



## #17 Minutes Meeting of October 25, 2016 Committee Of The Whole

The Committee of the Whole met on Tuesday, October 25, 2016 at the Township of Drummond/North Elmsley Municipal Office Council Chambers, 310 Port Elmsley Rd.

**Members Present:**

Aubrey Churchill	Reeve
Gail Code	Deputy Reeve
Steve Fournier	Councillor
George Sachs	Councillor
Ray Scissons	Councillor

**Staff Present:**

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

### 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 October 11, 2016

##### MOTION #COW-16-146

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

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on October 11, 2016 as circulated.

**ADOPTED**

#### 3.2 Closed Session Minutes of October 22, 2016

##### MOTION #COW-16-147

**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 October 11, 2016 as circulated.

**ADOPTED**

#### 4. Approval of Agenda

##### MOTION #COW-16-148

**MOVED BY:** Gail Code  
**SECONDED BY:** Ray Scissons

**THAT the Committee of the Whole** approves the agenda for the October 25, 2016 meeting of the Committee, as presented.

**ADOPTED**

#### 5. Petitions/Delegations/Public Hearings: None

#### 6. Communication/Correspondence

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

#8 - Situation Table Project Update– It was confirmed that they are looking for funds to continue.

#9 - Rideau Lakes ATV Club – Request for Trail Access – It was noted that the ATVs are allowed on Township roads but an agreement will specify maintenance, safe terrain, good signage safe crossings. Direction given to staff to prepare a staff report.

#11 – Ray Scissons reviewed the presentation on the workshop he attended in the Reeve’s absence.

##### MOTION #COW-16-149

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

**THAT THE COMMITTEE OF THE WHOLE** receives the communication items for the October 25, 2016 Committee of the Whole as information.

**ADOPTED**

#### 7. Committee and Board Reports

##### 7.1 COMMUNITY DEVELOPMENT

###### a) Report of the Planner – Zoning By-law Housekeeping Revisions

The Planner reviewed housekeeping items relating to the zoning by-law as they relate to definitions and provisions. He reported that the purpose was to clarify intent and easing the implementations of the land use policies. The committee discussed the definitions and commented on the following definitions.

*High Water Mark* – agreed to “high point of water in an average spring.

*Industrial Facilities* – combine, assembly plant, fabricating plant, manufacturing plant and processing plant into one definition

*Hobby Farms* – leave at 10 acres so approval can be given through minor variance on a case by case basis.

*Market and Commercial Yard Sales* – Staff is to take a look at the Vendor By-law and bring back wording for consideration.

*Accessory Buildings on Vacant Lots* – 15 sq/m

*Medical Marijuana Facilities* - Staff is to research into what other municipalities are doing and report back

*Marine Facility* – the Committee agreed to a boathouse size of up to 25% of shoreline frontage.

**Action Item:** Direction given to staff to bring forward a draft policy for Council's consideration at a future meeting.

## **7.2 PUBLIC WORKS**

a) Report of the Public Works Manager – Stop Sign Request at Drummond Conc. 9A and Armstrong Side Road.

The Public Works Manager reviewed his report regarding the installation of a stop sign on Drummond Concession 9A for the westbound lane at the intersection of Armstrong Side Road. The Township defers to the Ontario Traffic Manual Book 5 as it relates to stop signs. Book 5 states that stop signs are not to be used as speed control devices. If complaints are received or observed, staff contacts the OPP to request their presence onsite as a deterrent to speeders. He suggested a yellow cautionary sign recommending a reduction in the speed limit around the corner. The sign will include graphics.

**Action Item:** Staff to install cautionary signage to reduce speed limit.

## **7.3 CORPORATE SERVICES**

a) Report of the Treasurer – Infrastructure Ontario Loan for Capital Projects  
The Treasurer reviewed options relating to incurring debt to reduce the capital reserves for reconstruction work on the capital projects that include Coutt's Bay Road and Drummond Concession 7. It was noted that the \$53,000 combined with gas tax will enable the Township to do one project a year.

### **MOTION #COW-16-150**

**MOVED BY:** Ray Scissons  
**SECONDED BY:** Gail Code

**THAT** the Committee of the Whole recommends that Council supports Option 1: 5 year loan with estimated annual repayment of \$212,158 on an estimated \$1 million dollar infrastructure loan with \$53,000 going to the capital reserve.

**AND FURTHERMORE THAT** Council direct staff to prepare a borrowing by-law with Infrastructure Ontario;

**AND FURTHERMORE THAT** Council authorizes staff to draw down the capital reserve of \$600,000 to fund the Coutts Bay Road project.

**ADOPTED**

**b) Report of the Clerk Administrator – Inter-Municipal Service Delivery**

The Clerk Administrator provided an update on the year-end project results for 2016 and to set the recommendations for 2017. Council accepted the recommendations of the Clerk Administrator and the following motion was adopted:

**MOTION #COW-16-151**

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

**THAT** the Committee of the Whole recommends to Council endorse the Inter-Municipal Service Delivery 2017 projects.

**ADOPTED**

**7.4 COMMUNITY SERVICES**

**7.5 CLERK/MEMBERS OF COUNCIL**

**a) Report of Reeve - No report**

**b) Report from Fire Board – Gail Code**

- Budget was approved in principle
- 3 year snowplowing contract was awarded to the Ground Guys
- \$131,009 new chassis to replace old equipment van
- 145 Calls this year in DNE/TV and 45 calls in South Sherbrooke
- Used bunker gear was donated to Firefighters Without Borders
- Agreement with Smiths Falls Fire Department for coverage of \$10,000 per year
- Ray Scissons attended the Essentials of Municipal Fire Protection & Emergency Management seminar and found it very interesting. There was an emphasis on inspections and education over suppression.

**c) Report from Library Board – George Sachs**

- He attended the Community Tea on October 22
- Strategic Plan session was held on October 21 to look at the next 5 years
- Friends of the Library are having a bake sale on November 5
- Coutts County Store is having a Pop Up Library in December
- Museums Family passes are available
- Next meetings: Board meeting on November 21 at 5:30; Property Committee on November 14 at 6:00

**d) Report from CA's**

**RVCA – Ray Scissons**

- The Board meets on October 27
- 50<sup>th</sup> Anniversary Event on November 30

**MVCA – Gail Code**

- The Board met on October 19 and discussed the severe drought in the watershed.

**e) Report from Members of Committee**

Steve Fournier

- He attended the Lake Links Workshop on October 22 at the Civitan Club
- He painted the Reuse Centre on October 19 with Cathie Green

Gail Code

- The Drummond Days Committee put together a booklet to commemorate the day. If anyone wants to look at, she will leave it at the office for the next week.

**8. CLOSED SESSION**

**8.1 Personal matters relating to an identifiable individual – Equipment Operator**

**MOTION #COW-16-152**

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

**THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 6:55 p.m. to discuss personal matters relating to an identifiable individual – Equipment Operator

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

**ADOPTED**

**MOTION #COW-16-153**

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

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 7:00 p.m.

**ADOPTED**

**RISE AND REPORT**

The Committee received the update from staff on the hiring Richard Patterson as Public Works Equipment Operator.

**9. Unfinished Business: None**

**10. New Business**

**10.1 Perth & District Union Library Board Budget Resolution**

The Committee discussed the recent developments with the Public Library 2017 budget. The Library Council representatives, CAOs and Head of Councils met on October 21, 2016 to discuss the Library budget increase. Perth has restricted its departments to 1% increase. It was noted that the Library's intention was never to increase the budget by 11%.

**MOTION #COW-16-154**

**Move By: Steve Fournier**  
**Seconded By: Ray Scissons**

**BE IT RESOLVED THAT** the Council of the Corporation of the Township of Drummond/North Elmsley hereby gives notice to the Perth and District Union Library that the annual budgetary direction for 2017 be limited to a 1% maximum increase over the 2016 partner contribution.

**ADOPTED**

## **11. Adjournment**

### **MOTION #COW-16-155**

**Move By: Steve Fournier**  
**Seconded By: Ray Scissons**

**THAT the Committee of the Whole** stand adjourned at 7:12 p.m.

**ADOPTED**

---

CHAIR

---

CLERK ADMINISTRATOR