



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

#18 Committee of the Whole – Chair, Peter Wagland Tuesday, September 3, 2013 at 2:00 p.m. – Township 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.*

1. Call to Order – 2:00 p.m.
2. Disclosure of Pecuniary Interest
3. Minutes of Previous Meeting
 - 3.1. Regular Session Minutes of August 27, 2013 Page 3
 - 3.2. Closed Session Minutes of August 27, 2013 (8.1) (presented at the meeting)
 - 3.3. Closed Session Minutes of August 27, 2013 (10.1) (presented at the meeting)
4. Additions and Approval of Agenda
 - 4.1.
5. Petitions and Delegations
6. Communication/Correspondence – (list only – documents emailed as separate file), Page 10
7. Committee and Board Reports, Page 12
8. Closed Session
9. Confidential Reports
10. New Business
11. Adjournment

3.

Minutes



#14 MINUTES MEETING OF AUGUST 27, 2013 COMMITTEE OF THE WHOLE

The Committee of the Whole met on Tuesday, August 27, 2013 at 1:00 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

MEMBERS PRESENT:

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

STAFF PRESENT:

Cindy Halcrow	Clerk Administrator
Cathy Ryder	Deputy Clerk
Karl Grenke	Planner
Bob Moore	Public Works Assistant

1. Call to Order

The meeting was called to order at 1:00 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 members disclosed a pecuniary interest.

3. Minutes of Previous Meetings

3.1 Regular Session Minutes of August 6, 2013

MOTION #COW-13-092 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Peter Wagland

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on August 6, 2013 as circulated.

ADOPTED

4. Additions and Approval of Agenda

a) Closed Session – Personal matters about an identifiable individual (see New Business 10.1)

MOTION #COW-13-093 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ken Fournier

THAT the Committee of the Whole approves the agenda for the August 27, 2013 meeting of the Committee as amended.

Amendment: Closed Session – Personal matters about an identifiable individual.

5. Petitions and Delegations

6. Communication/Correspondence

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

#6 Ministry of Rural Affairs – Rural Economic Development Program. P. Wagland inquired if we have any eligible program ideas and suggested Rideau Ferry as an option to consider.

Action Item: Direction given to the C/A to investigate options and to contact Marie White, Lanark County Tourism and Anne Marie Fourcier, Rideau Heritage Route Tourism Association.

#9 OPP Municipal Policing Seminar – P. Wagland inquired whether the Reeve and CA would be attending the OPP Municipal Policing Seminar. There was discussion and while there will be no Township representation at the seminar, direction was given to find the cost to join OAPSB as an Associate Member for 2014.

Action Item: Direction given to staff to review the cost to join OAPSB as an Associate Member for 2014 and bring forward during budget deliberations.

MOTION #COW-13-094 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE receives the communication items for the August 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

The Public Work's Manager was absent but the Committee accepted the recommendations in his written report and the following motion was presented:

MOTION #COW-13-095 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ken Fournier

THE COMMITTEE OF THE WHOLE RECOMMENDS

THAT Council accepts the tendered price from Tackaberry Construction Ltd. of \$83,865 plus applicable taxes for the Supply and Placement of Granular Material and Hot Mix Asphalt on Crampton Road – Tender 2013-04; and

FURTHERMORE THAT Council gives the Reeve and Clerk Administrator the authority to sign all pertinent documentation with Tackaberry Construction for the Crampton Road Tender 2013-04.

ADOPTED

7.2 COMMUNITY DEVELOPMENT

a) Report of the Planner – Timmerman Zoning Amendment (ZA-13-02)

The Planner provided an update on a zoning amendment to permit the operation of a small engine sales and servicing shop within an existing building on Drummond Concession 2 (County Road 10). The lot is currently zoned Rural and it is proposed that it be rezoned to Rural-Special Exception in order to allow the new use within the existing building while recognizing the ongoing residential and agricultural character of the property and surrounding area. The Committee accepted the recommendation of the Planner with the following direction:

Action Item: Direction given to staff to prepare for a public hearing for the Timmerman zoning application for Tuesday, September 24, 2013 at 6:00 p.m.

b) Report of the Planner – Hauraney/Miller Zoning Amendment (ZA-12-03)

The Planner provided an update on a zoning amendment to permit the establishment of a machining operation in an existing garage on a large rural lot on McLachlin Road. The property is currently zoned Rural and it is proposed that it be rezoned to Rural-Special Exception to limit uses permitted in Rural zoning plus uses that they have requested. The Committee accepted the recommendation of the Planner with the following direction:

Action Item: Direction given to staff to prepare for a public hearing for the Hauraney/Miller zoning application for Tuesday, September 24, 2013 at 6:00 p.m. Further direction was given to include all public meetings as part of the Council meetings with a start time of 6:00 p.m.

c) Report of the Planner – Inventory of Building Lots in the Township

The Planner provided an overview of building inventory lots within the Township:

362 vacant potential residential lots

OP Designation	Drummond	North Elmsley	Total
Rural	168	160	328
Hamlet	29	5	34

- average lot creation per year approximately 50
- new housing starts (excluding park model homes and mobile homes in parks) average 30 – 40 per year
- approximate 10 – 11 year building supply
- current existing lot creation policies are sufficient in order to meet the building demand in the Township

Action Item: Direction given to staff to add general information regarding available lots to the Township’s website. Further direction was given to the Planner to start tracking the lot inventory for future reference.

d) Report of the Chief Building Official – Building Activity June –July 2013

The Clerk Administrator presented the report on behalf of the CBO. The Committee received the report as information.

7.3 CORPORATE SERVICES

a) Report of the Clerk Administrator – Funding Allocation for the Asset Management Plan

The CA provided an update on the negotiated cost for the Asset Management Plan and to identify where the funds will come from. Council directed the CA to negotiate a lower amount than the original \$30,745. The price for the contract was reduced to \$24,885 (excluding taxes). With only \$21,320 coming from the province there was a budget shortage of \$4,500. The CA recommended that this amount be taken from account 01.10.120.5140 Event Materials (calendar money). This would leave \$3,400 in the account to be used in conjunction with the official opening of the Rideau Ferry public docks. The Committee accepted the recommendation of the CA and the following motion was presented:

MOTION #COW-13-096 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council approves the funding re-allocation of \$3,400 (and tax) from account 01.10.120.5140 Events to cover the cost of the development of an asset management plan.

ADOPTED

7.4 COMMUNITY SERVICES – No Reports

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

The Reeve provided a verbal update on the following items:

- June 18/2013 Attended Tay Valley Council with S. Cameron and made a presentation on Rideau Ferry docks, with a request for funding support
- June 21/2013 Attended Almonte Hospital Golf Tournament
- June 24/2013 Attended Rideau Lakes Council with S. Cameron and made a presentation on the Rideau Ferry docks and a request for funding support
- June 27/2013 Attended the Great War Memorial Hospital Annual General meeting where he was appointed to the Perth Hospital Foundation Board
- July 4/2013 Signed cheques at Fire Hall
- July 4/2013 Weekly meeting with C/A and signed cheques
- July 13/2013 Attended the Oty Lake Association AGM and gave a Township update
- July 18/2013 Signed cheques at Fire Hall
- Aug. 15/2013 Signed cheques at Fire Hall. Attended meeting at D/NE office to inform people of their options with regards to problem wells
- Aug. 16/2013 Attended the Warden's Golf Tournament
- Aug. 17/2013 Attended the Cardboard Boat races at the Rideau Ferry Regatta
- Aug. 19/20/21 Attended AMO for 3 days in Ottawa

- Aug. 23/2013 Weekly meeting with C/A. He also met with Beth Sinclair from Big Brother and Big Sisters. She gave him an update on their activities and will be coming to Council at a later date
- Aug. 26/2013 Attended Smiths Falls Council with S. Cameron and made a presentation on Rideau Ferry Docks, and made a request for funding

- b) **Report from Fire Board** – No Report
- c) **Report from Library Board** – No Report
- d) **Report from CA's** – No Reports
- e) **Report from Members of Committee**
 - Ken Fournier MV August 28, 2013

Send a card to the Moore's family for their son,

8. CLOSED SESSION

8.1 Personal Matters about Identifiable Individuals.

MOTION #COW-13-097 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 2:19 p.m. to discuss matters pertaining to personal matters about identifiable individuals;

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

ADOPTED

MOTION #COW-13-098 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Ray Scissons

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 2:25 p.m.

ADOPTED

RISE AND REPORT

MOTION #COW-13-099 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Peter Wagland

THE COMMITTEE OF THE WHOLE RECOMMENDS

THAT Council does hereby authorize hiring Lindsay Doyle as a casual part-time, on-call Waste Site Scale Attendant, and

FURTHERMORE THAT Public Works staff be offered the opportunity to work overtime before Lindsay Doyle is called in.

ADOPTED

9. Confidential Reports - None

10. New Business

10.1 Personal Matters about Identifiable Individuals

MOTION #COW-13-100 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Ken Fournier

THAT the Committee of the Whole shall hereby hold closed session of Committee of the Whole at 1:02 p.m. to discuss matters pertaining to litigation or potential litigation;

AND THAT the Clerk Administrator, Deputy Clerk and Fire Chief remain in the room.

ADOPTED

MOTION #COW-13-101 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ken Fournier

THAT the Committee of the Whole shall hereby return to regular session of the Committee of the Whole at 1:19 p.m.

ADOPTED

RISE AND REPORT

The Committee received information pertaining to an identifiable individual.

11. Adjournment

MOTION #COW-13-102 (Verbal)

MOVED BY: Ken Fournier
SECONDED BY: Ray Scissons

THAT the Committee of the Whole stand adjourned at 2:31 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR

6. Communications/ Correspondence

(list only – documents emailed as a separate file)



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

COUNCILLOR COMMUNICATIONS LIST

#18 Committee of the Whole

Tuesday, September 3, 2013

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

- 1) OAPSB – 2013 Annual Membership Fees
- 2) Terry Fox Run – September 15, 2013
- 3) CUPE – Child Care Worker & Early Childhood Educator Appreciation Day
- 4) Perth & District Chamber of Commerce
 - o 2013 Business Achievement Award Nominations
 - o 2013 Young Entrepreneur Award Nominations
 - o Annual Dinner & Awards Night – October 17, 2013
- 5) Partnership between Google Street View and Parks Canada

7.

**Committee
&
Board Reports**



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY
COMMITTEE AND BOARD REPORTS

#18 Committee of the Whole

Tuesday, September 3, 2013

7.1 PUBLIC WORK

- a) Report of the Public Works Manager – Ebb’s Side Road Bridge Replacement Tender
(Will be sent under separate cover)

7.2 COMMUNITY DEVELOPMENT

7.3 CORPORATE SERVICES

- a) Report of the Treasurer – Finance Report – Reserves, Page 13
- b) Report of the Treasurer – Financial Performance *(Will be sent under separate cover)*

7.4 COMMUNITY SERVICES

7.5 CLERK/MEMBERS OF COUNCIL

- a) Report of Reeve
- b) Report from Fire Board
- c) Report from Library Board
- d) Report from CA's
- e) Reports from Members of Committee
- f) County of Lanark – Aubrey Churchill

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

**FIN-13-2013
Finance Report – Reserves
September 3, 2013**

1. STAFF RECOMMENDATION:

THAT Council approves the designation of the proposed reserves, their use and their operation.

2. PURPOSE:

1. To present a spreadsheet designation of the attached reserves, their use and their operation as identified in this report.
2. That certain redundant reserves be merged with other reserves.

3. BACKGROUND:

During the vision session held on May 21, 2013 there was a discussion on the number of reserves currently in use. The concern expressed was to reduce the number of reserve funds, not the amount in the reserves. The amounts being put into the reserves is established through the annual budget process, and, of great importance, the reserves are identified to the extent that they provide assurances that the monies will be spent where intended.

4. DISCUSSION:

Stabilization Reserve for Winter Control:

It would be prudent to separate the types of reserves and designate them by resolution. The resolution would express Council's intended use of each reserve and reallocate the reserves that are redundant as proposed on Schedule "B" of the attached spreadsheet.

Council should consider a cap for the Stabilization Reserve for Winter Control. There is no matrix or number of severe winter occurrences recorded as part of the budget process and as a result the budget is volatile from one year to another as shown in the trend analysis below.

**Winter Control Summary –
Trend analysis over 6 years**

Year	Actual	Budget	Shortfall	Surplus	Difference
2012	192,449	176,900	15,549		
2011	166,388	132,700	33,688		
2010	123,085	128,000		4,915	
2009	110,302	121,070		10,768	
2008	126,991	108,500	18,491		
2007	75,943	97,500		21,557	
Totals			67,728	37,240	\$30,488

The above figures do not include wages and fuel because they are not split between the transportation activities. The detail on wages and fuel are reallocated in Schedule 40 of the Financial Information Return (FIR) to reflect these expenses attributed to winter control. The

above figures come directly from the General Ledger as per the Budget to Actual. Our main concern is having a balanced budget.

It is staff's recommendation to introduce a cap on the stabilization reserve for winter control in the amount of \$30,000 representing an estimated 16% of the 2013 budget figure of \$192,500. This would be reasonable in our opinion given the various shortfalls in the trend analysis and to include any spikes in fuel and maintenance costs shown in the details of the FIR, Schedule 40.

Fire Area North Elmsley Reserve:

During the 2013 budget review Council agreed to transfer the reserve funds in the amount of \$18,333 for the Fire Area - North Elmsley Reserve to the DNETVFR Fire Board. As part of this agreement the requisition for fire services from the Town of Smiths Falls will go directly to the DNETVFR Fire Board and will form part of its annual budget effective 2013.

In order to complete the cycle for the special fire area served by the Town of Smiths Falls, a cheque in the amount of \$11,220 as budgeted in the 2013 Township Budget under Fire Department Expenses will be forwarded to DNETVFR Fire Board to pay for their fire services as accounted for in account 01.20.210.5661.

5. FINANCIAL IMPLICATIONS:

The overall balance in the reserve funds will be reduced by \$18,333 leaving a balance of \$2,072,896 as budgeted for the 2013 year end.

6. CONCLUSIONS:

It is prudent to ensure that:

Reserve funds have designated purposes and are created for monies specifically earmarked for a particular project or activity through specific authorization.

6. ATTACHMENTS – Reserve spreadsheet with Schedule “A” Current Reserves and Schedule “B” Proposed Reserves.

Prepared by:



Linda Van Alstine
Treasurer

Recommended By:



Cindy Halcrow
Clerk Administrator

