



TOWNSHIP OF DRUMMOND/NORTH ELSLEY

#26 Committee of the Whole – Chair, Gail Code **Tuesday, December 18, 2012 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. Closed Session Minutes of November 30, 2012 (*presented at the meeting*)
 - 3.2. Special Budget Minutes of November 30, 2012, Page 3
 - 3.3. Regular Session Minutes of December 4, 2012, Page 7
4. Additions and Approval of Agenda
 - 4.1.
5. Petitions and Delegations
6. Communication/Correspondence – (list only – documents emailed as separate file), Page 13
7. Committee and Board Reports, Page 15
8. Closed Session
9. Confidential Reports
10. New Business
11. Adjournment

3. Minutes



**#25 MINUTES
SPECIAL BUDGET MEETING OF NOVEMBER 30, 2012
COMMITTEE OF THE WHOLE**

The Committee of the Whole met on Friday, November 30, 2012, 8:30 a.m.

MEMBERS PRESENT: Aubrey Churchill Reeve
 Gail Code Deputy Reeve
 Ken Fournier Councillor
 Ray Scissons Councillor (Chair)
 Peter Wagland Councillor

STAFF PRESENT: Cindy Halcrow Clerk Administrator
 Scott Cameron Manager of Public Works
 Shawn Merriman CBO
 Linda Van Alstine Treasurer

1. Call to Order

The meeting was called to order at 8:33 a.m. A quorum was present.

2. Disclosure of Pecuniary Interest

The Chair invited members wishing to disclose a pecuniary interest to do so now. There were no disclosures of pecuniary interest.

3. Additions and Approval of Agenda

MOTION #COW-12-409 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the agenda for the November 30, 2012 meeting of the Committee, as presented.

ADOPTED

4. Budget – Second Draft

The Treasurer presented the second draft of the 2013 budget. Staff had already done a lot of cutting.

Line 65 – GC-Other Revenue – staff to check what the anomaly is between the 2012 actual and budget

Line 99 –projected surplus

MOTION #COW-12-410 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Gail Code

THAT the Committee of the Whole approves that the 2012 surplus under Corporate Management be transferred to General Government Equipment Reserves.

ADOPTED

Fire Department

It was noted that there were too many expenses for the Fire Department. There should only be one line for expenses and that would be the amount that the Fire Department apportions to the Township. These expenses should be forwarded to the Fire Department.

Staff Direction: Contact Tay Valley to find out what staff are doing in regards to Fire Department expenses in their budget

Line 190 – Dry Hydrant was deleted from the budget – This amount was projected for in 2012.

Line 196 - POA revenues: There was a large gap between the 2012 actuals and the 2013 projected revenues.

Staff Direction: Contact the Town of Perth to find out how much revenue they owe the Township for fines.

Conservation Authorities: There was no mapping project for RVCA so \$3,000 was removed.

Line 217 = \$4,000

Line 218 = \$0

Line 219 = \$4,000

Line 219 = \$4,000

Line 221 = increase \$1,000 for lake plan for total \$16,606

Line 223 = \$4,000

Building Department: Line 234

Staff direction: To show how the \$160,000 projected revenues are distributed in the building department budget.

Line 279 – Dog Tag Revenues: reduced from \$25,000 to \$20,000

MOTION #COW-12-411 (Verbal)

MOVED BY: Ken Fournier

SECONDED BY: Peter Wagland

THAT the Committee of the Whole approves using Short Form Wordings for by-law enforcement.

ADOPTED

Transportation

It was noted that the salaries (line 339) in transportation and (line 468) in waste disposal did not mathematically reflect the re-allocation of the Manager's (.25) and Environmental Assistant (.5) salaries. Staff were directed to investigate the discrepancy and report back.

Environment:

Direction: It was recommended that the Township establish a sub-committee to look using the Lafleche landfill site.

Social/Health/Family Services

Line 538: remove \$1,000 for the Memorial Wall. If it comes up during the year, staff will find \$1000 from somewhere in the budget.

Cemetery Expenses Line 540: leave at \$500

YAK, Food Bank, Big B&S Line 542: should be increased from \$4,000 to \$4,500

Community Halls:

It was noted that the hall revenues do not cover the janitorial services.

Direction: Staff were directed to report back on which groups are using the halls and what the rental rates area

Staff were directed to have Dave Devlin track the number of hours he spends on managing the Ferguson's Falls Community Hall

Culture & Heritage Services

Library Donations, Line 618 Lanark Highlands Library Line 618 to remain at \$3,833

Museum Donation Line 621 = \$500

Special Projects

Line 631: Re-use Centre

MOTION #COW-12-412 (Verbal)

MOVED BY: Gail Code

SECONDED BY: Peter Wagland

THAT the Committee of the Whole approves the submission of a grant application under Valley Heartland's Local Initiatives funding program for the Re-use Centre repairs at the Township's landfill site.

ADOPTED

Line 632: Rideau Ferry Docks

MOTION #COW-12-413 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the submission of a grant application under Valley Heartland's Community Innovation and Capacity Building Fund program for the public docks at Rideau Ferry.

ADOPTED

Economic Development

Other Donations Line 645: changed to \$5,868 (rounded off)

Planning Department

The committee discussed the proposal to raise planning fees and it was decided not to increase them in 2013.

User Fees Line 650 – reduced from \$10,000 to \$7,000

Other expenses Line 697 – (D/NE 200th Anniversary) to be inserted under Economic Development

Rideau Ferry Docks

Shawn Merriman joined the meeting at this time.

MOTION #COW-12-414 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THAT the Committee of the Whole recommends that Council authorize the Manager of Public Works to proceed with the design of the public docks at Rideau Ferry with Kehoe Marine Construction in the quoted amount of \$3,800.

ADOPTED

MOTION #COW-12-415 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Gail Code

THAT the Committee of the Whole recommends that Council support the public docks at Rideau Ferry as the priority project for the community amenities funds that will be received from the Recurrent Solar projects.

ADOPTED

Councillor Wagland suggested that something should be done to lower the monitors at the council tables because they are blocking the view of the Councillors. It was recommended that staff look at the Town of Perth's Council chambers to see what they have done.

Direction: That staff investigate options and costs and report back.

Councillor Wagland asked if staff have totaled all the similar lines such as all the staff salaries, insurance, IT etc. as he would like to see it. Staff said they would prepare one for all of members of Council.

MOTION #COW-12-416 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Peter Wagland

THAT the Committee of the Whole moves in-camera at 12:45 p.m. to address a matter pertaining to labour relations.

ADOPTED

MOTION #COW-12-417 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Peter Wagland

THAT the Committee of the Whole returns to regular at 12:50 p.m.

ADOPTED

MOTION #COW-12-418 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ken Fournier

THAT the Committee of the Whole accepts the recommendations in the Clerk Administrator's report dated November 30, 2012 with respect to staff salaries for 2013.

The options available to Council to balance the budget include raising the waste management fee or using a portion of the projected surplus. The committee decided not to use any of the surplus and to wait until the garbage tender is opened next week and the results are available.

MOTION #COW-12-419 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Ken Fournier

THAT the Committee of the Whole approves that the 2012 surplus be transferred to capital reserves.

ADOPTED

5. Next Budget Meeting – December 4, 2012 at 2:00 p.m.

6. Adjournment

MOTION #COW-12-420 (Verbal)

MOVED BY: Ken Fournier
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole stand adjourned at 12:54 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR



**#26 MINUTES
MEETING OF DECEMBER 4, 2012
COMMITTEE OF THE WHOLE**

The Committee of the Whole met on Tuesday, December 4, 2012, 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 (CHAIR)
	Ken Fournier	Councillor
	Ray Scissons	Councillor
	Peter Wagland	Councillor
STAFF PRESENT:	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk
	Bob Moore	Public Works Assistant

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 Special Budget Minutes of November 9, 2012

MOTION #COW-12-421 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the minutes of the special budget meeting of Committee of the Whole held on November 9, 2012 as circulated.

ADOPTED

3.2 Regular Session Minutes of November 20, 2012

MOTION #COW-12-422 (Verbal)

MOVED BY: Ken Fournier
SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole approves the minutes of the regular session Committee of the Whole meeting held on November 20, 2012 as circulated.

ADOPTED

3.3 Special Lefleche Landfill Site Minutes of November 23, 2012

MOTION #COW-12-423 (Verbal)

MOVED BY: Ken Fournier
SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the minutes of the special Lefleche Landfill Site meeting of Committee of the Whole held on November 23, 2012 as circulated.

ADOPTED

4. Additions and Approval of Agenda

a) Recycling & Solid Waste Tender Comparisons (*see 10.1 New Business*)

MOTION #COW-12-424 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the agenda for the December 4, 2012 meeting of the Committee, as presented.

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:

#9 Crime Stoppers – Funding Request
#10 MADD – Funding Request

MOTION #COW-12-425 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT the remainder of the communication items for the December 4, 2012 Committee of the Whole be received as information.

ADOPTED

Action Item: Direction given to staff to contact Crime Stoppers and MADD informing them their funding requests were not in the budget and that the Township is not in the position to provide funding at this time.

7. Committee and Board Reports

7.1 PUBLIC WORKS

a) Report of the Public Work's Manager – Maintenance of Boundary Roads Agreement
B. Moore presented the report on behalf of the Public Work's Manager

B. Moore gave an update regarding the roles and responsibilities between the Township of Drummond/North Elmsley and Tay Valley Township to enter into an agreement for the maintenance of boundary roads. There was discussion regarding adding a dispute resolution clause and a termination clause with a 90 day notice. B. Moore stated that the clauses would be added before the by-law is brought forward for passage. The Committee accepted the recommendation with the following direction:

Action Item: Direction given to staff to bring a by-law forward for review and passage at a future Council meeting.

7.2 COMMUNITY DEVELOPMENT

a) Report of the Planner – Danielwitsch/Champagne Public Hearing Cancellation
The Committee received the report as information.

b) Report of the CBO – Building Activity Report
The Committee received the report as information.

7.3 CORPORATE SERVICES

a) Report of the Clerk Administrator – Authorize Absences (verbal)
The Committee accepted the recommendation of the Clerk-Administrator and the following motion was adopted:

MOTION #COW-12-426 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Ray Scissons

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council does hereby authorize Councillor Peter Wagland to be absent from Committee and Council meetings for the month of January without penalty.

ADOPTED

b) Report of the Clerk Administrator – Library Board Appointment (verbal)

The Clerk Administrator gave an update on representation to the Perth & District Library Board and the Rideau Heritage Route Tourism Committee. It was agreed that Peter Wagland would be appointed to sit on both effective February 2013.

Action Item: Direction given to staff to contact both the Perth & District Library Board and the Rideau Heritage Route Tourism Committee informing them of Peter Wagland's appointment.

c) Report of the Clerk Administrator – Municipal Infrastructure Strategy Application

The Clerk Administrator gave an update on the Municipal Infrastructure Investment Initiative funding. She asked for direction regarding the number of submissions as well as identifying which projects should be considered for submission. The recommended projects were: Ebb's Side Road Bridge, Drummond School Road, West Shore Drive and Wayside Drive. Council accepted the recommendation of the Clerk Administrator and the following motion was presented:

MOTION #COW-12-427 (Verbal)

MOVED BY: Peter Wagland
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approves a submission of 3 applications under the Municipal Infrastructure Strategy for the following projects: Ebb's Side Road Bridge Reconstruction, Drummond School Road and West Shore Drive.

ADOPTED

Action Item: Direction given to staff to proceed with making submissions under the Municipal Infrastructure Strategy for the 3 projects listed above.

d) Report of the Deputy Clerk – CoW/Council Meeting & CoW Chair Schedule

The Deputy Clerk reviewed the 2013 Committee and Council dates and CoW Chair schedule. The Committee members accepted the recommended dates and chair schedule.

Action Item: Direction given to staff to laminate the 2013 Committee and Council dates and CoW schedule and distribute to Council members at the next CoW meeting.

7.4 COMMUNITY SERVICES - None

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

The Reeve provided an update on the following items:

- Nov. 26/2012 – Annual performance review for the Fire Chief's with Fire Board Chair
- Nov. 30/2012 – Attended the staff Christmas party at Perth Legion

Report Lanark County Council meeting of November 28, 2012

The Reeve provided an update on the following items:

- The following By-Laws were passed:
 - By-Law 2012-38, being a By-law to appoint Chief Administrative Officer/Treasurer for the Corporation of the County of Lanark.
 - By-Law 2012-39, being a By-law to appoint a Financial Services Supervisor/Deputy Treasurer for the Corporation of the County of Lanark.
- Committee Reports
 - The Community Development Committee recommended that Lanark County Council confirm their support for the soft roll-out and public meeting sessions for the Lanark County Immigration Portal & Job Board.
 - Community Development Committee recommended that Lanark County Council

request a meeting at the OGRA/ROMA Conference with the Minister of Agriculture, Food and Rural Affairs regarding the Proposed Local Food Act.

- Public Works will bring forward a draft ATV By-law forward to a future Public Works Committee meeting, which permits the lawful use of ATV's on County Roads.
- Lanark Council supported spending \$50,000.00 in matching funds from Leeds and Grenville on the Andrewsville Bridge. A second motion was also supported in that if adequate funding for the Andrewsville Bridge is not obtained over the next 5 years, that the bridge be closed.

- Lanark County Council supported the Ontario Coroner's review regarding cycling deaths and that a letter be sent to the Ministry of Transportation supporting the funding of paved shoulders.
- Lanark County Council supported a onetime emergency grant to Interval House in the amount of \$35,000.00. Total Community Grants for 2013 for Lanark County is \$338,700.00.
- Lanark County Council supported the Heart and Stroke Foundations "How to Save a Life Campaign".

b) **Report from Fire Board** – No reports

c) **Report from Library Board** – No reports

d) **Report from CA's**

MVCA – Gail Code

- Office meeting on December 4, 2012
- Board meeting December 5, 2012

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

8. **Closed Session** – None

9. **Confidential Reports** - None

10. **New Business**

10.1 Tender Opening

B. Moore reviewed the results of the tender openings for Solid Waste and Recycling contracts. He presented tender comparisons and explained that all documentation has to be reviewed before a recommendation can be made to Council.

10.2 2013 Budget

L. Van Alstine gave the Committee an update on the following budget items:

Garbage Fees:

The Committee accepted the recommendation of the Treasurer and the following motion was adopted:

MOTION #COW-12-428 (Verbal)

MOVED BY: Aubrey Churchill

SECONDED BY: Ray Scissons

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,

THAT Council approves an increase to garbage fees in the amount of \$10.00 for 2013.

ADOPTED

Budget Action Items:

- Direction given to staff to set the final Budget Public Meeting for January 22, 2013 at 6:00 p.m.
- Direction given to staff to prepare an analysis of the 3 Township halls regarding expenses/revenues.
- Direction given to staff to draft a term of reference regarding the Lafleche Waste Disposal option and bring forward for review.

11. Adjournment

MOTION #COW-12-429 (Verbal)

MOVED BY: Peter Wagland

SECONDED BY: Ray Scissons

THAT the Committee of the Whole stand adjourned at 3:34 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

#26 Committee of the Whole

Tuesday, December 18, 2012

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

- 1) Perth & District Community Foundation
- 2) Leeds, Grenville & Lanark District Health Unit – Smart Living
- 3) Ministry of Agriculture, Food and Rural Affairs – 2012 Premier’s Award
- 4) Ministry of Citizenship & Immigration – 2013 Volunteer Service Awards
- 5) Rideau Valley Conservation Authority – Around the Rideau November/December
- 6) Lanark County – Media Release, November 29, 2012
- 7) Lanark County – Save a Life Campaign – Resolution
- 8) Eastern Ontario Regional Network – High Speed Internet Access
- 9) Wolf Kill Inspections

7.

**Committee
&
Board Reports**



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

COMMITTEE AND BOARD REPORTS

#26 Committee of the Whole

Tuesday, December 26, 2012

7.1 PUBLIC WORK

- a) Report of the Public Works Manager – Subsurface Drainage, Page 16

7.2 COMMUNITY DEVELOPMENT

- a) Report of the Planner – Severance Report (July – December 2012), Page 19
- b) Report of the Planner – Minor Variance Report, Page 20

7.3 CORPORATE SERVICES

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

Council
December 18th, 2012

REPORT FROM THE MANAGER OF PUBLIC WORKS

Andrew Dawson – Cost Sharing Request for Subsurface Drainage Part Lot 6 Concession 10 Drummond Ward

1. STAFF RECOMMENDATIONS

THAT the Council of the Township of Drummond/North Elmsley not contribute municipal funds towards proposed subsurface drainage across Part Lot 6 Concession 10 Drummond, west of McIlquam Blair Road.

2. PURPOSE

The purpose for the proposed change in drainage methods from *open ditch* to *subsurface drainage tile* is to allow two fields one on either side of the existing open ditch to be combined into one larger field.

3. BACKGROUND

Earlier this year Mr. Dawson, owner of the above noted property, spoke to Council requesting they contribute municipal funds towards installing a subsurface drainage tile across his property which would eliminate an existing open ditch dividing two fields west of McIlquam Blair Road. Council gave direction to the Manager of Public Works to meet with Mr. Dawson, investigate the situation and report back to Council with a recommendation on his proposal.

4. DISCUSSION

The existing ditch between the two fields west of McIlquam Blair Road has been in existence for over 25 years and follows along the natural lay of the land draining towards the McIlquham Municipal Drain.

According to recollection of the Township's Public Works staff, the existing drainage system has not caused any major problems with regards to flow capacity or erosion within the roadway or downstream ditches. Therefore, staff feels that the existing open ditch system is satisfactory for the township's drainage outlet needs.

The majority of water that contributes to this ditch drains from the adjacent fields east of McIlquam Blair Road, (Drainage Area "A" approx. 18 Ha.). Although the road itself contributes surface water to the ditch (Drainage Area "B" approx. 0.3 Ha.), it is minor in comparison to what is released from the upstream fields. (see Attachment "A")

Using a runoff coefficient of 0.25 for Drainage Area "A" and 0.8 for Drainage Area "B", the portion of road contributing flow into the proposed tile is only 5% vs. 95% from Area "A".

5. OPTIONS

Option 1 – Decline to spend municipal funds towards Mr. Dawson's subsurface drainage proposal due to the lack of value it would provide to the Township's needs.

Option 2 – Agree to spend municipal funds towards Mr. Dawson's subsurface drainage proposal and run the risk of setting a precedent with other land owners demanding upgrades on their land with no benefit to general public.

6. FINANCIAL IMPLICATIONS

Based on Mr. Dawson's estimate, the proposed cost to install the drainage tile would be approx. \$5,000. The amount of money he is suggesting the Township pay is approx. \$2,500.

7. CONCLUSIONS

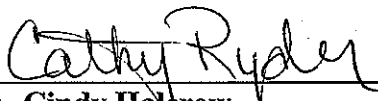
If a subsurface drainage tile were to be installed, it would only benefit Mr. Dawson, allowing him to improve his farming operations within the newly created larger field. The proposed subsurface drainage would be of no benefit to the township which makes it difficult to justify spending taxpayers' dollars on this proposal when there is no benefit to the municipal road drainage network.

Prepared and Recommended By:

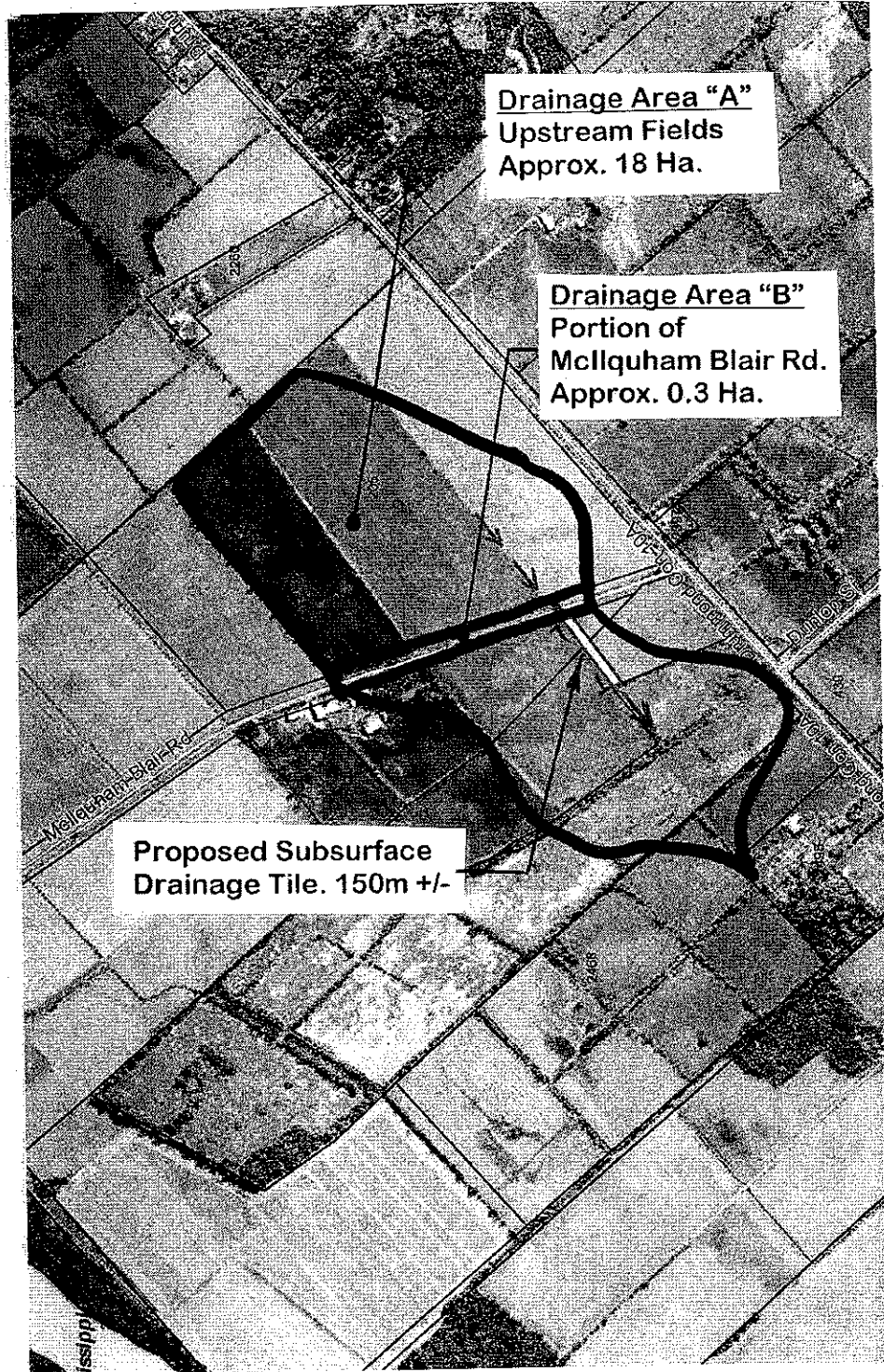
Approved for Submission By:



**Scott Cameron,
Manager of Public Works**


for **Cindy Halcrow
Clerk/Administrator**

Drainage Area Plan Adjacent to McIlquham Blair Road



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

December 18, 2012

Author: Karl Grenke, Planner

RE: Severance Report (July to December 2012)

1. **STAFF RECOMMENDATIONS:** None- for Council's information only
2. **PURPOSE:** To provide Council with a status report on severance applications for the second half of 2012.
3. **BACKGROUND:** Since July 2011, the Township's Planner has provided the Township's planning report directly to the Lanark County Land Division Committee in regards to consent applications. While the Planner will continue to bring complicated or potentially contentious applications to Council's attention and to seek direction, Staff will continue to update Council on a biannual basis as to all consent activity in the Township. The last such report was prepared for August 7th, 2012.
4. **DISCUSSION:** Township Staff provided planning reports to the County for the following consent applications in the last five months of 2012:
 - Brian Moore, B12/045. Part Lot 21, Conc. 7, North Elmsley (*new lot*)
 - Wesley Allan, B12/052. Part Lot 10, Conc. 10, Drummond (*addition*)
 - Art McNaughton, B12/080/081. Part Lot 15, Conc. 9, Drummond (*new lots*)
 - Art McNaughton, B12/082. Part Lots 13&14, Conc. 9, Drummond (*new lot*)
 - Michael Umpherson, B12/095/096/097/098. Part Lot 5, Conc. 12, Drummond (*3 lots, 1 addition*)
 - Lloyd Van Order, B12/110. Part Lot 30, Conc. 10, North Elmsley (*new lot*)

With 16 applications processed in 2012, the number is slightly lower than last year's and total lot creation is substantially lower (although this does not include 6 recent applications pre-consulted by the Township but not yet circulated by the County). This year, with the exception of an agricultural lot addition, all consents reported on to date have been in the Rural Designation. Most new lots continue to be created within a couple of minute drive from Highway 7 and almost all have very close access to a County Road, which is desirable from a traffic and road impact perspective. Total applications to date in 2012 are summarized below, with the number of affected or created lots indicated in parentheses.

Ward	Total Applications Processed in 2012 (2011 in brackets)	Number of Lots Enlarged, 2012 (2011)	New Lots Created, 2012 (2011)
Drummond	10 (10)	4 (2)	12 (18)
North Elmsley	6 (10)	4 (4)	4 (14)

Recommended By:

Karl Grenke

**Name: Karl Grenke
Title: Planner**

Approved for Submission By:

Cathy Ryder

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

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

December 18, 2012

Author: Karl Grenke, Planner

RE: Minor Variance Report

1. **STAFF RECOMMENDATIONS:** None- for Council's information only
2. **PURPOSE:** To update Council on minor variance applications processed in 2012 by the Committee of Adjustment
3. **BACKGROUND:** In Drummond/North Elmsley Township, minor variance applications are decided by the Committee of Adjustment, which is a body appointed by, but independent of Council. The Committee consists of one councillor and two members of the public who have planning experience and act as a sort of 'jury of peers' to review requests for minor variations to the Zoning By-Law. Committee meetings are scheduled on an 'as needed' basis however they typically meet on an average of once a month. The Township's Planner is the secretary-treasurer of the Committee, manages the variance applications and prepares a planning report to the Committee for each application. Staff feel it is prudent to update Council on the number of and nature of minor variance applications over the course of the year.
4. **DISCUSSION:** To date, the Committee of Adjustment has considered 18 minor variance applications. This number is lower than the record 29 of 2011, but it is still higher than the average 10-15 considered in previous years. Most, but not all, minor variance applications in 2012 are related to expanded lakeshore development in the Limited Services Residential Zone and the majority of those are on Mississippi Lake. As most existing lake front development does not conform to current zoning regulations (lot size or coverage requirements, waterbody setback requirements, etc), any additions or expansions to the currently grandfathered use must go through the variance process. In order to allow the extension of the non-conforming development or construction of new non-conforming development, the four tests specified in the Planning Act must be met:
 - That the development meets the intent of the Official Plan;
 - That the development otherwise meets the intent of the Zoning By-Law;
 - That the proposed encroachment is "minor"; and
 - It is desirable and appropriate for that area of land.

If the development does not meet all of the tests, the proposal would either not be approved or would be more appropriately addressed through an amendment to the Zoning By-Law or Official Plan. The Committee of Adjustment has the authority to make the decision as to whether a development meets those tests and generally Committee meetings are very interactive with both parties asking questions and discussing conditions. The table below summarizes variance applications and approvals from January 2012 to mid-December.

Figure 1: Minor Variance Applications, 2012

Proposal regarding:	Mississippi Lake	Otty Lake	Rideau Lake	Non-Waterfront
Expansion/conversion of main dwelling	6	2	1	0
Accessory structures (garages, decks, etc)	3	1	1	4
TOTAL APPLICATIONS	9	3	2	4

In 2012, 12 of the 18 applications were in Drummond Township and half of all applications were related to the development or redevelopment of homes (in most cases the conversions of cottages to year round dwellings). Most variances involving accessory structures addressed the construction of large garages or sheds, although one notable exception was the Innisville Ultramar redevelopment, which needed a minor variance to recognize the construction of the overhead canopy within the required front yard setback. Many proposals, prior to approval, are modified from the original application to accommodate certain planning concerns and almost every approval is accompanied by a series of conditions. For waterfront development in particular, the conditions relate to shoreline improvements and other measures to mitigate negative impacts on the lake and to ensure a net environmental gain.

In 2012 a new Official Plan and Zoning By-law came into effect in the Township. For the most part, the new OP does not significantly alter the planning evaluation of the applications. The most notable change is stronger wording that requires new and replacement structures to meet the 100 foot waterbody setback (or otherwise move as far back as feasibly possible). Renovated structures, as before, cannot move closer to the water. As a result of this change, several new waterfront homes were approved at much greater distances from the water compared to the existing cottage on site. The new Zoning By-law contains few changes regarding waterfront development. A new zoning policy allowing larger accessory structures on lots greater than 10 acres in size has however resulted in a few proposed developments being approved as of right, whereas previously a variance would be required.

Staff feel the current Committee of Adjustment composition and process works very well for processing minor variance applications and look forward to continue to work productively with the Committee and property owners in 2013.

Recommended By:



Name: Karl Grenke
Title: Planner

Approved for Submission By:



Name: Cathy Ryder
Title: Deputy Clerk