



Township of Drummond/North Elmsley

**#16 Committee of the Whole – Chair, George Sachs
September 8, 2015 following Council - 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. 2015-011.*

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1. Call to Order – following Council	
2. Disclosure of Pecuniary Interest	
3. Minutes of Previous Meeting	
3.1 Regular Session Minutes of August 25, 2015	3 - 7
3.2 Closed Session Minutes of August 25, 2015 (presented at the meeting)	
4. Approval of Agenda	
5. Petitions/Delegations	
6. Communication/Correspondence (sent under separate cover)	
6.1 Communication List Only	8
7. Committee and Board Reports	
7.1 Community Development	
a) Report of the Planner - Carson-Darou & Wilson Cartage Development Agreement	9
7.2 Public Works	
a) Terms of Reference - Environmental Initiatives Committee	10 - 14
7.3 Corporate Services	
a) Report of the Treasurer - Tax Transfer	15 - 16
7.4 Community Services	
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 Potential Litigation - Zoning Infractions (presented at the meeting)

9. Unfinished Business

10. New Business

11. Adjournment



**#16 Minutes
Meeting of August 25, 2015
Committee Of The Whole**

The Committee of the Whole met on Tuesday, August 25, 2015 at 5:06 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

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

Staff Present:	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk
	Scott Cameron	Manager of Public Works
	Linda Van Alstine	Treasurer

1. Call to Order

The meeting was called to order at 5:06 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 11, 2015

MOTION #COW-15-116 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on August 11, 2015 as circulated.

ADOPTED

3.2 Closed Session Minutes of August 11, 2015

MOTION #COW-15-117 (Verbal)

MOVED BY: Gail Code

SECONDED BY: George Sachs

THAT the Committee of the Whole approves the minutes of the close session of Committee of the Whole meeting held on August 11, 2015 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-15-118 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Gail Code

THAT the Committee of the Whole approves the agenda for the August 25, 2015 meeting of the Committee, as amended.

ADOPTED

Amendment:

Dealt with Items 7.3 c, 8.1 and 9.1 before Item 7.1

5. Petitions/Delegations/Public Hearings - None

6. Communication/Correspondence

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

#5 Mayors/Reeves Olympic Athletes Challenge

Council agreed to support the Town of Perth's Mayors/Reeves Olympic Athletes Challenge by:

- Providing a donation of \$300/ per athlete who qualifies for either the Olympics or a World Championship in their designated sport.
- The athlete must be in school or working part-time while training for their sport.
- This would be an ongoing program that would be supported by the three municipalities
- Ensuring the Mayors/Reeves participation in community events that financially support our local athletes, who are engaged in either World Championships or the Olympics

Action Item: Direction given to staff to write a letter to the Town of Perth informing them of the Township of Drummond/North Elmsley's support regarding the Olympic Athletes Challenge. Further direction given to staff to create a line item in the 2016 budget for this expense.

MOTION #COW-15-119 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THAT THE COMMITTEE OF THE WHOLE receives the remainder of the communication items for the August 25, 2015 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 COMMUNITY DEVELOPMENT

(The Clerk Administrator presented the reports of the Planner in his absence)

Councillor Steve Fournier declared a conflict as he is related to the applicant and he left the

room. Reeve Churchill assumed the role of chair.

a) Report of the Planner - Water Street Road Closure

The Clerk Administrator provided a summary of the public meeting to consider next steps for the Water Street Road Closure. The Planner recommended adopting a by-law to close the portion of the road allowance and to work with the applicants and the Township lawyer to complete the process. Council accepted the recommendation with the following direction:

Action Item: Direction was given to staff to:

- Prepare a by-law to close, stop up and sell a portion of a municipal road allowance described as Pats 2 and 4 of Plan 27R-10615, Part 1 of Plan 27R-10343 and Par 2 of Plan 27R-9239, all forming a part of Water Street, Fergusons Falls;
- Prepare a subsequent by-law 'deeming' the several subdivision lots on the Dickinson and Garneau properties to be one for planning purposes
- To proceed with all administrative and legal steps necessary to enact the closure of the road allowance and implement the agreements previously signed by all abutting property owners.

Councillor Steve Fournier returned to Council Chamber and assumed the chair.

b) Report of the Planner – Grassmere Zoning Amendment

The Clerk Administrator provided a summary of the public meeting to consider next steps for the Grassmere zoning amendment. The Planner recommended approving the zoning amendment to sever 2.7 acres from the Grassmere lot and add it to the Grass lot. The lot addition is to establish a greater privacy buffer between the existing built lot and the adjacent large vacant lot and would not allow additional development beyond what is currently permitted.

Action Item: Direction given to staff to prepare in implementing zoning by-law amendment for the Grassmere Holdings Property that rezones the severed lands from LIMITED Services Residential (LSR) Special Exception 18 to LSR Special Exception 17; and amends the lot size and water frontage provisions of the LSR-17 and LSR-18 zones in order to reflect the new lot configurations proposed through Consent Application B13/048.

7.2 PUBLIC WORKS - None

7.3 CORPORATE SERVICES

a) Report of the Clerk Administrator – Moving Ontario Forward

The Clerk Administrator provided a review of suggested comments to be forwarded to the Ministry of Economic Development. Council accepted the recommendation of the Clerk Administrator with the following direction:

Action Item: Direction given to staff to forward Council's comments on the Discussion

Guide for Moving Ontario Forward outside the GTHA to the Ministry of Economic Development, Employment and Infrastructure.

b) Report of the Clerk Administrator – Council Priorities 2014-2018

The Clerk Administrator reviewed the priorities for Council for 2014-2018. She reported that the action plan addresses only the high priorities at this time but that could change subject to circumstances or future opportunities.

MOTION #COW-15-120 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approves the Council Priorities for the 2014-2018 term of Council.

ADOPTED

c) Report of the Clerk Administrator – Asset Management Plan.

The Clerk Administrator provided a review of the amended asset management plan. There was general discussion on asset expenses, revenue and reserves. The Clerk Administrator reminded Council that the plan was fluid and could change depending on the needs and priorities in the future. The amended plan consists of additional equipment and roads. The Public Works Manager and Clerk Administrator will continue to work on the plan to identify priorities and finalize the plan before bringing it back to Council for review.

Action Item: Direction given to staff to formalize the Asset Management Plan and bring back to Council at a later date.

7.4 COMMUNITY SERVICES - None

7.5 CLERK/MEMBERS OF COUNCIL

a) **Report of Reeve**

The Reeve provided a verbal update on the AMO conference

b) **Report from Fire Board – None**

c) **Report from Library Board – None**

d) **Report from CA's – None**

e) **Report from Members of Committee – No Reports**

8. CLOSED SESSION

8.1 Litigation or potential litigation – Verbal update on litigation cases before the courts.

MOTION #COW-15-121 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Gail Code

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 5:27 p.m. to discuss;

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

ADOPTED

MOTION #COW-15-122 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ray Scissons

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 5:49 p.m.

ADOPTED

RISE AND REPORT

- Received information related to current litigation before the courts.

9. Unfinished Business

9.1 Armstrong Road Bridge

The Clerk Administrator provided Council with an update regarding the funding application under Intake 2 of the OCIF funding. She reported that the issue regarding installing culverts instead of a bridge would require further investigation and necessary studies before a decision could be made. Council accepted the recommendation of the Clerk Administrator with the following direction:

Action Item: Direction given to staff to proceed with the funding application for Armstrong Bridge under the Intake 2.

10. New Business - None

11. Adjournment

MOTION #COW-15-123 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: George Sachs

THAT the Committee of the Whole stand adjourned at 6:42 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



Township of Drummond/North Elmsley

Councillor Communications List

#16 Committee of the Whole

Tuesday, September 8, 2015

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

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3. Big Brothers Big Sisters - Donation Request	6
4. Ministry of Economic Development - Community Infrastructure Funding	7 - 8
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**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY
COMMITTEE OF THE WHOLE**

September 8, 2015

Author: Karl Grenke, Planner

Re: Carson-Darou and Wilson Cartage development agreements

1. **STAFF RECOMMENDATIONS:** That Council directs Staff to bring Development Agreement By-laws forward for approval.
2. **PURPOSE:** To enter into separate development agreements with Paul Carson and Nicole Darou and with Craig Wilson (Donald Wilson Cartage) to address certain site specific planning issues regarding their respective severance applications. These agreements would fulfill County conditions relating to applications B14/069 (Carson/Darou- Mary Miller Rd) and B14/087 and 088 (Wilson- Drummond Conc. 12C).
3. **BACKGROUND:** Within the last two weeks, staff have received development agreement requests from the above noted severance applicants. While the two applications are not related to each other, they are addressed together since the planning context is very similar between them. Both severance applications have been provisionally approved by the County, and as required by the Township's Official Plan, environmental impact studies were provided that assessed the potential impacts of residential development on the natural heritage features identified on the two properties.

Subsequent to the zoning and plan amendments addressing the creation of the lot on the private road, the Carson/Darou EIS was required to address significant woodlands and wildlife habitat on the property and advised that development would be reasonable provided that the clearing area was minimized and development and site alteration is set back from the creek at the rear of the property. While Council had previously considered the Wilson severance at the end of Drummond Concession 12C in terms of road frontage, the EIS was required to assess development in proximity to the provincially significant wetland and area of natural and scientific interest. The report concluded that residential development would be reasonable provided that certain mitigative development conditions were implemented. These reports were accepted by the Township and County. Typically these development conditions would be implemented through the development agreement, which becomes a condition of severance approval. Staff are of the view that the process will allow the reasonable development of the lots, while balancing the municipal obligations under the Official Plan and Provincial Policy Statement.
4. **CONCLUSION:** Subject to Council's direction, Staff will prepare development agreements and bring them forward to Council as by-laws once complete and once the wording has been finalized to the satisfaction of the Township and property owners.

Recommended By:



**Name: Karl Grenke
Title: Planner**

Approved for Submission By:



**Name: Cathy Ryder
Title: Deputy Clerk**

**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY
COMMITTEE OF THE WHOLE**

Terms of Reference for the Environmental Initiatives Committee
Report of the Public Works Manager
September 8, 2015

1. STAFF RECOMMENDATION: Resolution Required

THAT Council approves the Terms of Reference for the Environmental Initiatives Committee;

AND FURTHERMORE THAT a member of Council be appointed to the Committee.

2. PURPOSE:

The purpose of the report is to seek approval for Terms of Reference for the Environmental Initiatives Committee.

3. BACKGROUND:

The Environmental Initiatives Committee was active as a Committee of Council from 2010 - 2013. Membership included Councilor Gail Code, community members Tony Hendricks and Linda Mentzel, and several Public Works employees. Council approved the following initiatives on 29 January 2013:

- Promotion and Education of the changes in Blue Box content to take effect June 2013
- Promote and encourage public involvement in "Earth Hour"
- Promote and encourage public involvement in the annual "Pitch-In Campaign" and our "Adopt a Highway Project"
- Determine if there is sufficient interest to have a "Park and Ride" location set up in Innisville
- Promotion of proper disposal locations for Hazardous Waste Materials
- Encourage cooperation among our neighboring municipalities for the sharing of newspaper advertising space.

4. DISCUSSION:

The draft Terms of Reference are attached as Appendix A. The primary focus of the Committee in 2015-2016 will be the revitalization and further development of the ReUse Centre at the Code Road Landfill. Successful ReUse Centres at landfills in Lanark Highlands and Tay Valley provide a sound model for D/NE to emulate. Public Works Assistant Cathie Green has 6 years of experience as both a municipal staff liaison and a community volunteer at the McDonald's Corners ReUse Centre. Cathie proposes to make a presentation at the committee's first 2015 meeting describing the ReUse operations in neighboring municipalities as a way of launching the committee's work to adapt the model for a uniquely D/NE ReUse Centre.

Once the Terms of Reference are approved, advertising for community members will be required. The committee will allow time for such advertising prior to meeting. As the work proceeds, community outreach will be done to recruit a ReUse Centre Working Group which will become the hands-on volunteers who operate and promote the ReUse Centre.

5. FINANCIAL IMPLICATIONS:

There may be minor expenses, estimated to be less than \$500/year, to cover costs such as advertising and mileage costs associated with this Committee.

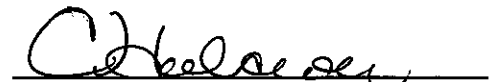
6. ATTACHMENTS – Appendix A Terms of Reference

Prepared By:

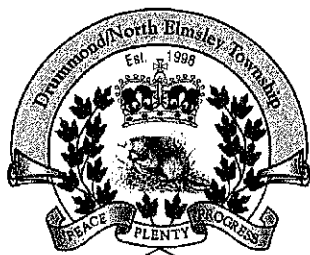


Scott Cameron, Public Works Manager

Approved by:



Cindy Halcrow, Clerk Administrator



Township of Drummond/North Elmsley Environmental Initiatives Committee Terms of Reference

PURPOSE: The Environmental Initiatives Committee provides leadership, education and action on environmental best practices and makes recommendations to Council on attaining the goal of Environmental Sustainability for the Township of Drummond/North Elmsley.

1. PROGRAM GOALS:

- a) Identify environmental trends and issues.
- b) Formulate appropriate Municipal responses to trends and issues.
- c) Promote the integration of environmental considerations within the municipality

2. COMMITTEE ACTIVITIES:

- a) Monitor environmental trends and issues
- b) Develop appropriate environmental strategies and actions including education and outreach
- c) Provide leadership in encouraging community involvement in environmental initiatives

3. COMMITTEE STRUCTURE and OPERATIONS:

- a) The committee is comprised of one councilor and 3 - 4 members at large representing a broad spectrum of the community, and at least one staff representative from Public Works/Environmental Services.
- b) The Councilor and committee members are appointed by Council; staff members are designated to serve based on their areas of expertise and the issues currently at hand.

4. SUPPORT:

- a) The following staff members will provide support to the Committee and attend meetings on a regular basis or as required:
 - Scott Cameron, Manager of Public Works
 - Cathie Green, Public Works Assistant
- b) The following staff members will attend Committee meetings as required:
 - Brian Dobbie, Landfill Manager
 - Jim Lewis, Waste Site Attendant
- c) Expert Advice
The Committee may call on experts in the appropriate field for advice to assist in its work.

d) Support Staff will provide the following administrative assistance to the Committee:

- Administrative support beyond the preparation and distribution of agendas, minutes;
- Provision of information relevant to Committee procedures;
- Booking of meeting locations; and
- Technical advice.

5. TERM:

- a) The mandate of the Environmental Initiatives Committee will commence following membership ratification by Council and continue for the term of Council.
- b) If any Member misses 3 meetings consecutively without prior approval of the chair, the Member shall be struck from the Committee membership and a replacement will be selected by Council.

6. MEETINGS AND ADMINISTRATION:

- a. The Environmental Initiatives Committee will meet quarterly at a minimum or at a frequency called by the Chair.
- b. Regular meetings of the Committee shall be held at the time and place to be determined by the Chairperson in consultation with Committee members. Additional meetings will be at the discretion of the chair.
- c. A quorum of Committee shall consist of a majority of its Members.
- d. The Chairperson may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
- e. As a general principle, Environmental Initiatives Committee meetings will be open to the public, subject to the provision in the Municipal Act, 2001 with respect to the provisions for closed meetings.
- f. Minutes of meetings or agendas will be prepared by a Committee Support Person for approval by the Environmental Initiatives Committee. The minutes will record recommendations of the Committee and summarize presentations and discussions. Upon approval by Committee, minutes of Committee will be public, aside from any activities carried out in private session.
- g. The Environmental Initiatives Committee may form sub-committees to deal with specific issues as the need may arise. Sub-committees will report to the Environmental Initiatives Committee as a whole with any recommendations.
- h. Members of the Environmental Initiatives Committee will direct all external inquiries regarding the work of the Committee to Chair.

7. Expenses

- a) Members of the Committee will be compensated in accordance with the Committee/Board Remuneration By-law as amended from time to time.

Environmental Initiatives Committee 2015/2016 INITIATIVES:

- Develop a plan to revitalize and further develop the ReUse Centre at Code Road WDS, including actions, timeline, applications for funding, and community engagement.
- Conduct community outreach to establish a ReUse Centre WORKING GROUP to do hands-on work to revitalize, operate and promote the ReUse Centre at Code Road WDS.
- Provide consultation and advice as staff update and implement the 2012 DNE Blue Box Promotional Plan, including refreshing web site and commencing social media communications.
- Consider opportunities to strengthen diversion programs at the Code Rd WDS and to identify funding sources to support any expansion of existing recycling programs.
- Involvement in other projects as directed by Council and Municipal staff.

**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY
COMMITTEE OF THE WHOLE**

Report of the Treasurer
Report #Tax-3-2015
Roll 919-025-76412-0000
 September 8, 2015

1. STAFF RECOMMENDATIONS: Resolution Required

THAT the Council of the Corporation of the Township of Drummond/North Elmsley authorizes staff to proceed with the transfer of an orphaned parcel of land described as Con 12 Pt Lot 22, Roll# 919-025-76412-0000, in the ownership of the Estate of Russell H Willows to the Township of Drummond/North Elmsley.

- 2. PURPOSE:** To provide Council with options to deal with outstanding taxes owing on Con 12 Part Lot 22 (in the name of Russell H Willows Estate).
- 3. BACKGROUND:** In 2011 MPAC identified an orphaned parcel of land described as Con 12 Pt Lot 22, Roll# 919 025 76412 0000, in the ownership of the Estate of Russell H Willows.

In order to conduct an effective review, staff considered:

- The property tax information we have on our records;
- The assessed value of \$31,250 for vacant land;
- The annual taxes for 2015 at \$296.12;
- The outstanding taxes owing in the amount of \$1,200;
- The correctness of the legal description we have on the property; and
- The road map (pasted below).

Based on our analysis:

- The Planner noted that triangle was simply omitted by the lawyers as portions of the land on the other side of Crampton Road were subdivided. This is similar to that little triangle that is 'part' of the Kevin Wall property on 43 but separated by the rail line where we could never find the legal owner and we took possession of the property via a Tax Sale a couple of years ago. The difference here is that we know who the executors' are to the estate.

4. DISCUSSION:

In consideration of the registered Deed connected to Russell E. Willows or his Estate there is no obligation on behalf of the executors to ensure that the taxes are paid first, and then transfer the property to the Township via registered deed. Ray Willows (one of the executors) would be willing to transfer the property to the Township at the Township's expense otherwise he is willing to let the property go to a Tax Sale.

- 5. FINANCIAL IMPLICATIONS:** The outstanding taxes of \$1,200 will be written off. Legal costs are estimated to be \$1,500 to \$2,500 to transfer the property into the Township's name.

6. ANALYSIS AND OPTIONS: Council has the option to:

Option 1: transfer the said property to the municipality and the Township would be responsible to pay all expenses associated to the transfer. Once the property belongs to the Township, the undersized lot can be sold at market value. The challenge then would be to define a selling price for a parcel of land which is very small and abuts the road allowance and further the current zoning by-law would not permit a residential unit. An undersized lot would be subject to a minor variance before a building permit can be issued.

Option 2: proceed with the Tax Sale process. The Tax Sale process would incur about \$1,500 to \$2,000 in costs but the costs would be transferred to the successful bidder. If the tax sale were to be unsuccessful, the property would potentially be transferred to the Township and the taxes would be written off. The expenses in association to the tax sale could not be written off and would create an expense to the Township.

- 7. **CONCLUSIONS:** **Option 1** is the preferred option by staff since the process would be very quick and there is potential to make a profit on the sale of land.
- 8. **ATTACHMENTS:** Location of the property (CGIS map).

Prepared By:

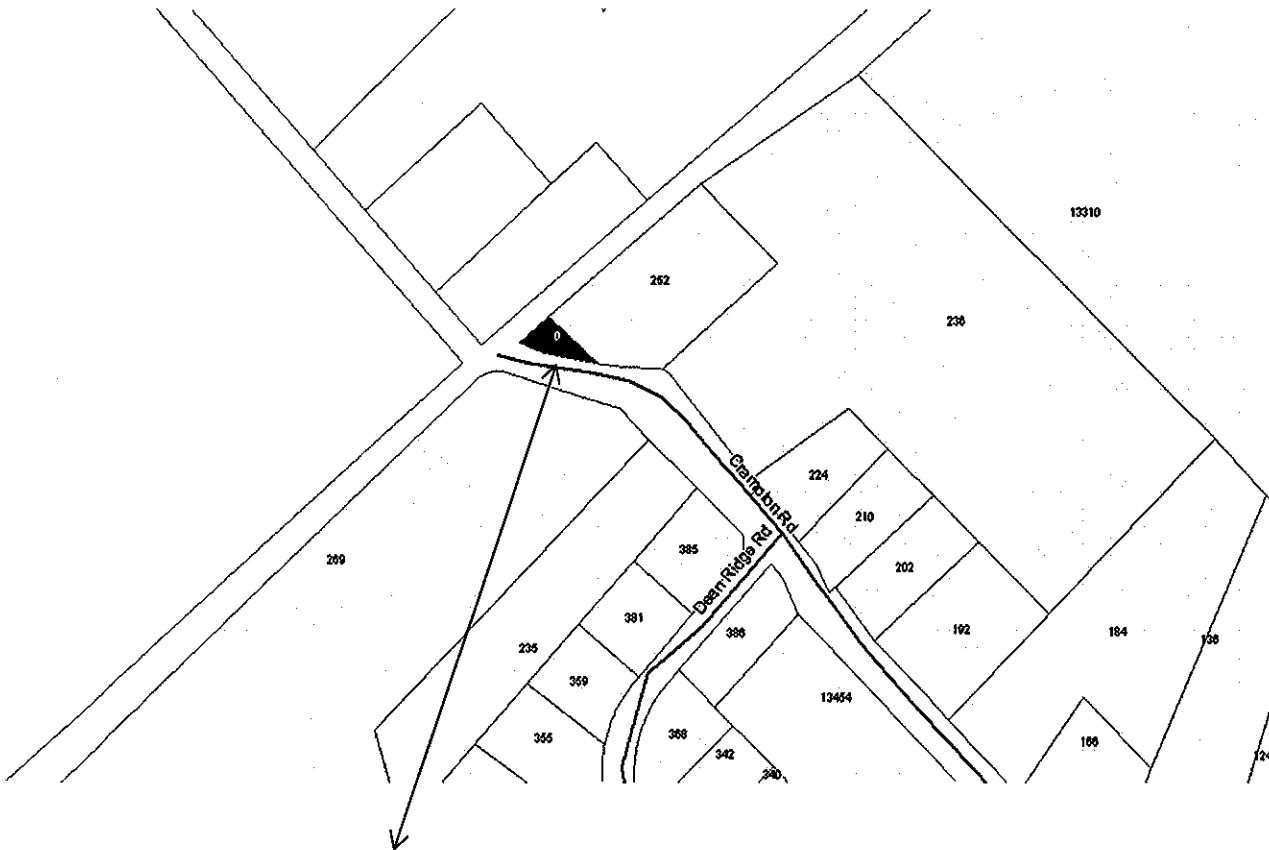
Linda Van Alstine

**Name: Linda Van Alstine
Title: Treasurer**

Approval for Submission By:

Cathy Ryder

**Name: Cathy Ryder
Deputy Clerk**



**Roll # 09.19.919.025.76412.0000
Drummond Con 12 Pt Lot 22 - 11994.06SF and 135.59 FR**