



#9 Minutes Meeting of May 6, 2014 Committee Of The Whole

The Committee of the Whole met on Tuesday, May 6, 2014 at 2:00 p.m. at the Township of Drummond/North Elmsley Administrative Building, 310 Port Elmsley Rd.

Members Present:	Aubrey Churchill Gail Code Ray Scissons Peter Wagland	Reeve Deputy Reeve Councillor Councillor
Staff Present:	Cindy Halcrow Cathy Ryder Scott Cameron Karl Grenke Shawn Merriman Linda Van Alstine	Clerk Administrator Deputy Clerk Public Works Manager Planner Chief Building Official Treasurer
Absent:	Ken Fournier	Councillor

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 members declared a pecuniary interest.

3. Minutes of Previous Meetings

3.1 Regular Session Minutes of April 15, 2014

MOTION #COW-14-157 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ray Scissons

THAT the Committee of the Whole approves the minutes of the regular Committee of the Whole meeting held on April 15, 2014 as circulated.

ADOPTED

4. Approval of Agenda

MOTION #COW-14-158 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THAT the Committee of the Whole approves the agenda for the May 6, 2014 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:

#9 Township of Montague – Carroll Road Upgrading

Action Item: Direction given to staff to negotiate with the Township of Montague to ensure the workload is equal and there is no money exchange.

#15 Day of the Honey Bee Proclamation – Support Proclamation

Action Item: That May 29, 2014 be declared as the “Day of the Honey Bee” in the Township of Drummond/North Elmsley

#17 Building Safety Month – Proclamation

Action Item: That the month of May be declared “National Building Safety Month” in the Township of Drummond/North Elmsley

#14 Cement Association of Canada – Six storey wood frame construction

Action Item: Direction given to staff to send a letter to the MPP and to the Honourable Bill Mauro, Minister of Municipal Affairs to raise concerns that the Province of Ontario shouldn't be moving so quickly and out of step with the National Building Code Process.

MOTION #COW-14-159 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Ray Scissons

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT receives the remainder of the communication items for the May 6, 2014 Committee of the Whole as information.

ADOPTED

7. Committee and Board Reports

7.1 PUBLIC WORKS

a) Report of the Public Works Manager – Activity Report

The Public Works Manager provided an update on the day-to-day activities and capital projects relating to the Public Works department. The report was received as information with the following direction:

Action Item: Direction given to staff to advertise in the June 1st Township Community Ad in the EMC regarding the curbside collection and hazardous waste site hours

b) Report of the Public Works Manager – Maintenance Gravel Contract 2014
The Public Works Manager presented three options relating to the supply and maintenance of gravel on Township roads. The Committee accepted the recommendation of the Public Works Manager and approved Option 1.

MOTION #COW-14-160 (Verbal)

MOVED BY: Gail Code
SECONDED BY: Aubrey Churchill

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council accept the prices from Cavanagh Constructions Ltd. of \$11.75/tonne for Area 1 and \$14.40 for Area 2 plus applicable taxes to supply and place 5/8” Granular M Class II Crushed Rock on selected Township roads for the year 2014.

ADOPTED

Action Item: Direction given to staff to apply black rock on Carroll Road; 6 to 8 inches thick. Further direction was given to work with the Township of Montague when they schedule a full depth grade on the road.

c) Report of the Public Works Manager – Municipal Trade Show Volunteer Request
The Committee accepted the recommendation of the Public Works Manager and the following motion was adopted:

MOTION #COW-14-161 (Verbal)

MOVED BY: Ray Scissons
SECONDED BY: Gail Code

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approve that the Public Works staff may assist at the Municipal Trade Show as part of their normal daily activities.

ADOPTED

d) Report of the Public Works Manager – Rideau Ferry Docks Financial Update
The Public Works Manager provided an update on the status of the costs associated with the Rideau Ferry Docks. He was seeking direction on options in order to complete the landscaping and amenities as per the conceptual vision. There was discussion on 3 options:

- Option 1 - Full landscaping option. Cost estimate - \$152,970
- Option 2 - Partially scaled down landscape option. Cost estimate - \$110,970
- Option 3 - Minimum landscape option. Cost estimate - \$46,500 the required additional funding.

Council directed the Public Works Manager to go with Option 1.

MOTION #COW-14-162 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council approve additional funding in the amount of \$152,970 (upset limit) to go towards the completion of the landscaping amenities at the new Rideau Ferry Docks.

ADOPTED

Action Item: Direction given to staff to:

- Contact Algonquin College for possible completion of a stone wall for next year.
- Look to local contractors to donate their time for the construction of structures
- Write a letter to local greenhouse owners for possible donation of trees and the option to have their name on plaque.
- Report back to the Committee with options on how to name the donors on the plaque.

7.2 COMMUNITY DEVELOPMENT

a) Report of the Planner – Stonebridge Interlock/Bradley Bell Zoning Amendment
The Planner provided an update on a zoning amendment to permit the operation of a landscaping supply depot and retail operation for 6092 County Road 43. The Committee accepted the recommendation of the Planner to set a date for a public hearing.

Action Item: Direction given to staff to set a public hearing date for May 27, 2014 at 6:00 p.m.

b) Report of the CBO – Building Activity Report
The CBO provided an update on the various activities relating to the Building Department. The report was received as information.

c) Report of the CBO – Green House Gas Plan
The CBO provided an update to the draft Green House Gas Plan being submitted for public consultation. The Committee received the report as information.

7.3 CORPORATE SERVICE

a) Report of the Treasurer – Tariff of Fees
The CBO and Treasurer presented an update on the changes to the Tariff of Fees By-law as well as changes to the Building By-law. Council supported in principle, the proposed changes to the Tariff of Fees and Building By-law with minor amendments.

Action Item: Direction given to staff to make no changes to the top soil removal application. Further direction given to staff to prepare a report with regards to the building permit fees for farm buildings.

b) Report of the Treasurer – Debt Management Policy
The Treasurer provided an update regarding the management of the issuance of debt to support the goal of ensuring adequate infrastructure, services and resources to support existing and growing communities and to ensure financial sustainability. She stated that after Howard Allan approves the Debt Management Policy it will be brought back to Council for review.

Action Item: Direction given to staff to make the following changes:

- Policy Statement: Add a statement re: recognizes the statutory annual debt repayment
- Under Internal Borrowing from Municipal Reserves: change wording to Bank of Montreal prime rate minus the current rate
- Policy Review: Change to review at the beginning of the Council term.

c) Report of the Treasurer – Final Tax Rate

The Treasurer provided an update to Council on the tax levy. The Committee accepted the recommendation to impose a final tax levy on all properties within the limits of the Township of Drummond/North Elmsley to allow a revenue stream to cover expenditures.

Action Item: Direction given to staff to prepare the 2014 Final Tax Rate By-law and bring it forward for review and passage at the next Council meeting.

d) Report of the Deputy Clerk – Appointments to Audit Committee

The Deputy Clerk provided an update regarding appointments to the Joint Lanark County 2014 Election Compliance Audit Committee. The Committee accepted the recommendation for the Deputy Clerk and the following motion was adopted:

MOTION #COW-14-163 (Verbal)

MOVED BY: Aubrey Churchill
SECONDED BY: Gail Code

THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL,
THAT Council appoint John McCormick, Claude Brett, Al Lunney and Ed Wilson (alternate) to the Joint Lanark County 2014 Election Compliance Audit Committee for the term of Council 2014 to 2018.

ADOPTED

e) Report of the Clerk Administrator – Smiths Falls Recreation Agreement

The Clerk Administrator provided an update on the recreation services agreement with the Town of Smiths Falls. The Committee accepted the recommendation of the Clerk Administrator and provided authorization to enter into an agreement for recreation services.

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

f) Report of the Clerk Administrator – AMO Gas Tax Agreement

The Clerk Administrator provided an update on the various changes to the Gas Tax Agreement which would benefit municipalities. The Committee accepted the recommendation of the Clerk Administrator to enter into a Gas Tax Funds Agreement.

Action Item: Direction given to staff to prepare a by-law authorizing the Reeve and Clerk Administrator to enter into a Gas Tax Funds Agreement and bring forward for review and passage at the next Council meeting.

- g) Report of the Clerk Administrator – OPP Billing Model Update
The Clerk Administrator provided an update to Council with respect to the OPP Billing Model. She reported that the local municipalities recently met and information will be forthcoming with respect to the five action items. The report was received as information.

7.4 COMMUNITY SERVICES

7.5 CLERK/MEMBERS OF COUNCIL

a) Report of Reeve

The Reeve provided a verbal update on the following items:

- April 18/14 Regular meeting with C/A
- April 24/14 Met with the Planner and Ron Moore regarding mapping of his property
- April 24/14 Attended the Grand Opening of Carolina Court in Perth
- April 25/14 Regular meeting with C/A
- May 1/14 Combined Emergency and Training Exercise in Carleton Place
- May 6/14 Township of D/NE Municipal Control Group meeting at 12.30 p.m.

b) Report from Fire Board - None

c) Report from Library Board – Peter Wagland - April 14, 2014

- D/NE circulation increased by 10.6% and membership remains at 27%
- E-books up 82.4%; website visits up 48.9%
- Financial statements for the month presented and approved
- Westport Flooring awarded the new carpet contract for main floor
- Internet and telephone services will be upgraded at the end of May
- Friends of the Library hosted a volunteer appreciation tea on April 6 with 60 attendees
- Adults participating in a job retraining program toured the library to learn about library resources
- Canadian Federation of University Women will be hosting a fall voter education program for municipal elections
- Property Committee looking at long range plan and asset management plan
- Next meetings: May 5 Property Committee, May 12 Board Meeting

d) Report from CA's

Ray Scissons – Rideau Valley Conservation Authority, April 24, 2014

- Presentation on spring flooding
- Spring flooding, routine reports
- Received the news that John Miller, Director passed away
- Next meeting May 22, 2014

Gail Code – 200th Anniversary Committee – May 1, 2013

- B. Crampton doing a great job with mapping on GIS
- Fencing project moving along
- Legacy Farms – Rob Campbell looking after this project

Action Item: Gail Code to contact Barry Crampton regarding making a presentation to Council showing the mapping project.

e) Report from Members of Committee

Peter Wagland - Rideau Heritage Tourism Association Meeting of April 28, 2014

- Meeting notes from March 24 Strategic Planning session review and a 90 – 120 action plan was presented
- RFP to hire a commissioned sales rep was authorized
- Budget continues to be a challenge due to changing financial commitments by partners
- Welcomed new partner, South Frontenac’s \$5,000 contribution
- Peter Wagland recruited to sit on the Budget Committee
- TODS signage contract was renewed for 2013-2014 at a reduced rate
- Next meetings: May 7 Budget Committee; May 12 Special Board Meeting 2014 Budget; May 26, Board Meeting and June 5 AGM (location to be announced).

Note: Dealt with items 10.1 and 10.2 at this point of the meeting.

8. CLOSED SESSION

8.1 Personal Matters about an Identifiable Individual

MOTION #COW-14-164 (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 4:55 p.m. to discuss matters pertaining to personal matters about an identifiable individual;

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

ADOPTED

MOTION #COW-14-165 (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 5:02 p.m.

ADOPTED

RISE AND REPORT

- Received an update with staff direction to request a second valuation if warranted.

9. Unfinished Business - None

10. New Business

10.1 Discussion on Future Tax Rates

The Clerk Administrator said that Howard Allan is preparing the long term financial plan and wanted to know what Council’s view on future tax rate increases would be. She provided information relating

to options to adjust the future tax rates. There was discussion on increased OPP billing, asset management, and the planned reduction in OMPF funding.

Action Item: Direction given to staff to calculate projections and bring back to Council for review and discussion.

10.2 Discussion on Development Charges for the Library

The Clerk Administrator provided information regarding including the library in the Township's development charges. There was discussion on options such as paying for it via the tax levy or including in the development charges.

Action Item: Direction given to staff to not include the library in the Township's development charges.

11. Adjournment

MOTION #COW-14-166 (Verbal)

MOVED BY: Gail Code

SECONDED BY: Aubrey Churchill

THAT the Committee of the Whole stand adjourned at 5:03 p.m.

ADOPTED

CHAIR

CLERK ADMINISTRATOR