



The Corporation of
THE TOWNSHIP OF LANARK HIGHLANDS

COMMITTEE OF THE WHOLE MINUTES

Tuesday, October 7th, 2008

2:30 p.m.

**Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Deputy Mayor, Bruce Horlin
Mayor, Bob Fletcher
Councillor Tom Lalonde
Councillor Brian Stewart
Councillor Peter McLaren
Councillor Leonard Echlin
Councillor Bob Sutcliffe

Staff Present: Chief Administrative Officer, Tom Derreck (arrived at 2:40 p.m.)
Clerk/Deputy-CAO, Amanda Mabo
Treasurer, Rob Bunker
Chief Building Official, Phil Borrowman (left at 2:52 p.m.)
Planning Assistant, Janie Laidlaw (left at 2:53 p.m.)
Fire Chief, Gord Kemp (arrived at 2:53 p.m.)

Others Present: None.

Members & Staff Absent: None.

1. CALL TO ORDER

The meeting was called to order at 2:30 p.m.
A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None at this time.

3. APPROVAL OF MINUTES

RESOLUTION #COW-2008-199

MOVED BY: Leonard Echlin
SECONDED BY: Bob Sutcliffe

“**THAT**, the minutes of the Committee of the Whole Committee meeting held on September 23rd, 2008 be approved as circulated.”

ADOPTED

4. APPROVAL OF AGENDA

- i) Under New/Other Business: Flooding at Middleville Community Centre.
- ii) Under New/Other Business: Fence at Watson’s Corners Community Hall.
- iii) Under New/Other Business: Building Permits – Camps.

RESOLUTION #COW-2008-200

MOVED BY: Peter McLaren
SECONDED BY: Bob Fletcher

“**THAT**, the agenda be adopted as amended.”

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. COMMUNICATIONS

- i) **08-09-30 Councillor Communication Package.**
- ii) **AMO Alert No. 08/044:** National Do Not Call List – Implications for Municipal Candidates on Ontario.
- iii) **Notification of Application for Permit to Take Water** – Lanark Pit/Quarry.
- iv) **Ministry of Natural Resources:** Strategy for Preventing Human-Wildlife Conflicts in Ontario and Strategy for Preventing and Managing Human-Deer Conflicts in Southern Ontario.

RESOLUTION #COW-2008-201

MOVED BY: Bob Sutcliffe
SECONDED BY: Leonard Echlin

“**THAT**, communication items (i) – (iv) for the October 7th, 2008 Committee of the Whole meeting be received for information only.”

ADOPTED

- v) **Tay Valley Township:** Reunification of Surface and Mining Rights.

RESOLUTION #COW-2008-202

MOVED BY: Bob Fletcher
SECONDED BY: Leonard Echlin

“**THAT**, the Council of the Corporation of the Township of Lanark Highlands support Tay Valley Township’s resolution #9B-08-215 requesting the Ministry of Northern Development and Mines to reunite the surface and mineral rights on the 1.4% of lands now identified in Southern Ontario.”

ADOPTED

- vi) **Township of Montague:** Amendment to Clean Water Act.

RESOLUTION #COW-2008-203

MOVED BY: Bob Fletcher
SECONDED BY: Bob Sutcliffe

“**THAT**, the Council of the Corporation of the Township of Lanark Highlands support the Township of Montague’s resolution #168-2008 requesting that the Clean Water Act be amended to provide for compensation for those landowners who suffer loss of land use and/or enjoyment of land as a result of source protection initiatives under the Clean Water Act.”

ADOPTED

7. REPORTS

- i) **Report #C-01-2008 Council/Committee Meeting Schedule.**
Amanda Mabo, Clerk.

A couple of Councillors are unable to meet any earlier than 2:30 p.m. due to work commitments. The Committee was also concerned about the public attending meetings that would be held during the day. Therefore, the Committee requested continuing the current meeting schedule.

T. Derreck, Chief Administrative Officer arrived at 2:40 p.m.

RESOLUTION #COW-2008-204

MOVED BY: Tom Lalonde
SECONDED BY: Bob Fletcher

“**THAT**, Report #C-01-2008 Council/Committee Meeting Schedule be received for information.”

ADOPTED

- ii) **Report of the Almonte General Hospital Board of Directors (verbal).**
Deputy Mayor, Bruce Horlin.

At the meeting on October 6th, 2008, the Board heard a financial report on the Almonte General Hospital. They also heard an update on the status of the new floors in Fairview Manor. There is a health and safety issue with the new floors, which require replacement, at a cost of \$2 million.

RESOLUTION #COW-2008-205

MOVED BY: Bob Fletcher
SECONDED BY: Tom Lalonde

“**THAT**, the Report of the Almonte General Hospital Board of Directors (verbal) be received for information.”

ADOPTED

- iii) **Report #CBO-05-2008 Building Department Report – (August 2008).**
Phil Borrowman, Chief Building Official.

RESOLUTION #COW-2008-206

MOVED BY: Leonard Echlin
SECONDED BY: Tom Lalonde

“**THAT**, Report #CBO-05-2008, Building Department Report (August 2008) be received for information.”

ADOPTED

- iv) **Report #CBO-06-2008 Building Department Report – (September 2008).**
Phil Borrowman, Chief Building Official.

RESOLUTION #COW-2008-207

MOVED BY: Bob Fletcher
SECONDED BY: Tom Lalonde

“**THAT**, Report #CBO-06-2008, Building Department Report (September 2008) be received for information.”

ADOPTED

P. Borrowman, Chief Building Official left at 2:51 p.m.

- v) **Report #PD-12-2008 Severance Application (Holloway).**
PART LOT 21, CONCESSION 2
FORMER TOWNSHIP OF LANARK
SOUTH LAVANT ROAD, COUNTY ROAD 16
Janie Laidlaw, Planning Assistant.

RESOLUTION #COW-2008-208

MOVED BY: Tom Lalonde

SECONDED BY: Leonard Echlin

“THAT, Council recommend to the Land Division Committee of Lanark County that the Holloway severance application be approved subject to the following conditions;

1. That the applicant submit to the Township of Lanark Highlands the 5% cash-in-lieu of parkland requirement.
2. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township of Lanark Highlands.
3. That the applicant provide the Township of Lanark Highlands with a Building Location Survey or Surveyor’s Certificate demonstrating that the lands severed (including the purchaser’s abutting property) and the lands retained are in compliance with all zoning provisions. The surveyor’s information shall include confirmation of adequate frontage for both the severed and retained parcels along the maintained road. Should compliance not be demonstrated the applicant will take any and all steps to bring the property into compliance.
4. That an acceptable reference plan or legal description of the severed lands and the deed or instrument (in triplicate) conveying the severed lands shall be submitted to the Planning Approvals Administrator at the County of Lanark for review and consent endorsement within a period of one year after the Notice of Decisions is given under Section 53 (17) or (24) of the Planning Act and that a copy of same be submitted to the Township of Lanark Highlands.
5. That the applicant submit a site plan and undertake a site plan control agreement with the Township of Lanark Highlands to illustrate that the new proposed residence can be constructed outside of the limits of the separation distance from the MAR-h designation.
6. That the applicant provides assurance to the Township of Lanark Highlands that the proposed building site is outside of the area of organic soils and that compliance with existing Building Code can be demonstrated.

7. That the applicant provides to the Township of Lanark Highlands a consultant report that demonstrates that the aggregate resource is either not viable or that the proposed use on the property will not adversely impact the establishment of an operation to extract the resource if present.”

ADOPTED

J. Laidlaw, Planning Assistant left at 2:53 p.m.

G. Kemp, Fire Chief arrived at 2:53 p.m.

vi) **Report #FIRE-05-2008 Volunteer Firefighters Honorariums Policy – Revised.**

Gord Kemp, Fire Chief.

The present Policy on Volunteer Firefighter Honorariums was adopted by Council in July 2002. The present policy was a harmonization of the various systems that were in place from the previous fire departments. The lump sum honorariums of the Deputy and District Chiefs had not been adjusted by COLA in the past and as a result there is a recommendation to apply this COLA increase retroactive to 2003 which would be paid from the 2009 budget.

Councillor T. Lalonde declared a pecuniary interest as he is a Volunteer Firefighter.

The Committee noted that the structure of the Fire Department has not been looked at since amalgamation. The Township has 100 firefighters and eight stations. The Township needs to look at a long range plan and availability of service being delivered.

RESOLUTION #COW-2008-209

MOVED BY: Leonard Echlin

SECONDED BY: Peter McLaren

“**THAT**, a retroactive payment be made to the Deputy and District Fire Chiefs for the COLA increase for the lump sum honorarium for each year since 2003 up to 2007 at a cost of \$5,935, to be paid from the 2009 budget.”

ADOPTED

RESOLUTION #COW-2008-210

MOVED BY: Bob Sutcliffe

SECONDED BY: Brian Stewart

“**THAT**, the proposed changes to the Policy for Volunteer Firefighters Honorariums be deferred until the Fire Chief can provide further information on the implications to the 2009 budget.”

DEFEATED

RESOLUTION #COW-2008-211

MOVED BY: Bob Fletcher

SECONDED BY: Leonard Echlin

“**THAT**, the proposed changes to the Policy for Volunteer Firefighters Honorariums be referred to the 2009 Budget process.”

ADOPTED

The Mayor will write a letter to the District Fire Chiefs explaining that an error was made and the lump sum honorariums paid to the Deputy and District Chiefs was not adjusted by the COLA.

The Committee also requested that the Treasurer include in the 2009 Budget a policy or resolution that ensures COLA is accumulated across the board for Staff each year.

vii) **Report #FIRE-06-2008 Purchase of Surplus County Rescue Vans and Ambulances.**

Gord Kemp, Fire Chief.

The County of Lanark has a policy of offering to municipalities in the County the opportunity to purchase any surplus ambulances or rescue vehicles which have been replaced through their replacement program. The cost to the municipality is usually a token \$1.00. The County policy requires that the Council of the municipality pass a resolution to be considered for the purchase of the surplus vehicles and that the resolution be forwarded to the County. The County will then offer the surplus vehicles on a rotating basis to the interested municipalities.

RESOLUTION #COW-2008-212

MOVED BY: Bob Sutcliffe

SECONDED BY: Tom Lalonde

“**THAT**, the Township of Lanark Highlands requests to be considered for the sale of any surplus Rescue Vans by the County of Lanark;

THAT, the Township of Lanark Highlands requests to also be considered for the sale of any surplus ambulances by the County of Lanark;

AND THAT, these requests be forwarded to the Chief Administrative Officer of the County of Lanark.”

ADOPTED

- viii) **Report #FIRE-07-2008 Change to Medical Assist Agreement.**
Gord Kemp, Fire Chief.

In December 2007 the Township of Lanark Highlands agreed to enter into an agreement with the County of Lanark to provide firefighter medical assistance to the Lanark Ambulance Service for all Code 4 (life threatening) emergency calls if the ambulance response to the scene is greater than 20 minutes and when there is a clear response time advantage. In discussions between the County and the Kingston Ambulance Communication Center about the agreement it was determined that the wording for the type of Code 4 emergency calls should be better defined so that firefighters were only requested for medical assist calls for which they are properly trained and equipped.

RESOLUTION #COW-2008-213

MOVED BY: Leonard Echlin
SECONDED BY: Brian Stewart

“THAT, the agreement between the Township of Lanark Highlands and the County of Lanark for the Medical Assist Response Program be changed so as to better define the criteria for the type of Code 4 calls that firefighters will assist the ambulance service under the agreement;

THAT, the Mayor and Clerk be authorized to sign the revised Medical Assist Response Program Agreement;

AND THAT, the necessary by-law be presented at the October 21st, 2008 meeting of Township Council.”

ADOPTED

- ix) **Report #FIRE-08-2008 Addition of Firefighters.**
Gord Kemp, Fire Chief.

The firefighters being added to the rosters of the various districts are to fill vacancies which have been created by resignations. The vast majority of resignations are due to former firefighters moving out of the District and/or not being able to respond in an acceptable time frame.

RESOLUTION #COW-2008-214

MOVED BY: Bob Sutcliffe
SECONDED BY: Leonard Echlin

“THAT, Chris Rothwell and Kevin McFarlane be added to the firefighter rosters of the Lanark Village and LDNS Districts respectfully.”

ADOPTED

- x) **Report #FIRE-09-2008 Mutual Agreement for Alternate Emergency Operations Centre (EOC).**
Gord Kemp, Fire Chief.

During discussions at the meetings of the CEMCs from the County it was decided that the most cost effective and easiest way to establish an alternate EOC would be to use an already established EOC in another municipality.

RESOLUTION #COW-2008-215

MOVED BY: Tom Lalonde

SECONDED BY: Bob Fletcher

“THAT, the Township of Lanark Highlands participate in an Emergency Operations Centre Sharing arrangement with municipalities within the County of Lanark pursuant to the provisions of the agreement draft appended to and forming a part of Report #FIRE-09-2008;

THAT, the Fire Chief communicate this decision to the County of Lanark and take the actions appropriate to ensuring the successful conclusion of this directive;

AND THAT, the necessary by-law be presented at the October 21st, 2008 meeting of Township Council.”

ADOPTED

- xi) **Report of the District Fire Chiefs Meeting (verbal).**
Councillor Bob Sutcliffe.

Councillor B. Sutcliffe thanked the Fire Chief for preparing the report on the COLA.

RESOLUTION #COW-2008-216

MOVED BY: Bob Fletcher

SECONDED BY: Tom Lalonde

“THAT, the Report of the District Fire Chiefs Meeting (verbal) be received for information.”

ADOPTED

- xii) **Report of the Police Services Board (verbal).**
Mayor Bob Fletcher.

No Report.

Next Meeting: Tuesday, October 21st, 2008 at 9:00 a.m.

The Mayor noted that the Township’s Policing Contract does not come up for renewal until next year, which is a year behind the other local municipalities in Lanark County. The other municipalities that are currently in contract

negotiations are looking at a 6 to 7 percent increase. The Township of Lanark Highlands will be facing, at a minimum, the same increase next year.

The Mayor also noted that the County is looking into the increases for the local municipalities in order to determine if there is a more cost effective way to provide policing.

xiii) **Report of the Mississippi-Rideau Source Water Protection Committee (verbal).**

Councillor Peter McLaren.

Councillor P. McLaren noted that there is a proposal for the Committee to tour various sites (ex. to look at well heads).

No Report.

Next Meeting: Spring 2009

xiv) **Report of the Environmental Advisory Committee (verbal).**

Councillor Bob Sutcliffe.

No Report.

Next Meeting: Thursday, October 16th, 2008

xv) **Report of the Mississippi Valley Conservation (MVC) (verbal).**

Mayor Bob Fletcher.

The Mayor informed the Committee that a letter of support to keep the Mississippi Valley Conservation office in Lanark Highlands was sent to MVC.

RESOLUTION #COW-2008-217

MOVED BY: Tom Lalonde

SECONDED BY: Peter McLaren

“**THAT**, the Report of the Mississippi Valley Conservation (verbal) be received for information.”

ADOPTED

8. IN-CAMERA ITEMS

None.

9. NEW/OTHER BUSINESS

- i) **OP Review:** Initial Public Meeting Dates (verbal).
Amanda Mabo, Clerk.

RESOLUTION #COW-2008-218

MOVED BY: Bob Fletcher
SECONDED BY: Tom Lalonde

“**THAT**, the OP Review – Initial Public Meeting schedule be adopted as amended as follows:

- include a meeting at the Middleville Community Centre
- include a Saturday catch all meeting at the Township Office
- change the start times of the meetings to an hour later

AND THAT, Stantec Consulting be contacted to develop a schedule.”

ADOPTED

RESOLUTION #COW-2008-219

MOVED BY: Bob Fletcher
SECONDED BY: Bob Sutcliffe

“**THAT**, Staff bring forward a proposal to reach the majority of residents for notification of the OP Review – Initial Public Meeting.”

ADOPTED

The Committee suggested that the entire OP Review – Initial Public Meeting Schedule be included in the direct mailing.

- ii) **Flooding at Middleville Community Centre (verbal).**
Councillor Bob Sutcliffe.

Councillor B. Sutcliffe informed the Committee that surface water is coming through a window at the Middleville Community Centre and down onto the floor. A quote was obtained by the Chief Building Official to fix and prevent water from laying beside the Centre, to fix the window sill and provide proper drainage away from the Centre – *attached, page 16*.

Surface water is also getting into the septic tank and requires to be pumped out. The Chief Building Official obtained a quote to uncover the septic tank to determine what the problem is – *attached, page 17*. Any required repairs would be an additional cost.

RESOLUTION #COW-2008-220

MOVED BY: Bob Fletcher

SECONDED BY: Bob Sutcliffe

“THAT, Councillor B. Sutcliffe’s report regarding the Flooding at the Middleville Community Centre be received;

AND THAT, Staff be authorized to proceed with the window and septic tank repairs as outlined in the quotes dated October 1st, 2008, including the preparation of replacing the septic tank if necessary while the equipment is on site.”

ADOPTED FORTHWITH

- iv) **Fence at Watson’s Corners Community Hall (verbal).**
Councillor Leonard Echlin.

Councillor L. Echlin informed the Committee that the new owners of the adjacent property of the Watson’s Corners Community Hall do not want the snow that is removed from the Community Hall on their property. Removal of the snow is costly. It is suggested that the fence be repaired in order that the snow be placed up against it. The estimated cost for materials to rebuild the fence is \$1,100. The volunteers have agreed to provide the labour.

The Capital Grants Policy for Community Centres states that in conjunction with the annual budget process, the Chief Building Official undertakes an inspection of each facility and makes recommendations to Council regarding capital improvements necessary to maintain the integrity or usability of the building. The policy also states that requests from individual community centres for items outside the policy (ex. chattels, aesthetic, non-capital improvements) may be made directly to Council and granted during the annual budget process. It also states that Council will fund 50% of such project costs. The repair of the fence would be considered a capital expenditure.

RESOLUTION #COW-2008-221

MOVED BY: Leonard Echlin

SECONDED BY: Tom Lalonde

“THAT, the repair of the fence at the Watson’s Corners Community Hall be funded from the remaining \$800 from the Halls Capital (request only) account.”

ADOPTED FORTHWITH

- v) **Building Permits – Camps (verbal).**
Councillor Brian Stewart.

RESOLUTION #COW-2008-222

MOVED BY: Brian Stewart
SECONDED BY: Bob Sutcliffe

“**THAT**, Mr. Hargadon’s building permit be accepted as a camp;

AND THAT, the Chief Building Official be directed to issue Mr. Hardagon a building permit tomorrow, October 8th, 2008.”

ADOPTED FORTHWITH

RESOLUTION #COW-2008-223

MOVED BY: Brian Stewart
SECONDED BY: Bob Sutcliffe

“**THAT**, Mrs. McNulty be refunded the development fees for her application for a camp.”

ADOPTED FORTHWITH

10. DEFERRED ITEMS

**The following items will be discussed at the next and/or future meeting:*

- **Report #CAO-XX-2008 Savings Achieved During Absence of CAO & Clerk in First Half of 2008** (November Corporate Services Committee Meeting).
Tom Derreck, Chief Administrative Officer.
- **Report #HR-XX-2008 2008 Staff Overtime**
(November Corporate Services Committee Meeting).
- **Report #C-XX-2008 Ward Boundaries/Election of Deputy Mayor**
(November/December Corporate Services Committee Meeting).
Amanda Mabo, Clerk.
- **OMERS – Councillors Update** (December Corporate Services Committee Meeting).
Mayor Bob Fletcher.
- **Building Permits – Are Operations Revenue Neutral? Update**
(November Building, Planning & Protective Services Committee Meeting).
- **Report #CBO-XX-2008 Appeal of Payment of Development Charge – Wilf Hall** (November Building, Planning & Protective Services Committee Meeting).

11. ADJOURNMENT

The Committee adjourned at 4:27 p.m. on motion by Councillors L. Echlin and P. McLaren.

A handwritten signature in cursive script that reads "Amanda Mabo".

**Amanda Mabo,
Clerk/Deputy-CAO**

NEW/OTHER BUSINESS

LANARK HIGHLANDS

OCT - 1 2008

RECEIVED

Quote

Rodger Holmes Excavation

370 Harding Road

RR2 Lanark, ON

K0G 1K0

Peter Rodger Phone# 613-256-5383

Business Number: 170728240

Quote Number: 001

Quote Date: October 1, 2008

To fix and prevent water from laying beside the Middleville Community Centre.

Fix window sill which is rotten and reseal.

Supply two (2) window wells plus covers.

Supply top soil for drainage away from the hall.

Supply grass seed and peat moss.

Quote total: \$995.89

Quote is valid until October 15, 2008.

LANARK HIGHLANDS

OCT - 1 2008

RECEIVED

Quote

Rodger Holmes Excavation

370 Harding Road
RR2 Lanark, ON
K0G 1K0
Peter Rodger Phone# 613-256-5383

Business Number: 170728240

Quote Number: 002

Quote Date: October 1, 2008

Work for Middleville Community Centre:

To uncover septic tank top and sides, to determine what the problem is.

To recover the septic tank, supply top soil, grass seed and peat moss and to regrade the soil septic tank area.

Quote total: \$991.78

If it is decided that you want a rubber membrane over the top of the tank, the cost of material and installation are not included in this quote and these costs would be extra.

Quote is valid until October 15, 2008.