



**CORPORATION OF THE  
MUNICIPALITY OF NORTH GRENVILLE**

**DRAFT MINUTES**

**Regular Council Meeting No. 21**

**December 17, 2018 at 6:40 p.m.  
Held in Council Chambers, 285 County Road 44**

**PRESENT**

Mayor Nancy Peckford  
Deputy Jim McManaman  
Councillor John Barclay  
Councillor Craig McCormick  
Councillor Doreen O'Sullivan

Brian J. Carré, Chief Administrative Officer  
Cahl Pominville, Director of Corporate Services/Clerk  
Karen Dunlop, Director of Public Works  
Mark Guy, Director of Parks, Recreation & Culture  
Phil Gerrard, Director of Planning & Development  
John Okum, Director of Emergency & Protective Services/Fire Chief  
Marcus Hewitt, Director of Finance

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**A. CALL TO ORDER**

**B. REVIEW OF REVISIONS OR DELETIONS TO AGENDA**  
*None*

**C. APPROVAL OF AGENDA**

**C-2018-172**

Moved by Craig McCormick  
Seconded by John Barclay

That the Council Agenda for December 17, 2018 be approved as presented

**CARRIED**

**D. DISCLOSURE OF INTEREST**  
*None*

**E. REVIEW & ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

1. Approval of Minutes of the Regular Council Meeting of November 26, 2018

**C-2018-173**

Moved by Jim McManaman  
Seconded by John Barclay

That the minutes of the Regular Council Meeting of November 26, 2018 are approved as circulated.

**CARRIED**

**F. DEPUTATIONS**

*None*

**G. PETITIONS**

*None*

**H. COMMUNICATIONS**

1. Forest Gene Conservation Association - Tree Seed Management Update
2. Mississippi Valley Conservation Authority & Rideau Valley Conservation Authority - Request of Randy Hillier, MPP
3. Steve Clark, Minister, Ministry of Municipal Affairs & Housing - Municipal Reporting Burden
4. South Nation Conservation - Streamlining Reviews Under The Amended Fisheries Act
5. Leeds, Grenville & Lanark Board of Health - November 15 Meeting Summary
6. Rideau Valley Conservation Authority - Around the Rideau - November/December
7. Government of Canada - Prime Minister's Awards
8. Making Play Possible - Leeds & Grenville

Councillor Barclay requested that Items H.4. and H.8. be moved to New Business

Councillor Barclay provided an update on Item H.1.

**C-2018-174**

Moved by

John Barclay

Seconded by

Doreen O'Sullivan

That Council agrees to deal with Communications Items H.1. to H.8. according to the Agenda References, as amended:

The Reference for the following Communications Item(s) shall be amended to “- Considered under New Business”:

Item Number	Correspondence From :
H.4.	South Nation Conservation
H.8.	Making Play Possible - Leeds & Grenville

**CARRIED**

**I. REPORTS OF MUNICIPAL OFFICERS**

1. Brian Carré, Chief Administrative Officer  
Brian Carré responded to inquiries of an insurance claim on damage to the North Grenville Municipal Centre made at the last Committee of the Whole meeting. He noted that this is an ongoing file. The adjuster stated that Cowan Insurance would not be covering the repair as the cost was lower than the \$25,000 deductible. Third party information was not available to staff as of last week. The options to recover funds had not been conveyed to us from the adjuster. All costs will be included in the recovery amount that will be submitted. Our contingency fund will cover any shortfall. Staff were asked why the deductible was increased at the last meeting. He referred to the 2014 staff report which would represent a \$23,000 + increase in our premium. Cowan Insurance increased our third party liability and provided options to reduce our premium. A reserve was established to cover the costs of increased deductible, etc.  
In response to questions of Council, CAO Carré advised that there is \$15,000+ in the contingency fund. Additional funds were only added to the general contingency reserve. Staff will look to the policy held by the person who did the

damage. The building damage will be determined at the depreciated value. Other costs would be claimed at full price.

2. Cahl Pominville, Director of Corporate Services/Clerk
  - On December 17<sup>th</sup> at 5:30 pm, Council held a Special Meeting – Closed Session in accordance with Section 239(2)(b) of the *Municipal Act* – personal matters about an identifiable individual regarding the appointment of members to the Library Board and Municipal representatives to the Police Services Board and Conservation Authorities. Council rose with report and made appointments.
  - The Municipality has received 500+ responses to the cannabis survey.
1. Notice of Proposed Amendments to Procedural By-Law 2-18
  - Notice was given in accordance with By-Law 2-18 of proposed amendments to the Procedural By-Law. Clerk Pominville reviewed the proposed amendments.
3. Karen Dunlop, Director of Public Works

Karen Dunlop provided an update on the transportation master plan consultation document. We are still accepting public comments.

In response to questions of Council, Karen Dunlop advised that the Concession Road study is a separate study. There are possible capital amendments. A stakeholder meeting has been held. A public meeting is upcoming. It is a requirement for the developer to post the signs in a new subdivision. Karen Dunlop reviewed various speeds and the Ontario *Traffic Act*. Karen Dunlop noted that she will research and provide a response regarding passing the by-law in advance of any signs going up or do we wait until it is completed.

Karen Dunlop advised that unassumed roads in a subdivision are cleared of snow by a private contractor. It is still a construction zone until the final lift of asphalt is down. Sidewalks may not be continuous in a subdivision under construction. They are not plowed until the road has been completed. She noted that in the case of Country Walk Subdivision, completion is expected in 2018. The second lift of asphalt is not yet done. We will look to developer to their time line for completion. There is no reference to sidewalks in the subdivision agreement. We will review subdivision agreements to bring into compliance with asset management. The developer is responsible for the subdivision until complete.
4. Mark Guy, Director of Parks, Recreation & Culture

Staff are partnering with the Health Unit for a grant to hire a consultant to conduct a review of hazardous zones for children to get to school and a marketing & awareness campaign to allow children to walk or bike to school. Funding can be used for marketing, awareness, etc. Staff will check to see if signage is an eligible expense.
5. John Okum, Director of Emergency & Protective Services/Fire Chief

An update was provided on double hatter firefighters. Bill 57 has now received royal assent. The amendment includes allowing full time firefighters to be a volunteer in their own municipality. In response to questions of Council, Fire Chief Okum advised that he has been working on a new recruitment program policy. Details were provided. We will leave our options open to attract all types of recruits.
6. Marcus Hewitt, Director of Finance

Marcus Hewitt advised that the draft budget will be presented in January, 2019. Mayor Peckford advised that Council will be determining the budget consultation process.
7. Phil Gerrard, Director of Planning & Development

The Official Plan has received approval from the County. In response to questions of Council, Phil Gerrard provided an update on what was new in our Official Plan including identification of lands subject to wildfires, new definition of woodlands, updated flood plain mapping and population analysis. Staff have worked with the County to arrive at mutual population numbers.

**J. REPORTS OF MEMBERS OF COUNCIL**

1. Councillor John Barclay

1. Magee Municipal Drain Maintenance  
An update was provided by John Barclay.

**By-Law 110-18**

Moved by John Barclay  
Seconded by Jim McManaman

That By-Law 110-18 to provide for the maintenance of the Magee Municipal Drain be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

**CARRIED**

2. Councillor Craig McCormick

Councillor McCormick advised that he has met with the Fire Chief, Deputy Fire Chief and staff at fire station.

1. 2018 Emergency Management Program Compliance Report  
An update was provided by Councillor McCormick.

**C-2018-175**

Moved by Craig McCormick  
Seconded by Doreen O'Sullivan

That Council acknowledge receipt of the 2018 Annual Emergency Management Program Compliance report.

**CARRIED**

2. Amend Emergency Management Committee Structure  
An update was provided by Councillor McCormick.

**By-Law 111-18**

Moved by Craig McCormick  
Seconded by Jim McManaman

That By-Law 111-18 to amend By-Law 105-16 (Emergency Management) be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

**CARRIED**

3. Councillor Doreen O'Sullivan

1. Kernahan Building Lease Agreement  
An update was provided by Councillor O'Sullivan.

**By-Law 112-18**

Moved by Doreen O'Sullivan  
Seconded by John Barclay

That By-Law 112-18 to enter into a lease agreement for the Kernahan Building be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

**CARRIED**

2. Extension of Contract Facility Operator  
An update was provided by Councillor O’Sullivan.

**C-2018-176**

Moved by Doreen O’Sullivan  
Seconded by Craig McCormick

That Council hereby extends the Contract Facility Operator position to March 31, 2019.

**CARRIED**

4. Councillor Jim McManaman
  1. Appoint Committee of Adjustment  
An update was provided by Deputy Mayor McManaman.

**C-2018-177**

Moved by Jim McManaman  
Seconded by Doreen O’Sullivan

That the following people be appointed to the Committee of Adjustment for the term December 1, 2018 to November 30, 2019:

- Nancy Peckford
- Jim McManaman
- Craig McCormick
- John Barclay
- Doreen O’Sullivan

**CARRIED**

**By-Law 113-18**

Moved by Jim McManaman  
Seconded by John Barclay

That By-Law 113-18 to amend By-Law 15-15 (Terms of Reference for Committees) be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

**CARRIED**

2. Permit General Minor Variance Applications

**C-2018-178**

Moved by Jim McManaman  
Seconded by Craig McCormick

That Council hereby permits general minor variance applications prior to the two-year anniversary of the day on which a Zoning By-Law amendment was approved by Council.

**CARRIED**

5. Mayor Nancy Peckford
  - Cannabis discussion forums will be held on January 7 after the Committee of the Whole meeting and on January 8 at the Bishops Mills Community Hall.
  - There is the prospect of the Federal Government looking for office space outside of the City of Ottawa. There may be possible space at the College to house workers for this pilot project.
  - There will be dialogue with the community to learn more about the use and availability of the former college property.

1. Appoint Deputy Mayor and Department Liaisons  
An update was provided by Mayor Peckford.

**C-2018-179**

Moved by John Barclay  
Seconded by Doreen O'Sullivan

That Council approve the following Department Liaisons:

Public Works:	John Barclay
Emergency & Protective Services:	Craig McCormick
Parks, Recreation & Culture:	Doreen O'Sullivan
Planning & Development:	Jim McManaman
Corporate Services:	Nancy Peckford

AND FURTHER THAT Jim McManaman is hereby appointed as Deputy Mayor for this term of Council.

**CARRIED**

2. Appoint BIA Board of Management  
An update was provided by Mayor Peckford. The Council representative will be appointed at a later date.

**C-2018-180**

Moved by Doreen O'Sullivan  
Seconded by Jim McManaman

WHEREAS the Old Town Kemptville Business Improvement Area (BIA) held their Annual General Meeting on November 21<sup>st</sup> and nominated members to sit as Directors on the BIA Board of Management;

AND WHEREAS in accordance with Section 3.b) of North Grenville By-Law 69-15, the Old Town Kemptville BIA Board of Directors shall be appointed by the Council of the Municipality of North Grenville;

NOW THEREFORE BE IT RESOLVED THAT the following be appointed to the Old Town Kemptville BIA Board of Management for the term ending November 14, 2022:

- Debbie Wilson
- Paul Cormier
- Connie Lamble
- Lee McIlvenna
- Stephen Bent
- Ken Schliemann
- Kim Smalridge
- Sierra Jones-Martel

**CARRIED**

3. Approve January 2019 Council Meeting Date  
An update was provided by Mayor Peckford.

**C-2018-181**

Moved by Craig McCormick  
Seconded by Jim McManaman

That Council shall hold only one Regular Council meeting in January 2019;

AND FURTHER THAT the Council meeting be held on January 14, 2019.

**CARRIED**

**K. NEW BUSINESS**

1. South Nation Conservation - Streamlining Reviews Under the Amended Fisheries Act
  - Background information was provided by Councillor Barclay

**C-2018-182**

Moved by	John Barclay
Seconded by	Jim McManaman

That the Council of the Municipality of North Grenville submit a letter to the Federal Ministry of Fisheries & Oceans in support the proposed amendments to the *Fisheries Act* which will mean a streamlined approach to project reviews.

**CARRIED**

2. Making Play Possible - Leeds & Grenville
  - Councillor Barclay provided an update on the request.

**C-2018-183**

Moved by	John Barclay
Seconded by	Jim McManaman

That Council refer the request for funding from Making Play Possible to the 2019 budget process.

**CARRIED**

**L. NOTICE OF MOTIONS**

*None*

**M. PERIOD FOR QUESTIONS FROM THE PUBLIC & MEDIA RELATING TO AGENDA ITEMS**

**N. ADJOURNMENT**

1. Confirmation By-Law

**By-Law 114-18**

Moved by	Doreen O'Sullivan
Seconded by	Craig McCormick

That By-Law 114-18 to confirm the proceedings of Council at its Regular Meeting held on December 17, 2018 be adopted and passed;

AND FURTHER THAT the said By-Law be signed by the Mayor and Clerk, sealed with the seal of the Corporation and be engrossed in the By-Law Book.

**CARRIED**

2. Resolution to Adjourn

**C-2018-184**

Moved by	Doreen O'Sullivan
Seconded by	Jim McManaman

That this Regular Meeting of Council adjourn at 8:38 p.m. and that the next Regular Meeting be held on January 14, 2019 at 6:30 p.m.

**CARRIED**

***DRAFT MINUTES: REGULAR COUNCIL MEETING, DECEMBER 17, 2018***

NANCY PECKFORD  
Mayor

CAHL POMINVILLE  
Clerk