



## #6 Minutes Meeting of Meeting of March 28, 2017 Committee of The Whole

The Committee of the Whole met on Tuesday, 5:07 p.m. 2017 at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

<b>Members Present:</b>	Aubrey Churchill	Reeve
	Gail Code	Deputy Reeve ( <b>Chair</b> )
	Steve Fournier	Councillor
	George Sachs	Councillor
	Ray Scissons	Councillor
<b>Staff Present:</b>	Cindy Halcrow	Clerk Administrator
	Cathy Ryder	Deputy Clerk
	Shawn Merriman	Chief Building Official
	Karl Grenke	Planner
	Scott Cameron	Public Works Manager
	Cathie Green	Public Works Assistant

### 1. Call to Order

The meeting was called to order at 5:07 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 March 14, 2017

**MOTION #COW-17-042 (Verbal)**

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

**THAT the Committee of the Whole** approves the minutes of the regular Committee of the Whole meeting held on March 14, 2017 as circulated.

**ADOPTED**

### 4. Approval of Agenda

**MOTION #COW-17-043 (Verbal)**

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

**THAT the Committee of the Whole** approves the agenda for the March 28, 2017 meeting of the Committee, as presented.

**ADOPTED**

## 5. Petitions/Delegations/Public Hearings

5.1 5:10 p.m.: Karl Richmire – Curbside Collection Complaint – rescheduled to a future meeting.

### 5.2 5:10 p.m.: Rodger Robertson – Responsibility Agreement Lake Ridge Adult Lifestyle Community

Trevor Stewart spoke on behalf of Mr. Robertson and presented additional information relating to the financial model for the septic system and clarified the life expectancy of the septic system. He reported that rather than a 25-year life expectancy, they are assuming a mean time to failure at 30 years although the system will likely last much longer.

Mr. Stewart suggested \$10 a month per unit for the reserve funds as being sufficient funds to cover the costs should any failure occur in the future. He reviewed risks to the Township and the safe guards such as the revenue streams available should anything happen.

### 5.3 Public Meeting – Forward Zoning Amendment

### 5.4 Public Meeting – Leeflang Zoning Amendment

## MINUTES OF PUBLIC MEETING CONCERNING PROPOSED ZONING BY-LAW AMENDMENTS

ZA-17-01  
ZA-17-02

Michael and Margaret Forward (Highway 7)  
John and Harry Leeflang

### ATTENDING:

Chair: Gail Code  
Councillors: George Sachs  
Aubrey Churchill  
Ray Scissons  
Steve Fournier

Staff: Karl Grenke, Planner  
Cindy Halcrow, Clerk Administrator  
Cathy Ryder, Deputy Clerk  
Scott Cameron, Public Works Manager

Public (signed in): Tracy Zander, John Leeflang, Jennifer Forward

### Call to Order – Forward Zoning Amendment

Councillor Gail Code opened the meeting at 5:30 p.m.

### Purpose of Meeting

Councillor Code stated that the purpose of the meeting was to consider two zoning amendment applications under Section 34 of the Planning Act by Micheal and Margaret Forward to rezone a 5.8 acre portion of a lot from Rural to Highway Commercial with a Holding Provision and from John Leeflang to rezone an 86 acre portion of his lot from Rural to a Rural Special Exception

zone to recognize the creation of a lot with no public road frontage and no dwelling permitted.

She reported that the public meeting is the opportunity to provide any feedback in favour or in opposition to a proposed amendment and that the OMB may refuse to consider an appeal by someone who does not participate in the process.

### **Presentation and Hearing- Forward**

Councillor Code invited Township Planner Karl Grenke to report on notification and review.

### **Planner's report and presentation**

Mr. Grenke reported that the purpose and effect of the application is to rezone a 5.8 acre portion of their property to Highway Commercial with a holding provision. The potential purchasers of the lot are looking to establish the principle of commercial development at this site and the proposed holding zone would establish certain planning and feasibility requirements that need to be addressed prior to development actually proceeding. Mr. Grenke noted that some supporting studies have been submitted to establish the principle of the use and further studies would depend on the exact nature of the intended development. The rear portion of the property which is zoned and designated Wetland would not be affected by this application. The purpose of the public meeting was to hear feedback from the community prior to Council considering a change in the rules for the land. This application, including all notifications to agencies and abutting property owners, was done in accordance with the Planning Act. Mr. Grenke described the site and advised that the proposed rezoning only applies to that property. He also noted that a decision would not be made on the application this evening, a report and recommendation would follow at the next meeting. Council's decision can be appealed to the OMB.

### **Oral and Written Presentations by those in Attendance**

Councillor Code advised that those speaking need to state their name and address, whether they support or oppose the application and their reason. He also advised that written comments can be submitted prior to Council making a decision on the application.

Councillor Code asked if there were any oral or written presentations from those in favour of the application. There were none.

Councillor Code asked if there were any oral or written presentations from those in opposition to the application. There were none.

Councillor Code asked if there were any closing remarks by the applicant.

Tracy Zander introduced herself and advised that she is acting for the potential purchaser of the lot. She noted that the lot is within a designated Settlement Area which is targeted for development. She noted there was no exact development plan at this point and she will work with staff to determine the exact wording of the holding zone but expects it would include site plan control, stormwater management, servicing and traffic. She noted that there is an existing shared entrance between this lot and the abutting commercial lot. She advised that it is a reasonable request to establish the principle of the use here.

### **Questions and Discussion by Council members**

Councillor Fournier asked if the zoning was a condition of the sale of the lot. Ms. Zander responded that it is.

### **Chair's Closing Remarks and Reminder to Audience**

Councillor Code reminded audience members to sign the attendance sheet if they would like notice of Council's decision.

### **Adjournment of Public Meeting**

Councillor Code closed this portion of the public meeting at 5:38 pm.

### **Presentation and Hearing- Leeflang Zoning Amendment**

Councillor Code invited Township Planner Karl Grenke to report on notification and review.

#### **Planner's report and presentation**

Mr. Grenke reported that the purpose and effect of the application is to establish a special zoning provision to recognize the creation of a lot that does not have frontage on an open public road and on which a dwelling would not be permitted. He noted that the applicant is severing a 12 acre portion of his larger landholding as an addition to 809 Drummond Conc. 1 and the retained lands, which are proposed to be rezoned, do not have frontage on an opened public road.

This rezoning is a condition of a severance approval that was provisionally approved by the County and is required because the application does not otherwise comply with the provisions of the Zoning By-law. All other provisions of the Rural Zone would remain in effect. The purpose of the public meeting was to hear feedback from the community prior to Council considering a change in the rules for the land. This application, including all notifications to agencies and abutting property owners, was done in accordance with the Planning Act. Mr. Grenke described the site and the planning process. He also noted that a decision would not be made on the application this evening, a report and recommendation would follow at the next meeting. Council's decision can be appealed to the OMB.

#### **Oral and Written Presentations by those in Attendance**

Councillor Code advised that those speaking need to state their name and address, whether they support or oppose the application and their reason. He also advised that written comments can be submitted prior to Council making a decision on the application.

Councillor Code asked if there were any oral or written presentations from those in favour of the application. There were none.

Councillor Code asked if there were any oral or written presentations from those in opposition to the application. There were none.

Councillor Code asked if there were any closing remarks by the applicant.

John Leeflang introduced himself and spoke briefly on the intent of the application.

#### **Questions and Discussion by Council members**

Councillor Sachs asked the applicant if he is happy with how the process is going for him. Mr. Leeflang responded that he was. He noted that the house lot is technically landlocked and this is intended to tidy up the property status.

Councillor Fournier asked how far back the Dopson Road frontage is from the edge of the Leeflang lot. Mr. Grenke responded that it is close- about 5-10 metres away. The zoning requires 45 m.

Mr. Leeflang asked Mr. Grenke what would happen if the property owner on the south side of the Dopson Road allowance wished to extend the road. Mr. Grenke advised that is possible, and the parties on both sides and Township can negotiate access. The zoning could also be changed later on to reflect the change in frontage.

### **Chair's Closing Remarks and Reminder to Audience**

Councillor Code reminded audience members to sign the attendance sheet if they would like notice of Council's decision.

### **Adjournment of Public Meeting**

Councillor Code closed the public meeting at 5:52 pm.

## **6. Communication/Correspondence**

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

**MOTION #COW-17-044 (Verbal)**

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

**THAT THE COMMITTEE OF THE WHOLE** receives the communication items for the March 28, 2017 Committee of the Whole as information.

**ADOPTED**

## **7. Committee and Board Reports**

### **7.1 COMMUNITY DEVELOPMENT**

#### **a) Report of the Planner – Source Water Protection**

The Planner provided an update on the Township's Source Water Protection Official Plan Amendment. He reported that the County had approved the Official Plan Amendment limiting the impact of development on surface water sources that supply municipal drinking water near the towns of Perth and Smiths Falls. The report was received as information.

**Action Item:** Staff to bring a zoning by-law forward for review and passage at a future Council meeting.

#### **b) Report of the Chief Building Official – Building Department Fees**

The CBO reviewed his report relating to the Building Department fee schedule and presented options for modest increases; the fees have not increased since 2010. The CBO recommended increasing the fees in incremental steps. There was general discussion on the amount of the increase and the Committee agreed to an increase of 5 cents.

**Action Item:** Direction given to staff to proceed with a public meeting for April 25, 2017.

### **7.2 PUBLIC WORKS**

#### **a) Report of the Public Works Manager – Partnership with First Drummond Scouts, Landfill Site**

The Public Works Manager provided an update regarding the expanded partnership activities with the First Drummond Scouts at the Code Road Landfill. The partnership would establish a glass depot at the landfill to collect deposit containers for return to the Beer Store. The depot pilot project would be run by the Scouts and the monies raised would go to the Scout club. The benefits of the glass depot would help divert glass from the blue boxes. The Committee accepted the recommendation with the following direction:

**Action Item:** Direction given to staff to proceed to partner with the Scouts for a glass depot at the Code Road Landfill Site.

*Item 7.3 d was dealt with at this point in the meeting.*

### **7.3 CORPORATE SERVICES**

#### **a) Report of the Deputy Clerk - Intelivote**

The Deputy Clerk provided an update regarding partnering with local municipalities to engage Intelivote for the provisions of internet/telephone voting services for the 2018 election. She was seeking authorization to deviate from the Procurement By-law to enter into a single-sourced contract with Intelivote. The Committee accepted the recommendation of the Deputy Clerk and the following motion was adopted:

**MOTION #COW-17-044 (Verbal)**

**MOVED BY: George Sachs**

**SECONDED BY: Ray Scissons**

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

**THAT** Council authorized the Deputy Clerk to engage Intelivote for the provision of internet/telephone voting services for the 2018 election, and

**FURTHERMORE THAT** the provisions of By-law 2007-078 Procurement By-law be exempted.

**ADOPTED**

#### **b) Report of the Clerk Administrator – County Wide Economic Development Strategic Plan**

The Clerk Administrator reviewed her report regarding a county-wide economic development strategic plan. While Council identified economic development as a medium priority, participating would be an opportunity to partner and collaborate on a county-wide level. Various Township locations and options were reviewed that might benefit from economic development. The Clerk Administrator requested that two individuals sit on the Economic Development Strategy Committee. The Committee accepted the recommendation of the Clerk Administrator and the following motion was presented:

**MOTION #COW-17-045 (Verbal)**

**MOVED BY: Aubrey Churchill**

**SECONDED BY: Ray Scissons**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council supports the County-Wide Economic Development Strategic Plan, and

**FURTHERMORE THAT** Councillor Steve Fournier and Cindy Halcrow, Clerk Administrator, represent the Township on the County-Wide Economic Development Strategy Committee.

**ADOPTED**

**c) Report of the Clerk Administrator – False Alarm By-law**

The Clerk Administrator reviewed the False Alarm By-law and the proposed changes relating to the number of warning notices received for false alarm fire calls. The Committee agreed to reduce the number of warning notices from three to two for a 12 month period and set the fine at \$200.00.

**MOTION #COW-17-046 (Verbal)**

**MOVED BY: Ray Scissons**  
**SECONDED BY: George Sachs**

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council supports the change to the False Alarm By-law to reduce the number of warnings before a fine is issued, and

**FURTHERMORE THAT** staff be directed to hold a public meeting to receive public comment on the increase in the near future.

**ADOPTED**

**Action Item:** Direction given to staff to proceed to a public meeting.

**d) Report of the Clerk Administrator – Responsibility Agreement Lake Ridge Adult Lifestyle Community**

The Clerk Administrator reviewed her report seeking approval to enter into a Municipal Responsibility Agreement with Rodger Robertson of Lakeridge Adult Lifestyle Community mobile home park. The Clerk Administrator provided an update on the financial model and reviewed the agreement as it relates to the communal septic systems such as reserve funds, security, tolerance of risk and rate of inspection reports.

The Clerk Administrator reported that there was a mechanism in the agreement to review the reserves and recalibrate if necessary. There was general discussion on the \$20 per month funding model and whether to request a security deposit in case the septic system fails. There was discussion on whether an engineer is required to certify the operating life and if a technician would be able to certify. It was recommended that inspections take place on years 10, 15, 20 and every 3 years afterward. The Committee would like Howard Allan to review the financial model. The recommendations were accepted and the following motion was adopted:

**MOTION #COW-17-047 (Verbal)**

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

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council approves the Responsibilities Agreement with 753367 Ontario Limited O/A South Shore Homes subject to Howard Allan’s review.

**AND FURTHERMORE** that staff is directed to bring a by-law forward for passage to authorize the Reeve and Clerk Administrator to enter into a Responsibilities Agreement with 753367 Ontario Limited O/A South Shore Homes.

**ADOPTED**

**Action Item:** Direction given to staff to have Howard Allan to review the financial model.

## **7.4 COMMUNITY SERVICES**

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

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

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

c) **Report from Library Board, George Sachs, March 20, 2017**

- Howard Allan approved the 2016 financial statements
- Approved the 5 year strategic plan
- Policy meeting – April 10, 2017, Library Board meeting – April 24, 2017 and Property meeting – May 8, 2017
- Library looking at their 10 year financial plan

d) **Report from CA's**

e) **Report from Members of Committee**

**Gail Code, Mississippi Valley Conservation Authority, March 15, 2017**

- Wetland regulation policy update – a natural heritage system to achieve a level of protection. MVCA will engage municipalities to determine level of interest and support to identify a natural heritage system for the Mississippi River watershed. This item will be brought back to the September Board of Directors meeting.
- Discussion on the K&P Trail memorandum of understanding with the Lanark County Municipal Trails Corporation. County Council gave direction to develop a ring trail system with the K&P Trail forming a part of the ring trail.
- Discussion on Mississippi Lake Plan nutrient loading concerns for the long-term health of Mississippi Lake. The project will be carried out by Queen’s University ending May 2018.

## **8. CLOSED SESSION**

**8.1 A personal matter about an identifiable individual.**

**MOTION #COW-17-048 (Verbal)**

**MOVED BY: Aubrey Churchill**  
**SECONDED BY: George Sachs**

**THAT the Committee of the Whole** shall hereby hold closed session of Committee of the Whole at 7:17 p.m. to discuss a personal matter pertaining to an identifiable individual;

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

**ADOPTED**

**MOTION #COW-17-049 (Verbal)**

**MOVED BY: Ray Scissons**  
**SECONDED BY: George Sachs**

**THAT the Committee of the Whole** shall hereby return to regular session of the Committee of the Whole at 7:28 p.m.

**ADOPTED**

**RISE AND REPORT**

**MOTION #COW-17-050 (Verbal)**

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

**THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,**  
**THAT** Council accepts the resignation of the Shawn Merriman, Chief Building Official, effective April 28, 2017 with regrets.

**ADOPTED**

There was discussion on lunch/dinner for Shawn Merriman. It was agreed upon that there will be a dinner at CC’s on the Rideau with Council members and a luncheon for staff.

**Action Item:** Direction given to the Clerk Administrator to make arrangements for the dinner and a gift.

**9. Unfinished Business:** None

**10. New Business:** None

**11. Adjournment**

**MOTION #COW-17-051 (Verbal)**

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

**THAT the Committee of the Whole** stand adjourned at 7:30 p.m.

**ADOPTED**

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CHAIR

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CLERK ADMINISTRATOR