



## **#15 MINUTES MEETING OF SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE**

The Committee of the Whole met on Tuesday, September 3, 2013 at 2:00 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

**MEMBERS PRESENT:**

Aubrey Churchill	Reeve
Gail Code	Deputy Reeve
Ken Fournier	Councillor
Ray Scissons	Councillor
Peter Wagland	Councillor ( <b>CHAIR</b> )

**STAFF PRESENT:**

Cindy Halcrow	Clerk Administrator
Scott Cameron	Manager of Public Works
Linda Van Alstine	Treasurer

### **1. Call to Order**

The meeting was called to order at 2:00 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 disclosures of pecuniary interest were declared.

### **3. Minutes of Previous Meetings**

#### **3.1 Regular Session Minutes of August 27, 2013**

**MOTION #COW-13-103 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on August 27, 2013 as circulated.

**ADOPTED**

#### **3.2 Closed Session Minutes of August 27, 2013 (8.1)**

**MOTION #COW-12-104 (Verbal)**

**MOVED BY: Ray Scissons**

**SECONDED BY: Ken Fournier**

**THAT the Committee of the Whole** approves the minutes of the Closed Session Minutes Committee of the Whole meeting held on August 27, 2013 as circulated.

**ADOPTED**

**3.3 Closed Session Minutes of August 27, 2013 (10.1)**

**MOTION #COW-12-105 (Verbal)**

**MOVED BY: Gail Code**  
**SECONDED BY: Aubrey Churchill**

**THAT the Committee of the Whole** approves the minutes of the Closed Session Minutes Committee of the Whole meeting held on August 27, 2013 as circulated.

**ADOPTED**

**4. Additions and Approval of Agenda**

- a) 10.1 MPAC Community Outreach at the Township office
- b) 10.2 Tay Canal Boat Tour

**MOTION #COW-13-106 (Verbal)**

**MOVED BY: Ray Scissons**  
**SECONDED BY: Ken Fournier**

**THAT the Committee of the Whole** approves the agenda for the September 3, 2013 meeting of the Committee, as amended.

**ADOPTED**

**5. Petitions and Delegations - None**

**6. Communication/Correspondence**

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

#1 OAPSB 2013 Membership Fees – referred to the 2014 budget

#2 Terry Fox Run – Peter Wagland inquired if anyone from the Township was participating. No one is participating and it is too late to get organized.

#4 Perth & District Chamber of Commerce Annual Dinner & Awards Night – contact the Clerk Administrator before October 10 if anyone would like to attend.

**MOTION #COW-13-107 (Verbal)**

**MOVED BY: Ken Fournier**  
**SECONDED BY: Gail Code**

**THE COMMITTEE OF THE WHOLE** receives the remainder of the communication items for the September 27, 2013 Committee of the Whole as information.

**ADOPTED**

## **7. Committee and Board Reports**

### **7.1 PUBLIC WORKS**

- a) Report of the Public Works Manager – Ebb’s Side Road Bridge Replacement Tender

Scott Cameron updated the committee on the tender results. A written report will follow at the Council meeting on September 10, 2013. Staff was confirming the bid for the de-watering component to ensure the bid was in order. He will be recommending that the lowest bid be accepted.

### **7.2 COMMUNITY DEVELOPMENT – No reports**

### **7.3 CORPORATE SERVICES**

- a) Report of the Treasurer – Finance Report – Reserves

Linda Van Alstine reviewed the proposed reserves and rationale. Several changes to the list of reserves were made:

- change the name of the facilities reserve to buildings reserve
- place the winter control – stabilization reserve under the Transportation heading
- cap on the contingency reserve should be a percentage such as a percentage of the budget
- waste site reserve to include everything at the waste site such as equipment and facility

It was noted that this list should lead to the preparation of a reserve policy.

#### **Action Items:**

Staff was directed to amend and adjust the reserves and to bring it back to the September 17 Committee of the Whole meeting and include a methodology for a percentage cap on the contingency reserve.

Staff was directed to prepare a reserve policy.

- b) Report of the Treasurer – Financial Performance

The Treasurer gave an overview of her report on the six-month financial performance. She has reviewed the budget and at this point, the only concern she has is that the projection for the POA fines could be \$30,000 less than projected. Her report contained a number of recommendations on how this shortfall could be made up. Peter Wagland asked her if she has looked at deferring projects or if there are any under spent accounts. The Clerk Administrator said that they had discussed which accounts are available. Revenue for supplementaries could be high and there might be some funds in legal services. Both the Treasurer and the Clerk Administrator will continue to monitor the budget. The nine-month report will be presented at the October 15, meeting.

### **7.4 COMMUNITY SERVICES – No reports**

### **7.5 CLERK/MEMBERS OF COUNCIL**

- a) **Report of Reeve** - none
- b) **Report from Fire Board** - none
- c) **Report from Library Board** - none

**d) Report from CA's**

Ray Scissons – RVCA did not meet in August and the next meeting will be on September 26, 2013

Gail Code – MVCA did not meet in August and the next meeting will be on September 18, 2013

**e) Report from Members of Committee**

Peter Wagland made the following announcements:

- Lanark County Harvest Festival is on September 8, 2013, 11am to 4pm with the official opening at 12 noon
- OEMC Conference next week: September 11-13
- OBOA golf tournament September 18, 2013. The Township will make out a donation to the association in honour of Charlotte Reed

**8. Closed Session-** None.

**9. Confidential Reports -** None.

**10. New Business**

10.1 MPAC Community Outreach at the Township office

Peter Wagland inquired about the MPAC session held last week. Aubrey Churchill said there were six people who attended and overall he was disappointed in the lack of help he was given.

**MOTION #COW-13-108 (Verbal)**

**MOVED BY: Ken Fournier**

**SECONDED BY: Ray Scissons**

**THAT the Committee of the Whole** recommends that Council of the Corporation of the Township of Drummond/North Elmsley requests that the County of Lanark petition the Eastern Wardens Caucus to consider applying pressure to have the assessment system fixed.

**ADOPTED**

10.2 Tay Canal Boat Tour

The Committee members selected September 27, 2013 for the boat tour. They wanted to know how many people the boat could hold. Staff will find out and get back to them.

**11. Adjournment**

**MOTION #COW-13-109 (Verbal)**

**MOVED BY: Gail Code**

**SECONDED BY: Ray Scissons**

**THAT the Committee of the Whole** stand adjourned at 3:16 p.m.

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR