



Tuesday, June 2nd, 2009

2:30 p.m.

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

**2:30 p.m. Committee of the Whole*

**5:30 p.m. Dinner Break*

**7:00 p.m. Council*

Chair, Deputy Mayor Bruce Horlin

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

3. APPROVAL OF MINUTES

Suggested Motion:

“THAT, the minutes of the Committee of the Whole Committee meeting held on May 26th, 2009 be approved as circulated.”

4. APPROVAL OF AGENDA

Suggested Motion:

“THAT, the agenda be adopted as presented.”

5. DELEGATIONS & PRESENTATIONS

None.

6. COMMUNICATIONS

- i) **Township of Woolrich:** Requesting Support of an Extension of the Workplace Safety and Insurance Amendment Act to Include Coverage for Volunteer and Part-Time Fire Fighters - *attached, page 9.*
- ii) **Town of Smiths Falls:** Requesting the Province to Increase its Annual Grants to 15% of Library Revenue - *attached, page 10.*

Suggested Motion:

“THAT, the communication items for the June 2nd, 2009 Committee of the Whole Committee meeting be received for information only.”

7. REPORTS

- i) **Report #PD-15-2009 Severance Application (Spinks) – attached, page 12.**
PART LOT 2, CONCESSION 7
FORMER TOWNSHIP OF DARLING
Janie Laidlaw, Planning Assistant.

Suggested Motion:

“THAT, the Council of the Township of Lanark Highlands recommend to the Land Division Committee of Lanark County that the Spinks Severance Application be approved subject to the following conditions:

- 1. That 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.*
- 2. 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.*
- 3. That an acceptable reference plan or legal description of the severed lands and the deed or instrument be submitted to the Township of Lanark Highlands.*
- 4. That the applicant submit to the Township of Lanark Highlands the 5% cash-in-lieu of parkland requirement.*
- 5. That the balance of any outstanding fees be submitted to the Township of Lanark Highlands prior to final approval.*
- 6. That the applicant provide copy of the required County entrance permit to the Township of Lanark Highlands prior to final approval.”*

- ii) **Report #PD-16-2009 Severance Application (Robertson) – attached, page 16.**

**PART LOT 18, CONCESSION 2
FORMER TOWNSHIP OF LANARK**
Janie Laidlaw, Planning Assistant.

Suggested Motion:

“THAT, the Council of the Township of Lanark Highlands recommend to the Land Division Committee of Lanark County that the Robertson Severance Application be approved subject to the following conditions:

- 1. That, 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.*
- 2. 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.*
- 3. That an acceptable reference plan or legal description of the severed lands and the deed be submitted to the Township of Lanark Highlands.*
- 4. That the applicant submit to the Township of Lanark Highlands the 5% cash-in-lieu of parkland requirement.*
- 5. That the applicant provide to the Township of Lanark Highlands any required road widening at no cost to the Township.*
- 6. That the applicant pay any outstanding fees to the Township of Lanark Highlands prior to final approval.”*

- iii) **Report #PD-17-2009 Severance Application (Easton) – attached, page 19.**

**PART LOTS 7, 8 AND 9, CONCESSION 2
FORMER TOWNSHIP OF LANARK**
Janie Laidlaw, Planning Assistant.

Suggested Motion:

“THAT, the Council of the Township of Lanark Highlands recommend to the Land Division Committee of Lanark County that the Easton 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.*
3. *That the balance of any outstanding fees pertaining to this application be submitted to the Township of Lanark Highlands.*
4. *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.*
5. *That an acceptable reference plan or legal description of the severed lands and the deed conveying the severed lands shall be submitted to the Township of Lanark Highlands.*
6. *That entrance permits for both the severed and retained parcels be obtained.*
7. *That any required road widening be given to the Township of Lanark Highlands at no cost to the Township.*
8. *That the 2nd Concession A Lanark be improved to the satisfaction of the Township of Lanark Highlands' Public Works Superintendent.*
9. *That the applicant undertake an application to stop up and close the old road/carriageway."*

iv) **Report #PWWM-12-2009 Scope Changes to CH2MHILL Design Contract and Extension of Contract to Huber Environmental - *attached, page 24.***
David Riis, Township Engineer.

Suggested Motion:

*"**THAT**, Scope Changes #6 and #8 to the Design Contract with CH2MHILL for a total of \$44,882.00 be approved;*

***AND THAT**, the extension of the contract with Huber Environmental for an additional upset limit of \$5,000.00 be approved."*

- v) **Sewer & Water Public Meeting Date.**
David Riis, Township Engineer.

Suggested Forthwith Motion:

“WHEREAS, a public meeting was called on June 22nd, 2009 to review the ESR Addendum as well as to hear the presentation of the preliminary design for the water and sewer system by CH2MHILL;

AND WHEREAS, June 22nd, 2009 is Graduation Night at Maple Grove Public School in the Village;

NOW THEREFORE BE IT RESOLVED THAT, the public meeting be changed from June 22nd, 2009 to _____.”

- vi) **Report #PWWM-13-2009 Middleville Agricultural Society Request to Cut Pine Trees on 6th Concession D Lanark – attached, page 26.**
Scott Cameron, Public Works Superintendent.

Suggested Motion:

“THAT, Council consider the request from the Middleville Agricultural Society to cut and remove approximately 12 pine trees from the northerly limit of 6th Concession D Lanark.”

- vii) **Annual Household Hazard Waste Levy.**
Robert Bunker, Treasurer.

Suggested Forthwith Motion:

“WHEREAS, in 2008 the household bag tag method of household waste disposal was replaced by applying an annual flat levy on each property owner’s final tax bill;

AND WHEREAS, mythology for applying a levy to each tax bill remains unchanged;

AND WHEREAS, the preparation of the final tax bills will be completed within the next five weeks;

NOW THEREFORE BE IT RESOLVED, that the annual household waste levy remain at the current amount of \$39.53 for 2009.”

- viii) **Response to 2009 Auditors Management Letter – attached, page 29.**
Robert Bunker, Treasurer.

Suggested Motion:

“THAT, the Response to the 2009 Auditors Management Letter be forwarded to the Auditors.”

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

Suggested Motion:

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

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

Suggested Motion:

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

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

No Report.

Next Meeting: Tuesday, June 2nd, 2009.

- xii) **Report of the Mississippi-Rideau Source Water Protection Committee (verbal).**
Councillor Peter McLaren.

Suggested Motion:

“THAT, the Report of the Mississippi-Rideau Source Water Protection Committee (verbal) be received for information.”

- xiii) **Report of the Environmental Advisory Committee (verbal).**
Councillor Bob Sutcliffe.

No Report.

Next Meeting: Thursday, June 11th, 2009

- xiv) **Report of the Mississippi Valley Conservation (verbal).**
Mayor Bob Fletcher.

Suggested Motion:

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

8. IN-CAMERA ITEMS

None.

9. NEW/OTHER BUSINESS

None.

10. DEFERRED ITEMS

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

- ***2008 Employee Service Awards.***

11. ADJOURNMENT

COMMUNICATIONS



The Corporation of the Township of Woolwich
P.O. Box 158, 24 Church Street West
Elmira, Ontario N3B 2Z6
Tel. (519) 669-1647 / Fax: (519) 669-1820

TO: All Ontario Municipalities
DATE: May 6, 2009
SUBJECT: Resolution Requesting Support of an Extension to the *Workplace Safety and Insurance Amendment Act* to Include Coverage for Volunteer and Part-time Fire Fighters

On April 7, 2009, the Council of the Township of Woolwich passed the following resolution and respectfully requests the consideration and support of this resolution by all municipalities in Ontario:

WHEREAS the Ontario Provincial Government on May 3, 2007 passed Bill 221 the *Workplace Safety and Insurance Amendment Act*. This legislation was passed to assist firefighters, who develop job-related cancer or sustain a heart injury, when they file a claim with the Workplace Safety and Insurance Board (WSIB);

AND WHEREAS it was presumed at the time that such legislation would also apply to volunteer firefighters who face the same exposures as their full-time (career) peers;

AND WHEREAS it appears that the coverage of volunteer and part-time firefighters under this legislation is now uncertain;

AND WHEREAS cancer and heart attacks do not discriminate between Full-Time, Volunteer, and Part-Time firefighters;

AND WHEREAS the vital service that the Township of Woolwich's volunteer firefighters provide in protecting the lives and properties of our residents must be recognized as equivalent to full-time firefighters;

THEREFORE BE IT RESOLVED that the Township of Woolwich strongly urges that the Provincial Government take immediate action to extend the legislation to include Volunteer and Part-time Firefighters;

AND FURTHER BE IT RESOLVED that the Township of Woolwich requests the support of all other Municipalities in the Province of Ontario in this resolution;

AND FURTHER BE IT RESOLVED that this and all supporting resolutions be forwarded to Ontario Premier Dalton McGuinty; The Honourable Peter Fonseca, Minister of Labour; The Honourable Rick Bartolucci, Minister of Community Safety and Correctional Services; Harold Albrecht, MP; and Leeanna Pendergast, MPP.

Sensational!



May 22, 2009

To: All Ontario Municipalities

At their meeting of May 19th, 2009, the Council of the Corporation of the Town of Smiths Falls passed the following resolution that we would like circulated to all municipalities requesting their support on this important issue:

WHEREAS public libraries have a strong role in literacy, innovation, community and prosperity in municipalities;
AND WHEREAS the Ministry of Culture is currently updating its policies related to supporting public libraries as they wish to ensure that policies position public libraries for the future;
AND WHEREAS the role of learning in Ontario's future knowledge-based economy grows, the informal learning systems of public libraries will be even more important.
AND WHEREAS the library of the future will need to respond to a new social, technological and economic environment.
AND WHEREAS municipalities are incurring the majority of costs associated with delivering library programming.
AND WHEREAS those same municipalities bear the majority of the costs to build and maintain library facilities.
AND WHEREAS the province has decreased its annual grants since 1985 from 15% of annual revenue to 4% of annual revenue which continues to threaten the future of these engines of cultural and economic development.
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Smiths Falls petitions that the Province increase its annual grants to 15% of library revenue.
AND FURTHER THAT a copy of the motion be forwarded to the Premier of Ontario, the Honourable Aileen Carroll Minister of Culture, MPP Randy Hillier, the Ontario Library Service and the Association of Municipalities of Ontario for circulation.
Resolution #: 2009-05-172

If you require further information please do not hesitate to contact me.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Kerry Costello".

Kerry Costello
Town Clerk

cc: Hon. Dalton McGuinty, Premier of Ontario
Honourable Aileen Carroll Minister of Culture
MPP Randy Hillier
Ontario Library Service

Box 695, 77 Beckwith St. N., Smiths Falls, Ontario K7A 4T6
Phone: 613-283-4124 Fax: 613-283-4764 Website: www.smithsfalls.ca

REPORTS

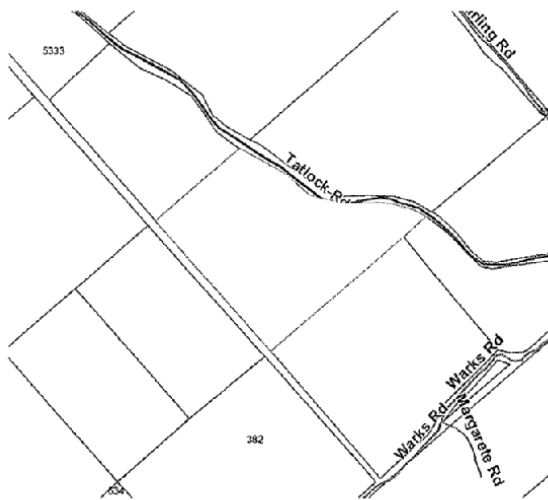
**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION SPINKS
PART LOT 2 CONCESSION 7
FORMER TOWNSHIP OF DARLING
TOWNSHIP OF LANARK HIGHLANDS**

1.0 Review of Proposal and Application

An application has been received from the County of Lanark Land Division Committee for the creation of a new lot. The holding is located at 5027 County Road 9 and is legally described as Part Lots 2, Concession 7, former Township of Darling now in the Township of Lanark Highlands, County of Lanark.

The application before council for consideration is to create a new lot for residential purposes. The applicant anticipates the construction of a single family dwelling approximately 1100 square feet in area if approval of the application is granted by the County. The parcel subject to this application has approximately 609 metres of frontage on the County Road and an area of 88 acres. The application indicates that the proposed severed lot will have 60 metres of frontage on the County Road, a depth of 120 metres and an area of approximately 1.77 acres or 0.7 hectares.

Currently constructed on the property is a hunt camp. The camp is privately serviced with both a well and septic system. New development on the proposed severed lot will be required to obtain a permit from the Lanark Leeds and Grenville Health Unit for septage treatment prior to any construction taking place.



The application indicates that access will be provided via County Road 9. The County's Roads Department will need to comment on the proposal and provide an entrance permit if so required.

The properties are designated Rural on Schedule 'A3' of the Township's Official Plan and zoned Rural 'RU' on schedule 'A3' of the By-law 003-451.

Stantec

PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS SEVERANCE APPLICATION SPINKS PART LOT 2 CONCESSION 7 FORMER TOWNSHIP OF DARLING

Review of Proposal and Application
May 2009

1.1 PROVINCIAL POLICY

As part of the province's long term commitment to economic prosperity and social well being all planning applications must be consistent with the Provincial Policy Statement 2005 (PPS). As such a review of applicable policies must be undertaken and evaluated under the "consistent with" test.

The Provincial Policy directs that in rural areas limited residential development is permitted and that it should be appropriate to the infrastructure which is planned or available and in addition shall be compatible with the rural landscape.

1.1.1 Sewage and Water, Section 1.6.4

The proposed lot when developed will be serviced privately. Confirmation is required that there exists sufficient treatment capacity for any hauled sewage (Section 1.6.4.1). The Lanark Leeds and Grenville Health Unit will require a permit for private services. Capacity exists for the hauled sewage outside of the Municipality. The applicant will require a permit prior to any new development occurring. Individual on site water services are permitted for developments of lower density such as is proposed.

1.1.2 Transportation, Section 1.6.5

The use of existing transportation infrastructure is required. The proposal as submitted does not propose or require any new municipal infrastructure and has frontage on a County Road. The applicant will need to confirm with the County's Roads department that an entrance can be obtained.

Subject to County review the application does not trigger any other Provincial interests and can be considered consistent with provincial directives pertaining to land use.

1.2 OFFICIAL PLAN

The Spinks lands are designated Rural on Schedule 'A 3' of the Township of Lanark Highlands Official Plan.

Any application for consent must be evaluated with the policy directives of Section 10.11.13, which provides direction when considering the division of lands within the Township. Proposals must be consistent with zoning, and enjoy sufficient frontage and depth to accommodate setbacks, snow removal as well as storage and parking within the proposed lot configuration. Abutting land uses must be evaluated for conflicts and natural heritage features.

The overall intent of the Rural Area is to conserve the character of the rural setting and provide for a supply of land for rural residential development. Residential dwellings and associated accessory structures are permitted within the Rural designation and are an expected land use.

Stantec

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION SPINKS
PART LOT 2 CONCESSION 7
FORMER TOWNSHIP OF DARLING**

May 2009

Development is expected to occur on larger lots 1 hectare in size in order to maintain the rural character and to protect ground water. Minimum frontage required is 60 metres as is proposed by the applicant. The submitted sketch illustrates insufficient lot area for the creation of a new rural residential use and as such the sketch will require amendment prior to final approval in order to comply with Official Plan policies.

Section 4.52 of the Official Plan outlines that entrances are limited on County Roads and at minimum are required to be 152 metres apart. The submitted sketch at present does not illustrate the distance between the existing and proposed entrance and has not been undertaken by a Ontario Land Surveyor. As a condition of severance the applicant will be required to submit a survey and this will need to illustrate the separation distance between the existing and proposed entrances.

The proposal meets the intent of the Official Plan and can be considered compliant.

1.3 ZONING

The lands are zoned Rural. A single detached dwelling is a permitted use of the Rural zone. The application as submitted does not illustrate the required minimum lot size of 1 hectare and as such the applicant will need to amend his proposal to meet the requirements of the zoning by-law. There is sufficient land area on the proposed retained parcel to achieve the standards of the zoning by-law.

1.4 DISCUSSION

The lands are rural and the proposed development is an expected and desirable land use and is consistent with the Provincial Policy Statement 2005. The accompanying sketch to the application under consideration illustrates a proposed severed lot which cannot meet the minimum lot area requirements of both the Official Plan and the Zoning By-law. Staff has consulted with the applicant and the applicant has no issue in providing the required area and will illustrate same on his final plan for registration. A condition of severance that requires zoning compliance is included in the recommended conditions to address the minimum lot area requirements.

1.5 RECOMENDATION

That Council recommend to the Land Division Committee of Lanark County that the Spinks severance application be approved subject to the following conditions;

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Town.
2. That the applicant provide the Town 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

Stantec

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION SPINKS
PART LOT 2 CONCESSION 7
FORMER TOWNSHIP OF DARLING**

Review of Proposal and Application
May 2009

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.

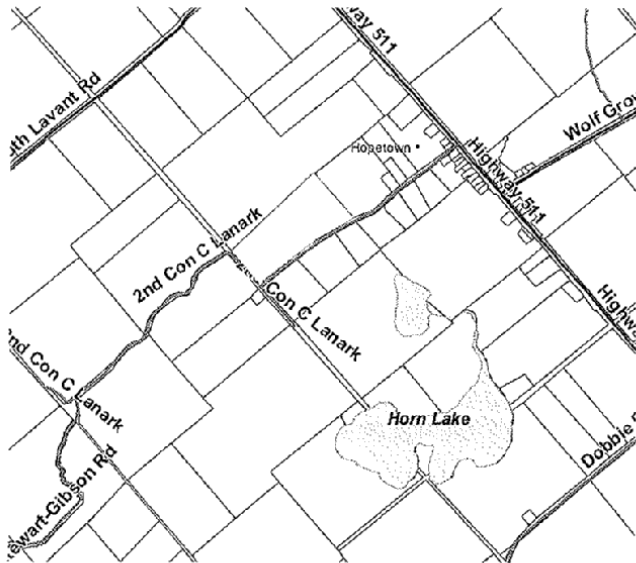
3. An acceptable reference plan or legal description of the severed lands and the deed or instrument be submitted to the township.
4. That the applicant submit to the Township the 5% cash-in-lieu of parkland requirement.
5. That the balance of any outstanding fees be submitted to the Township prior to final approval.
6. That the applicant provide copy of the required County entrance permit to the Township prior to final approval.

PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION ROBERTSON
PART LOT 18 CONCESSION 2
FORMER TOWNSHIP OF LANARK
TOWNSHIP OF LANARK HIGHLANDS

1.0 Review of Proposal and Application

An application has been received from the County of Lanark Land Division Committee for the creation of a new lot on a property with frontage on Stewart Gibson Road. The holding is legally described as Part Lot 18, Concession 2, Geographic Township of Lanark, now in the Township of Lanark Highlands, County of Lanark and more commonly referred to as 306 Stewart Gibson Road. The holding also enjoys frontage on 2nd Concession Lanark.

The applicant wishes to create a new lot for residential purposes. The proposed retained lands will have 618 metres of frontage on Stewart Gibson Road, a depth of 249 metres and an area of approximately 18.4 hectares (45 acres). The proposed severed lands will have an area of approximately 1.6 hectares (3.9 acres) and frontage of 126 metres (413 feet) and a depth of 120 metres (393 feet). The proposed severed lands are currently vacant. There are no specific details at this time of the form or scale of residential development to be constructed on the lands. Constructed on the proposed retained lands is a residential dwelling.



The properties are designated Rural on Schedule 'A4' of the Township of Lanark Highlands Official Plan and zoned Rural, on Schedule 'A4' of the Township of Lanark Highlands Zoning

PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
Severance Application Robertson

By-law. Surrounding lands are rural with scattered residential uses in the vicinity. The Village of Hopetown is east of the subject lands.

1.1 PROVINCIAL POLICY

As part of the province's long term commitment to economic prosperity and social well being all planning applications must be consistent with the Provincial Policy Statement 2005 (PPS). As such a review of applicable policies must be undertaken and evaluated under the "consistent with" test.

Section 1.1.4.1 of the Provincial Policy Statement provides direction with regard to development within the rural areas and allows for limited residential development and that it should be appropriate to the infrastructure which is planned or available and in addition shall be compatible with the rural landscape. No new municipal infrastructure will be necessary if this application is approved by the Land Division Committee of the County of Lanark.

The proposed lot will be privately serviced. Prior to construction the applicant will be required to obtain a permit from the Health Unit. Section 1.6.4 of the PPS requires that the applicant provide assurance that there is a treatment solution for any hauled sewage. Although the Township does not have existing treatment facilities the existing contractors do transport to a treatment facility outside of the Township.

The proposed lot is consistent with provincial directives.

1.2 OFFICIAL PLAN

The lands are designated Rural on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. Rural development concepts outlined within the Official Plan discuss a settlement pattern of very low density consisting of residences distributed along existing road networks. The intent of the Official Plan is to protect the rural setting and natural resources for their economic value. The Robertson proposal respects that intent.

Any application for consent must be evaluated with the policy directives of Section 10.11.13, which provides direction when considering the division of lands within the Township. Proposals must be consistent with zoning, and enjoy sufficient frontage and depth to accommodate setbacks, snow removal as well as storage and parking within the proposed lot configuration. Abutting land uses must be evaluated for conflicts and natural heritage features. The proposed lot areas exceed minimum standards and all lots have frontage on a municipal road.

The proposed new lot will have sufficient area to provide for access, snow removal and private water and sewage services. There are no identified natural heritage features on the lands or on the abutting lands. The proposed retained lot is also of sufficient size and area to accommodate the proposed residential development.

The application demonstrates compliance with Official Plan directives.

PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
Severance application Robertson

1.3 ZONING

The lands are zoned Rural on Schedule 'A 4' of Zoning By-law 2003-451. The proposed residential use is a permitted use within this zone. The proposed severed and retained lots will meet the requirements of the rural zone.

The application can meet the requirements of the zoning by-law and other than building permit and health unit approval does not require any further approvals.

1.4 DISCUSSION

The proposal will if approved result in the creation of a new lot that will comply with Official Plan policies and is consistent with Provincial Policy. The sketch accompanying the application illustrates that the lands have sufficient frontage and area to meet the requirements of the zoning By-law and no relief of the zoning provisions, standards or requirements will be required if this application moves forward to approval. The proposal is an expected and desirable land use and as such represents good planning.

1.5 RECOMMENDATION

That Council recommend to the Land Division Committee of Lanark County that the Robertson severance application be approved subject to the following conditions;

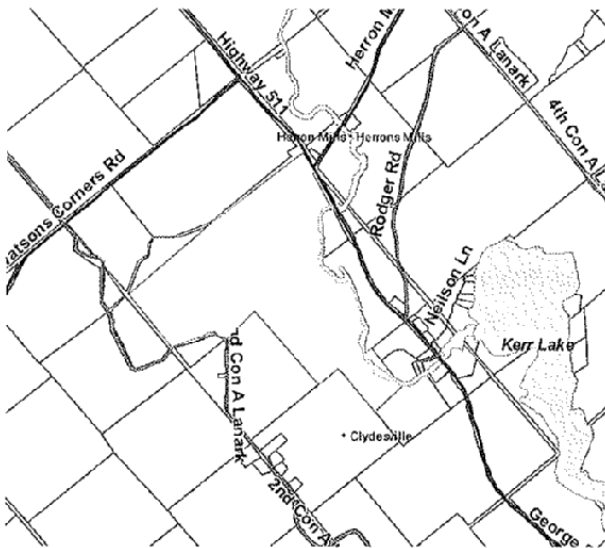
1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township.
2. That the applicant provide the Township with a Building Location Survey or Surveyor's Certificate demonstrating that the lands severed (including 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.
3. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.
4. That the applicant submit to the Township the 5% cash-in-lieu of parkland requirement.
5. That the applicant provide to the Township any required road widening at no cost to the Township.
6. That the applicant pay any outstanding fees to the Township prior to final approval.

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION EASTON
PART LOTS 7, 8 AND 9, CONCESSION 2
FORMER TOWNSHIP OF LANARK
COUNTY ROAD 511 AND 2ND CONCESSION A LANARK**

1.0 Review of Proposal and Application

An application has been received from the County of Lanark Land Division Committee for the creation of a new lot for residential purposes. The holding is located west of the Clyde River and has frontage on both County Road 511 and 2nd Concession A Lanark and is legally described as Part of Lots 7, 8 and 9, Concession 2, former Township of Lanark, now in the Township of Lanark Highlands, County of Lanark.

The applicant wishes to create a new lot from an existing vacant parcel of land enjoying frontage on both 2nd Concession A Lanark and County Road 511. The proposed retained parcel will have frontage of 300 metres on 2nd Concession A Lanark and an area of approximately 73 hectares (180 acres). The proposed severed lot will have 70 metres of frontage on the 2nd Concession A Lanark and area of approximately 38 hectares (93 acres). Surrounding land uses are rural and residential. The lots will be serviced via private wells and septic systems. The proposed lot configuration is attached as Appendix 1 for review.



Subject lands

The property is designated Rural on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. The lands are zoned Rural.

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION EASTON
PART LOTS 7, 8 AND 9, CONCESSION 2
FORMER TOWNSHIP OF LANARK**

Review of Proposal and Application
May 2009

1.1 PROVINCIAL POLICY

As part of the province's long term commitment to economic prosperity and social well being all planning applications must be consistent with the Provincial Policy Statement 2005 (PPS). As such a review of applicable policies must be undertaken and reviewed under the "consistent with" test.

The Provincial Policy directs that in rural areas limited residential development is permitted and that it should be appropriate to the infrastructure which is planned or available and in addition shall be compatible with the rural landscape.

1.1.1 Services

The proposed lots when developed will be serviced privately and confirmation is required that there exists sufficient treatment capacity for any hauled sewage (Section 1.6.4.1). The Lanark Leeds and Grenville Health Unit will require a permit for private services. Capacity exists for the hauled sewage outside of the Municipality. The applicant will need to obtain permits from the Lanark and Leeds Health Unit prior to any construction.

1.1.2 Transportation

Section 1.6.5 Transportation Systems and Section 1.6.6 Transportation and Infrastructure Corridors of the Provincial Policy Statement outline the priority that the province puts on the maintenance and efficiency of transportation systems and corridors. A portion of the proposed lots front onto a seasonally maintained roadway but the applicant will be required to undertake improvements to the roadway prior to approval as discussed below. Sufficient frontage is available for the proposed uses once the aforementioned improvements are completed.

1.2 OFFICIAL PLAN

The Easton lands are designated Rural on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. Rural development concepts outlined within the Official Plan discuss a settlement pattern of very low density consisting of residences distributed along existing road networks. The intent of the Official Plan is to protect the rural setting and natural resources for their economic value. The Easton proposal respects that intent.

Any application for consent must be evaluated with the policy directives of Section 10.11.13, which provides direction when considering the division of lands within the Township. Proposals must be consistent with zoning, and enjoy sufficient frontage and depth to accommodate setbacks, snow removal as well as storage and parking within the proposed lot configuration. Abutting land uses must be evaluated for conflicts and natural heritage features. The proposed lot areas exceed minimum standards and all lots have frontage on a municipal road. Although they also enjoy frontage on the County Road it is desirable for traffic movements to locate as

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION EASTON
PART LOTS 7, 8 AND 9, CONCESSION 2
FORMER TOWNSHIP OF LANARK**

Review of Proposal and Application
May 2009

APPENDIX 1

many entrances as possible on roadways which are not designed to function as major arterial transitways.

The application demonstrates compliance with Official Plan directives.

1.3 ZONING

The lands are zoned Rural on Schedule 'A 4' of Zoning By-law 2003-451. The proposed residential use is a permitted use within this zone. The proposed severed and retained lots will meet the requirements of the rural zone.

The application can meet the requirements of the zoning by-law and other than building permit and health unit approval does not require any further approvals.

1.4 DISCUSSION

The applicant has previously (January 2009) been granted approval from this Committee for the creation of two lots on additional holdings in this area. Mr. Easton had previously also inquired of staff with regard to his additional abutting lands. Mr. Easton owns three separate parcels abutting the property subject of this application which have been naturally severed by constructed roadways or the Clyde River. Initially, the applicant wished to develop all of his lands and create 11 lots by means of severance. It was recommended by staff that a plan of subdivision may be a more appropriate means to evaluate the overall impact of development in the area primarily due to transportation and road maintenance as well as the provision of long term potable water and septage treatment. It was noted to the applicant in January that if he submits further applications for severance they may require some assurance that the aforementioned matters have been reviewed.

Staff has reviewed this request for lot creation and notes that the lots are of sufficient size and area to support private services. The Roads Superintendent has visited the site and requested that Road improvements be undertaken to bring the roadway up to municipal standards prior to final approval of this application. The applicant has been informed of this requirement.

The sketch submitted with the application illustrates an old carriageway/road transecting the severed parcel. A title search and research of existing Township documents has been undertaken to determine the status of this road and it appears that there has been no formal assumption of the road. It is recommended that although there seems to be no formal acceptance of this as a Township Road that an application for road closure be undertaken in order to consolidate land ownership within the proposed severed lot. The applicant is in support of this request.

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS
SEVERANCE APPLICATION EASTON
PART LOTS 7, 8 AND 9, CONCESSION 2
FORMER TOWNSHIP OF LANARK**

Review of Proposal and Application
May 2009

The application as submitted is consistent with the Provincial Policy Statement, complies with directives of the Official Plan and meets the requirements of the zoning By-law. The proposal is in keeping with existing surrounding land uses and an expected land use. As such the application can be supported subject to the identified conditions.

1.5 RECOMENDATION

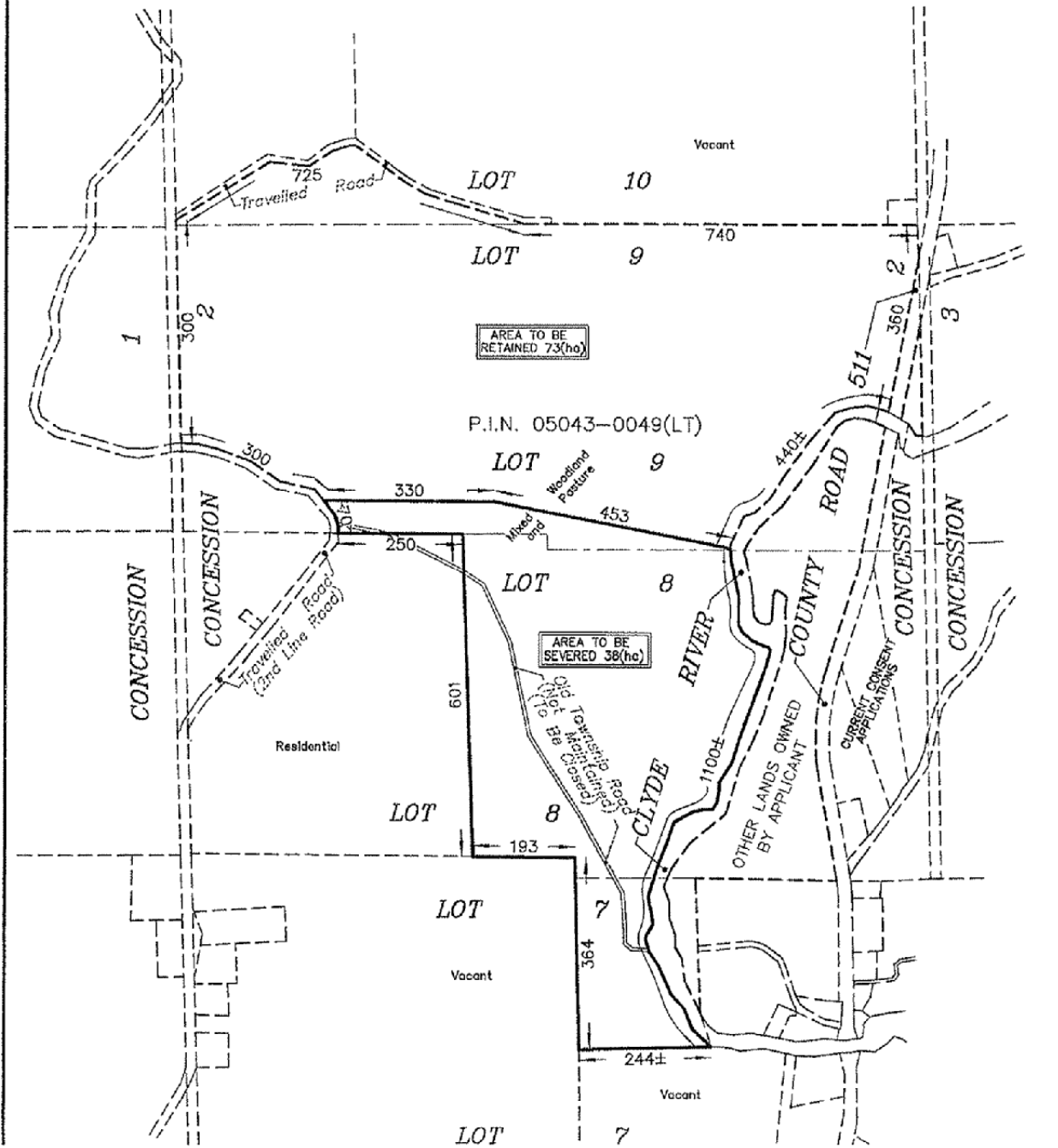
That Council recommend to the Land Division Committee of Lanark County that the Easton severance application be approved subject to the following conditions:

1. That the applicant submit to the Township 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 Town.
3. That the balance of any outstanding fees pertaining to this application be submitted to the Township.
4. That the applicant provide the Town 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.
5. An acceptable reference plan or legal description of the severed lands and the deed conveying the severed lands shall be submitted to the township.
6. That entrance permits for both the severed and retained parcels be obtained.
7. That any required road widening be given to the Township at no cost to the Township.
8. That the 2nd Concession A Lanark be improved to the satisfaction of the Township's Superintendent of Public Works.
9. That the applicant undertake an application to stop up and close the old road/carriageway.



GEOMETRIC TOWNSHIP
OF LANARK
TOWNSHIP OF LANARK HIGHLANDS
COUNTY OF LANARK

SCALE 1 : 10000



**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

COMMITTEE OF THE WHOLE

May 26th, 2009

Report #PWWM-12-2009
of the Township Engineer

**SCOPE CHANGES TO CH2MHILL DESIGN CONTRACT
AND
EXTENSION OF CONTRACT TO HUBER ENVIRONMENTAL**

STAFF RECOMMENDATION(S)

THAT: Council approve Scope Changes #6 and #8 to the Design Contract with CH2MHILL for a total of \$44,882.00. and

THAT: Council approve the extension of the contract with Huber environmental for an additional upset limit of \$5,000.00.

SCOPE CHANGES TO CH2MHILL DESIGN CONTRACT

Scope Change #6 Rear Yard Valve Pits - \$35,148.00

Background

The ESR and Ch2mhill's original proposal assumed that the valve pits for the vacuum sewage collection system would be at the street.

Discussion

It is now clear that in the interest of minimizing construction costs and in some cases because of topography, in about 73 locations it would be better to install these pits in back or side yards. This involves additional survey work and additional drawings. The TAC has reviewed the proposal and recommends it for payment.

Included in this Scope Change is a small amount to cover the design for an extension of services north on George St past the School. In fact this section was included in the ESR so it was agreed by the TAC that this amount would be put against the design of an equivalent extension of service to be decided once funding has been announced.

Recommendation

The TAC recommends that Council approve Scope Change #6 for \$35,148.00.

Scope Change #8 Coordination for Multiple Construction Contracts - \$9,734.00

Background

The original contract assumed a single construction contract. In order to expedite the start of construction at least two construction contracts will be involved.

Discussion

This will require additional specifications to detail coordination between contractors especially with regard to commissioning systems.

Recommendation

The TAC recommends that Council approves Scope Change #8 for \$9,734.00.

EXTENSION OF CONTRACT TO HUBER ENVIRONMENTAL

Background

In March Council approved the hiring of Huber Environmental Consulting on an as required basis for an upset limit of \$5,000.00 to provide advice during consultations with MOE and during the production of an Addendum to our ESR. His participation has been invaluable to the Township to date - the \$5,000 has been well spent. The draft proposed ESR Addendum states that the "Township plans to retain the services of an environmental consulting firm which has expertise in lagoon management to advise on odour management."

Discussion

With a public meeting planned for June 22, and because odours will be a major concern for villagers, it is proposed that Doug Huber be available to answer questions. In addition, if funding is approved, his services will be helpful in preparing a contract with NWC and ensuring adherence to this contract.

Recommendation

It is recommended that Council approve the extension of the contract with Huber Environmental Services for an upset limit of \$5,000.00

David Riis
Township Engineer

Tom Derreck
CAO

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

COMMITTEE OF THE WHOLE

June 2nd, 2009

Report #PWWM-13-2009
of the Public Works Superintendent

**MIDDLEVILLE AGRICULTURAL SOCIETY REQUEST TO CUT PINE TREES
ON 6TH CONCESSION D LANARK**

STAFF RECOMMENDATION

THAT, Council considers the request from the Middleville Agricultural Society to cut and remove approximately 12 pine trees from the northerly limit of 6th Concession D Lanark.

BACKGROUND

On May 27th 2009 staff met with Mr. Bob McKay on the 6th Concession D Lanark to identify select pine trees that the Middleville Agricultural Society would like to cut and remove for the purpose of having milled and used as external siding on one of the building at the Middleville Agricultural Fair Grounds.

DISCUSSION

Members of the Middleville Agricultural Society would provide all the equipment, labour and materials necessary to cut and remove the required amount of pine trees from the northerly limits of above noted road allowance and provide an acceptable amount of debris clean-up within the road allowance after the trees have been removed. They would also be required to provide the Township proof of insurance with the Township being co-insured under their policy. The Township will provide the appropriate "Men Working Ahead" and "Traffic Control Devices" for the duration of this work. The timing of this work be during the month of June 2009.

OPTIONS CONSIDERED

Option #1 – That Council allows the members of the Middleville Agricultural Society to proceed with their request to harvest approx. 12 pine trees from the 6th Concession D Lanark under the provisions required within this report.

Option #2 – Do nothing

FINANCIAL IMPLICATIONS

- No cost to the Township

CONCLUSIONS

Staff recommendation is to adopt Option #1

ATTACHMENTS

ATTACHMENT "A" - Location Map

Prepared and Submitted By:

Approved for Submission By:

**Scott Cameron.
Superintendent of Public Works**

**Tom Derreck,
CAO**

ATTACHMENT "A"

Location Map – 6th Concession D, Lanark



May 27, 2009

Howard A Allan, FCA
Allan Chartered Accountants
22 Wilson Street West
Perth, Ontario
K7H 2M9

**RE: 2008 Consolidated Financial Statements of the Township of Lanark Highlands
Management Letter**

Thank you for your letter dated May 6, 2009 in which you make a number of recommendations/observations resulting from the Township of Lanark Highland's 2008 year-end audit.

Below is the response by the management of the Township of Lanark Highlands to each of those recommendations/observations.

Tangible Capital Assets

The Canadian Institute of Chartered Accountants Public Sector Handbook has issued its new section called PS 3150 - Tangible Capital Assets. This new section will require capital expenditures to be recognized as assets and amortized over their useful lives.

The requirement will take effect for the Township's 2009 financial statements. However, in order to provide meaningful comparative figures on the 2009 audited financial statements, we will need comparative figures for the 2008 financial period. We are commenting on this topic now as we believe the Township should prepare a plan to deal with this new Handbook requirement. The new requirement is a major change from the current practice of recording expenditure in the year a capital asset is purchased. The Township is going to have to determine what tangible capital assets it owns, and then determine the cost of the tangible capital asset. While some assets will be easily identified and valued, for instance a fire truck, others, such as roads or water & sewer infrastructures will be a time consuming task. When the audit for the 2009 financial statements is performed, your auditors will have to be able to verify that the Township has identified all of its assets, as well as evaluate the methods the Township used value the assets in order to ensure it is sound. If these things are unable to be verified, the auditor will not be able to determine whether or not the 2009 financial statements are free from material misstatement. This could result in a qualified audit opinion being attached to the 2009 financial statements. For these reasons we urge you to devise a plan now to manage this project. Due to the magnitude of the change, it would not be unusual to expect that current Township staff levels may not be able to manage the project without additional assistance. The

Township should review its current staffing levels and with the new requirements in mind, determine how much assistance will be required to both undertake and maintain the requirements of the new section.

Managements Response

Work has already begun on this important initiative. To date, the Townships buildings, rolling stock, roadways and road related assets such as signs, culverts etc. have been identified. Historical cost values must be applied to these assets using yet to be identified costing model. In the next few weeks, it is anticipated the Treasurer will have a draft Capital Asset Policy prepared for presentation to Council. During the summer months, it is anticipated that the identification and costing of other major assets will continue in preparation for the new financial reporting requirements next year.

Information Technology

During the course of the 2007 audit we noted that there was no documented policy which outlined the roles and responsibilities of the personnel who are managing the information technology of the Township. It was our understanding that the Township's information technology department is being managed through a combination of staff members, and the resources of the Lanark County Information Technology department. We suggested that there be a documented letter of understanding between the Township and the County as to the responsibilities of each party. We are pleased to report that the Township has entered into an agreement with the County which outlines the responsibilities of each party.

Management Response

Your observation is noted

Payroll Bank Transfer

During the course of the 2007 audit we noted that as the payroll is processed, the bank transfer for the automatic deposit is initiated without any indication of management approval. We suggested that the Bank Deposit Register be printed and approved, evidenced via initial or signature of the reviewer, preferably prior to the bank transfer being initiated. We are pleased to report that we have seen evidence indicating the Treasurer is reviewing the payroll before the bank transfer initiated.

Management Response

Your observation is noted

Tax Adjustments

During the course of the 2007 audit we determined that all staff members have access to tax accounts. While each staff member may not be trained to do so, each would have the access needed to make an adjustment to an account. We continue to recommend that additional security levels be put into the financial system such that staff members who require access to view tax accounts be able to do so, but also be limited in the changes they are able to make to those accounts. This will ensure that proper approval is received before an adjustment to an account can be made.

Management Response

The Treasurer and Tax Clerk continue to work with our software vendor to make the necessary changes to the software to provide for the different levels of security for the staff with access to the tax system.

Penalty and Interest Free Tax Accounts

During the course of the 2007 audit we understood that the Township's financial system has the capability to set tax accounts as penalty and interest free. We recommended that you run regular reports that identify which accounts have been set as penalty and interest free. We are pleased to report that the penalty & interest free accounts are reviewed regularly by the Treasurer.

Management Response

Your observation is noted

Cheque Signing Authority

During the course of the 2007 audit we determined that there are times during the year where blank cheques are pre-signed by one signing authority in order to facilitate the processing of payables when cheque signatories are on vacation and unavailable to sign cheques after the normal payables process has occurred. We strongly recommended that the use of pre-signed blank cheques be stopped. We are pleased to report that the Township has discontinued this practice.

Management Response

Your observation is noted

Cash Receipts

We noted during the course of the 2007 audit that some Township employees are taking cash receipts home with them rather than leave them in an unsecure location. While we recognize that the security of the cash receipts is the reason this procedure was undertaken; we would recommend that a policy be put in place in order to limit the amount of cash the employee is taking home. We are pleased to report that there is now a policy in place that limits the amount of cash that can be taken home by the employee.

Management Response

Your observation is noted

Gas Tax Funding

The Gas Tax Revenues received must be spent on projects approved by the Ministry, and which fall under the category of eligible expenditures. Eligible expenditures do not include internal labour. We would like to remind the Township to monitor project expenses that will be funded by the Gas Tax Revenues to ensure they fall into the eligible expenditures category.

Management Response

In the future, staff will ensure that no costs that relate to internal labour or internal machine time are included in totals reported to AMO for which the Township is claiming tax gas funding as an offset to the infrastructure cost.

Internal Financial Reporting System

As commented on in several previous years, the Township is currently taking financial information from the internal accounting system and exporting the figures to a spreadsheet in order to prepare internal financial statements. The end result is that the financial information in the spreadsheet cannot be 100% reconciled to the accounting system's information. We encourage the Township to complete the set-up process of the FRX system in order to facilitate the preparation of the internal financial statements and ensure the accounting data keeps its integrity.

Management Response

The Treasurer is currently working with the County of Lanark IT department to complete the set-up process of the FRx system. To date the Treasurer has made some adjustments to the Townships Chart of Accounts, reviewed those with the auditor and met with County IT staff to review the Chart and review the 'account reporting tree'. The County IT department hopes to have a sample report for our review completed by the end of May. It is planned that individual department reports will be available by the end of June 2009.

Budget Process

During the course of the 2008 audit, we noted that the budgeting process did not include revenues to be received from the special fire area levy, nor did it include the revenue received from the proceeds of long term debt. Additionally, the principal and interest payment relating to the long term debt incurred for the purchase of the fire trucks was not budgeted as an expense. While the intention of the levy is to offset the expenses incurred relating to the long term debt, both sides of the transaction should be included in the budget. Any excess revenues should be transferred to the special area levy reserve, and any deficit incurred in the year relating to his transaction should be funded from the special fire area reserve.

Management Response

The recommendation has been included as part of the 2009 budget process

Investment Account

At the time of the 2008 yearend audit, we sent a confirmation letter to the Township investment advisor at Raymond James requesting confirmation that the investment account had at all times in the 2008 year been in compliance with Ontario Regulation 438/97 of the Municipal Act, 2001. It was determined that the investment account had not been in compliance due to a change in the Municipal Act. We recommend that the Township take an active role in ensuring the investments held in the account remain in compliance with the Municipal Act.

Management Response

As required by the Municipal Act, Council was informed that for a period of time the Township's investment with Raymond James Inc. had not been in compliance with the recent changes regarding investments as contained in the Municipal Act. The investment has since been brought back into compliance.

The Township would like to express its thanks to Mr.Allan and his associates for these recommendations and continue to look forward to any recommendations that will improve the operations within the Township of Lanark Highlands.

Sincerely,

Robert Bunker, Treasurer
The Township of Lanark Highlands