



## #16 Minutes Meeting of September 12, 2017 Committee of The Whole

The Committee of the Whole met on Tuesday, September 12, 2017 at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

<b>Members Present:</b>	Gail Code Steve Fournier George Sachs Ray Scissons	Deputy Reeve Councillor Councillor Councillor (Chair)
<b>Staff Present:</b>	Cindy Halcrow Cathy Ryder Karl Grenke Scott Cameron Linda Van Alstine	Clerk Administrator Deputy Clerk Planner Public Works Manager Treasurer
<b>Absent:</b>	Aubrey Churchill	Reeve

### 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, August 22, 2017

**MOTION #COW-17-142 (Verbal)**

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

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on August 22, 2017 as circulated.

**ADOPTED**

#### 3.2 Regular Session Minutes of August 25, 2017

**MOTION #COW-17-143 (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 August 25, 2017 as circulated.

**ADOPTED**

### 3.3 Closed Session Minutes of August 25, 2017

**MOTION #COW-17-144 (Verbal)**

**MOVED BY: George Sachs**  
**SECONDED BY: Gail Code**

**THAT the Committee of the Whole** approves the minutes of the closed session Committee of the Whole meeting held on August 25, 2017 as circulated.

**ADOPTED**

### 4. Approval of Agenda

**MOTION #COW-17-145 (Verbal)**

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

**THAT the Committee of the Whole** approves the agenda for the September 12, 2017 meeting of the Committee, as amended.

**ADOPTED**

#### **Amendment:**

9.1 Unfinished Business - Rideau Valley Market Place Fire Update

### 5. Petitions/Delegations/Public Hearings

#### **5.1 5:10 p.m. Erika Heesen, Chief Executive Officer, Perth and District Union Library**

E. Heesen gave a PowerPoint Presentation reviewing highlights regarding programs, services and statistics for 2016. She reported that they are exploring ideas such as expanding the range of services online, using technology to increase staff capacity and supporting and building a strong volunteer program. The presentation was received as information.

### 6. Communication/Correspondence

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

**MOTION #COW-17-146 (Verbal)**

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

**THAT THE COMMITTEE OF THE WHOLE** receives the communication items for the September 12, 2017 Committee of the Whole as information.

**ADOPTED**

### 7. Committee and Board Reports

#### **7.1 COMMUNITY DEVELOPMENT**

##### **a) Report of the Planner – Rivington Lot Addition**

The Planner reviewed his report regarding a severance application by Cindy Rivington on Elizabeth Drive to sever and add to an abutting lot owned by Chris and Liane Mason. The proposed application would require addressing land use and accessory lot coverage through a site specific zoning amendment. The proposed consent would enable the expansion of a non-conforming business on the lands to be enlarged. The appropriate zoning would be a condition of the consent application.

**Action Item:** Direction given to staff to provide a planning report to the County's Land Division with the recommendations and draft conditions.

**b) Report of the Planner – Committee of Adjustment Appointment**

The Planner reviewed his report regarding filling a vacancy on the Committee of Adjustment resulting from the resignation of Julie Stewart. Two applicants applied for the position and the current Committee of Adjustment members met on September 5<sup>th</sup> to review the applications. Their recommendation was to appoint Susan Brandum to the Committee. The Committee accepted the recommendation and the following motion was adopted:

**MOTION #COW-17-147**

**(Verbal)**

**Comment [CR1]:** Do not add to consent agenda stays at CoW

**MOVED BY:**

**George Sachs**

**SECONDED BY:**

**Steve Fournier**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**

**THAT** Council appoint Susan Brandum to the Township's Committee of the Adjustment for the remainder of the current term, and

**FURTHERMORE THAT** Council adopts a by-law to bring the appointment into effect at the next Council meeting.

**ADOPTED**

**7.2 PUBLIC WORKS**

**a) Report of the Public Works Manager - None**

**7.3 CORPORATE SERVICES**

**a) Report of the Treasurer – Budget Dates**

The Treasurer discussed proposed dates for the 2018 budget deliberations and the Committee agreed with having the budget meeting on November 21<sup>st</sup> at 8:30 a.m. The Treasurer reported that the budget binder will be ready on November 17<sup>th</sup>.

**b) Report of the Clerk Administrator – Council Priorities – Year 3 Term Results**

The Clerk Administrator reviewed Council priorities set in 2015. She provided a status update on accomplishments as well as areas that still need to be addressed before end of term in 2018. Council has been quite successful in completing priorities. The report was received as information.

**c) Report of the Clerk Administrator – Facility Maintenance & Facility Bookings**

The Clerk Administrator reported on the tender results for the Custodial Services contract. 4 companies took out packages and on two people provided tenders. KGM Distributors was the lower of the two tenders received.

**MOTION #COW-17-148 (Verbal)**

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

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council award Tender No. 2017-03 Custodial Services & Facility Bookings at various Township Buildings to KGM Distributors commencing October 1, 2017.

**ADOPTED**

**d) Report of the Clerk Administrator – Source Protection Transfer of Authority**  
The Clerk Administrator reviewed her report to amend the current Source Water Protection Agreement for Risk Management Services for RVCA/MVCA.

**MOTION #COW-17-149 (Verbal)**

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

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council approves the amended Source Protection Agreement, and

**FURTHERMORE THAT** staff be directed to bring an implementing by-law to the next Council meeting.

**ADOPTED**

#### **7.4 COMMUNITY SERVICES**

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

**a) Report of Reeve – None**

**b) Report from Fire Board**

Gail Code - August 28, 2017

- Reviewed fire calls for BBDE and South Sherbrooke
- PTSD training and plan update
- Flying lanterns to be reviewed

**c) Report from Library Board**

Next meeting September 18th

**d) Report from CA's**

RVCA - next meeting September 28th

MVCA – next meeting September 20th

**e) Report from Members of Committee**

- Drug Strategy Committee - Steve Fournier - Next meeting October 16<sup>th</sup>
- Steve Fournier provided an update on the AMO Conference
- Environmental Initiatives Committee - George Sachs, September 5<sup>th</sup>
  - Lots of diversion to the re-use centre

**Comment [CR2]:** This stays at CoW do not include in consent agenda

- Rules for re-users established
- Signage has been completed
- Presentation on changes to the Waste Ontario Act

**8. CLOSED SESSION**

**8.1 A proposed acquisition of real property – Code Road Landfill**

**MOTION #COW-17-150** (Verbal)

Comment [CR3]: This stays at CoW do not include in consent agenda

**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 6:11 p.m. to discuss a proposed acquisition of real property – Code Road Landfill

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

**ADOPTED**

**MOTION #COW-17-151** (Verbal)

**MOVED BY: Gail Code**  
**SECONDED BY: George Sachs**

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 6:30 p.m.

**ADOPTED**

**RISE AND REPORT**

Direction given to the Manager of Public Works to solicit the services of Rivington Associates Inc. to update and modify their 2013 “Narrative Appraisal Report to allow for the development of Phase II of the Code Road Waste Site ECA #A451101.

**8.2 Personal Matters about an identifiable individual including a municipal employee – Public Works**

**MOTION #COW-17-152** (Verbal)

Comment [CR4]: This stays at CoW do not include in consent agenda

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

**THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 6:31 p.m. to discuss Personal Matters about an identifiable individual including a municipal employee – Public Works

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

**ADOPTED**

**MOTION #COW-17-153** (Verbal)

**MOVED BY: Gail Code**

**SECONDED BY: George Sachs**

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 6:35 p.m.

**ADOPTED**

**RISE AND REPORT**

- Received as information.

**8.3 Personal Matters about an identifiable individual including municipal employees - Administration**

**MOTION #COW-17-154 (Verbal)**

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

**8.4 THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 6:40 p.m. to discuss Personal Matters about an identifiable individual including municipal employees – Administration.

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

**ADOPTED**

**MOTION #COW-17-155 (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 6:50 p.m.

**ADOPTED**

**RISE AND REPORT**

**MOTION #COW-17-156 (Verbal)**

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

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council accepts Mary Remmig's resignation with regrets and extends appreciation for her service to the Township; and

**FURTHERMORE THAT** Diane Anderson assumes the full-time role of Administrative Assistant/Receptionist once an employee's graduated return to work schedule has been significantly completed.

**Comment [CR5]:** This stays at CoW do not include in consent agenda

**FURTHERMORE THAT** a temporary/contract receptionist be hired to cover reception from approximately September 25 – November 19, 2017 or earlier.

**ADOPTED**

**9. Unfinished Business**

**9.1 Rideau Valley Marketplace Fire Update – George Sachs**

George Sachs reviewed the concerns of residents impacted by the Rideau Valley Marketplace fire. He reported that by pressing the issue to assist residents, Council is working on behalf of the residents. The affected residents are still waiting on the insurance company approval before they can move forward.

There was discussion on the Township hosting the public meeting with the residents, MOECC and the Health Unit to discuss the outstanding issues and concerns.

**10. New Business:** None

**11. Adjournment**

**MOTION #COW-17-157 (Verbal)**

**MOVED BY: Gail Code**

**SECONDED BY: Steve Fournier**

**THAT the Committee of the Whole** stand adjourned at 7:02 p.m.

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR