



Township of Drummond/North Elmsley

**#13 Committee of the Whole – Chair, Ray Scissons
August 23, 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.*

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2. Disclosure of Pecuniary Interest	
3. Minutes of Previous Meeting	
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4. Approval of Agenda	
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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

- 8.1** A proposed or pending acquisition of real property or the disposition of land by the municipality or a local board - Port Elmsley Hall

9. Unfinished Business

10. New Business

11. Adjournment



#12 Minutes Meeting of August 9, 2016 Committee Of The Whole

The Committee of the Whole met on Tuesday, August 9, 2016 at 5:05 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

- | | | |
|-------------------------|--|---|
| Members Present: | Aubrey Churchill
Gail Code
Steve Fournier
George Sachs
Ray Scissons | Reeve
Deputy Reeve
Councillor
Councillor
Councillor (Chair) |
| Staff Present: | Cathy Ryder
Scott Cameron
Karl Grenke
Linda Van Alstine
Diane Anderson | Deputy Clerk
Manager of Public Works
Planner
Treasurer
Accounts Payable |

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 June 28, 2016

MOTION #COW-16-094 (Verbal)

MOVED BY: George Sachs
SECONDED BY: Gail Code

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on June 28, 2016 as circulated.

ADOPTED

3.2 Closed Session Minutes of June 28, 2016

MOTION #COW-16-095 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Steve Fournier

THAT the Committee of the Whole approves the minutes of the Closed Committee of the Whole meeting held on June 28, 2016 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-16-096 (Verbal)

MOVED BY: Gail Code
SECONDED BY: George Sachs

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

ADOPTED

5. Petitions/Delegations/Public Hearings

5.1 5:15 p.m. Forced Road – Widenmaier

Ed Widenmaier spoke to Council providing an update on his discussion with the Township regarding clearing up a forced road (Widenmaier Road) crossing his property which remains registered in his name. There was discussion with Mr. Widenmaier, Scott Cameron, Manager of Public Works and Peter Jeffery, Ontario Federation of Agriculture. Scott Cameron reiterated to Mr. Widenmaier that the Land Registry office had been contacted and while the road should be pinned to the Township it was not. The Public Works Manager has been in discussions with them to have this oversight changed but they are unwilling to make the correction to fix the error.

The Chair stated there was nothing Council can do to resolve the issue of the road being pinned to Mr. Widenmaier as opposed to the Township. The Chair suggested that Ontario Federation of Agriculture should lobby AMO.

Action Item: Direction given to staff to provide Mr. Widenmaier with the by-law stating that the portion of road in question belongs to the Township.

6. Communication/Correspondence

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

MOTION #COW-16-097 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Steve Fournier

THAT THE COMMITTEE OF THE WHOLE receives the communication items for the August 9, 2016 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 COMMUNITY DEVELOPMENT

a) Report of the Planner – Robertson Responsibility Agreement

The Planner reviewed his report with Council regarding the responsibility agreement as it relates to the construction, monitoring and maintenance of the communal water and septic system at 949 Drummond Concession 7. The Planner was seeking direction on

how to proceed in terms of securities and the level of financial risk Council is prepared to assume. There was general discussion on providing a flexible level of risk (in terms of allowing the reserves to build up over time) versus maximum protection, which could cover higher upfront replacement costs for the systems. Council was in agreement to minimize the risk to the taxpayer should the septic system fail. There was discussion on the financial implications as it relates to reserves, construction, annual operation, maintenance and capital replacement of the water and septic systems.

Action Item: Direction given to staff to obtain additional information as it relates to the financial information and bring back to a future meeting.

b) Report of the Planner – Severance Report January – July 2016

The Planner provided a status report on severance applications from the first half of 2016. To date there have been 6 applications with 4 in Drummond and 2 in North Elmsley.

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

The Planner provided an update on a proposed zoning amendment to rezone an existing development site and area immediately surrounding it from Rural and Rural-Special Exception 48 to a new Tourist Commercial Special Exception zoning to allow a broader range of uses on the site, including some overnight accommodations. The overall area proposed for the rezoning would be 25.6 acres.

The applicant proposes to use the part of the existing building to accommodate dormitory style rooms as well as a few outbuildings that would provide overnight accommodations. The Planner recommended a public hearing and that Council considers supporting the principle of using Evans Road for emergency vehicle access only such times that Canal Bank Road is impassable. Council accepted the recommendations and the following motion was adopted:

MOTION #COW-16-098

MOVED BY: Aubrey Churchill
SECONED BY: Steve Fournier

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council accepts in principle the utilization of the Evans Road road allowance for emergency vehicle access to the Tay River Reflections site; and

FURTHERMORE THAT staff are directed to schedule and prepare for a public meeting to consider the Tay River Reflections zoning amendment application ZA-16-05.

ADOPTED

7.2 PUBLIC WORKS

a) Report of the Public Works Manager – Roads Update

The Public Works Manager provided an update on the following capital projects:

Wildlife Road – paving complete

7th Concession – paving complete paving (under budget)

Coutts Bay – will begin August 12th

7.3 CORPORATE SERVICES

a) Report of the Treasurer – Planner Contract with Montague

The Treasurer reviewed her report regarding the updated Planning contract between the Township and Montague.

MOTION #COW-16-099

MOVED BY: George Sachs

SECONED BY: Gail Code

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council authorizes staff to enter into an agreement with the Township of Montague for Planning services; and

FURTHERMORE THAT staff are directed to bring a Planning Agreement By-law to a future Council meeting for passage.

ADOPTED

b) Report of the Treasurer – 2016 2nd Quarter Actual to Budget

The Treasurer reviewed the 2nd quarter to actual to budget. The report was received as information.

7.4 COMMUNITY SERVICES

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve – No Report

b) Report from Fire Board – No Report

c) Report from Library Board – George Sachs

- Accepted lowest bid for recirculation desk \$9,234.72
- Accepted lowest bid for space planning for \$10,500.00
- Property meeting October 3
- Board meeting September 19

d) Report from CA's

Rideau Valley Conservation Authority- July 28th, Ray Scissons

- Delegation from large developer for property donation along the Ottawa River (Oblates Property)
- Revenue and expenditure report – everything on target
- Conservation Authority Act under review
- Next meeting August 25

Mississippi Valley Conservation Authority – Gail Code

- Update on wetlands
- Conservation Authority Act – still reviewing comments; second paper published for suggestions and priorities

e) Report from Members of Committee - None

8. CLOSED SESSION

8.1 Personal matters about an identifiable individual – Planning

MOTION #COW-16-100 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Steve Fournier

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 6:15 p.m. to discuss personal matters about an identifiable individual – Planning Services:

AND THAT the Deputy Clerk and Public Works Manager remain in the room.

ADOPTED

MOTION #COW-16-101 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: George Sachs

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 6:17 p.m.

ADOPTED

RISE AND REPORT

- The Committee received the report as information as it relates to Planning Service coverage during the Planner’s absence.

8.2 Personal matters about an identifiable individual – Administrative

MOTION #COW-16-102 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 6:17 p.m. to discuss personal matters about an identifiable individual – Administrative

AND THAT the Deputy Clerk and Public Works Manager remain in the room.

ADOPTED

MOTION #COW-16-103 (Verbal)

MOVED BY: Steve Fournier
SECONDED BY: George Sachs

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 6:18 p.m.

ADOPTED

RISE AND REPORT

- The Committee received the report regarding hiring Mary Remmig for a one year contract position as Administrative Assistant/Receptionist.

8.3 Personal matters about an identifiable individual – Public Works

MOTION #COW-16-104 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 6:18 p.m. to discuss ppersonal matters about an identifiable individual – Public Works;

AND THAT the Deputy Clerk and Public Works Manager remain in the room.

ADOPTED

MOTION #COW-16-105 (Verbal)

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 6:50 p.m.

ADOPTED

RISE AND REPORT

- Staff to proceed with direction given by Council.

9. Unfinished Business: None

10. New Business: None

11. Adjournment

MOTION #COW-16-106 (Verbal)

MOVED BY: Gail Code
SECONDED BY: George Sachs

THAT the Committee of the Whole stand adjourned at 6:57 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

#13 Committee of the Whole

August 23, 2016

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

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Township of Drummond/North Elmsley Committee of the Whole



Report By Clerk Administrator
Date August 23, 2016
Report Title OCIF Expanded Funding
 REPORT #CA 2016- 15

1. Staff Recommendation: Resolution Direction Information

THAT the Council of the Corporation of the Township of Drummond/North Elmsley authorizes staff to submit an application under OCIF top up funding component for Armstrong Bridge.

2. **PURPOSE:** The purpose of this report is to seek approval to submit an application for OCIF Top Up Funding.

3. **BACKGROUND:**

Permanent funding increase:

On July 13, 2016, the Township received notice that the permanent funding component of the Ontario Community Infrastructure Fund will increase from \$25,000 to \$50,000 for the years 2017-2018 and increase to \$63,902 in 2018.

Top up funding:

The province also announced a top-up component whereby the Township is eligible to receive up to \$1.9M for critical infrastructure. There is approximately \$50 million in provincial funding available for the 2016 intake. Capital expenditures on core infrastructure (roads, bridges, water and wastewater, including sanitary and storm water facilities) projects that are part of an asset management plan are eligible, including:

- capital construction of new core infrastructure that addresses an existing health or safety issue
- capital maintenance for the renewal, rehabilitation and replacement of core infrastructure owned by the recipient.

Applicants can only submit one application. Applications must be submitted by 5PM on October 21, 2016. Successful/unsuccessful applicants will be notified in early February 2017 (estimated). Successful applicants must sign and return a contribution agreement shortly thereafter. Projects must be completed by December 31, 2018.

4. DISCUSSION:

The assessment criteria determines which project is the best fit and for this funding opportunity, projects will be assessed as follows:

1) *Primary Criteria: Expected benefit in relation to health and/or safety and technical merit of proposed project*

For bridge projects, health and/or safety issues related to bridges will be assessed primarily on the condition of the structure which must be determined through an inspection carried out in accordance with the Ontario Structure Inspection Manual (OSIM) and the report must be attached to the application.

For road projects, health and/or safety issues related to road infrastructure will be assessed primarily in terms of accident risk.

2) *Secondary Criteria 1: Comprehensiveness of asset management plan*

Applicants are required to submit a copy of their asset management plans as part of their application package. The proposed project must be a priority within the publicly posted asset management plan document showing the project as an element of the plan.

3) *Secondary Criteria 2: Affordability of the proposed project*

Using Financial Information Returns, Statistics Canada data, and information collected from the application form, the Province will review the cost of the proposed project per household in comparison to indicators, such as median household income and weighted property assessment. In general, applicants with greater affordability challenges will be more likely to receive funding.

This is where the Township is in the weakest position as our scoring in the past indicates that the Township is in better shape than most communities. Also the capital projects totaling \$2M this year will not be reflected on the 2015 FIR.

Based on the above criteria the projects that would be the best fit would be Armstrong or Buttermilk Hill Road bridges as critical infrastructure with health and safety issues, both which need to be reconstructed within the next 5 years.

5. FINANCIAL IMPLICATIONS:

The Township will be required to finance a portion of the project and I recommend that the Township apply for 90% funding; which will be a cost of \$70,000 or less depending on the bridge design.

6. SUMMARY

There are two bridges that need to be reconstructed within the next 5 years. Obtaining this funding will assist the Township in achieving its asset management goals.

7. ATTACHMENTS – None

Prepared and Recommended By:

A handwritten signature in black ink, appearing to read "Cindy Halcrow".

**Cindy Halcrow
Clerk Administrator**