau Ferry docks

May 20 – participated in flotilla from Last Duel Park to Perth Basin

May 26 – Attended D/NE TV Fire Rescue vehicle rescue challenge kick off at fire hall in Perth

May 27 – attended the Perth District Community Foundation Golf Tournament

June 3 – weekly meeting with CA

June 6 – Met with Shawn MacAadoo and Adam O'Connor over possible subdivision on Otty Lake Road

June 9 – attended the opening of the Garden of Hope at the Perth hospital

June 10 - weekly meeting with CA

June 17 – attended unveiling of Settlers' Trial plaque at Rideau Ferry

June 21- Cindy and I attended a recreation cost sharing meeting with Howard Allan and Smiths Falls along with the other community partners

June 24 – attended the Jerry Lowe Memorial Golf Tournament

b) Report from Fire Board

Ray Scissons – No report

c) Report from Library Board – George Sachs

- Meeting on July 15 to review quotes
- Property meeting at 5:30 and Board meeting at 6:00 p.m.
- The meetings will be held at 5:30 instead to 5:00 from now on
- The pay equity payouts will be done end of June for current employees and end of July for past employees

d) Report from CA's

RVCA – Ray Scissons

- Watershed tour last week – Smiths Falls Water Treatment Plant and City of Ottawa
- Next meeting is on July 28

e) Report from Members of Committee

Steve Fournier – No Drug Strategy meeting

8. CLOSED SESSION (Dealt with after 5.1)

8.1 Personal matters about an identifiable individual municipal employee.

MOTION #COW-16-090 (Verbal)

**MOVED BY: George Sachs
SECONDED BY: Steve Fournier**

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 5:25 p.m. to discuss personal matters about an identifiable individual municipal employee;

AND THAT the Clerk Administrator and Deputy Clerk remain in the room.

ADOPTED

MOTION #COW-16-091 (Verbal)

**MOVED BY: Aubrey Churchill
SECONDED BY: George Sachs**

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 5:45 p.m.

ADOPTED

RISE AND REPORT

MOTION #COW-16-092 (Verbal)

**MOVED BY: Aubrey Churchill
SECONDED BY: Steve Fournier**

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approves the hiring of an Administrative Assistant/Receptionist on a contract basis for up to one year with the possibility of a one year extension; and

FUTHERMORE THAT Janet George be appointed Tax Administrator and Diane Anderson be appointed as Accounts Payable/Payroll Clerk.

ADOPTED

9. Unfinished Business

9.1 Mississippi Valley Conservation Wetland Regulations

The committee discussed the impact of regulating undesignated wetlands and how property owners are unaware how this may impact them. George Sachs will bring a resolution forward. In the meantime, staff was directed to write a letter to MVCA asking them to notify all township property owners that will be affected by this new policy.

10. New Business

10.1 The Great War Memorial Hospital of Perth District Foundation – Adopt a Room Campaign

Aubrey Churchill presented the Adopt a Room Campaign and recommended that the Township direct its annual donation for adopting a ward for \$10,000 under this campaign. The room will have the Township's name on.

MOTION #COW-16-093 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: George Sachs

THAT the Committee of the Whole recommends that the Township adopt a ward for \$10,000 to be paid over 2016/2017.

ADOPTED

11. Adjournment

MOTION #COW-16-093 (Verbal)

MOVED BY: George Sachs
SECONDED BY: Steve Fournier

THAT the Committee of the Whole stand adjourned at 7:22 p.m.

ADOPTED

CHAIR

DEPUTY CLERK