



The Corporation of
THE TOWNSHIP OF LANARK HIGHLANDS

COMMITTEE OF THE WHOLE MINUTES

Tuesday, December 1st, 2009

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 Peter McLaren
Councillor Leonard Echlin
Councillor Bob Sutcliffe
Councillor Brian Stewart

Staff Present: Tom Derreck, Chief Administrative Officer
Amanda Mabo, Clerk/Deputy CAO
Robert Bunker, Treasurer
Janie Laidlaw, Planning Assistant
David Riis, Township Engineer

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-2009-339

MOVED BY: Tom Lalonde
SECONDED BY: Leonard Echlin

“**THAT**, the minutes of the Committee of the Whole Committee meeting held on November 24th, 2009 be approved as circulated.”

ADOPTED

4. APPROVAL OF AGENDA

- i) Revise Agenda Order: The Sewer & Water items listed on the Agenda will be moved to the end of the Agenda.

RESOLUTION #COW-2009-340

MOVED BY: Tom Lalonde
SECONDED BY: Peter McLaren

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

ADOPTED

5. DELEGATIONS & PRESENTATIONS

None.

6. COMMUNICATIONS

- i) **09-11-24 Councillor Communication Package.**
- ii) **Fred Dean Barrister & Solicitor:** Municipal Legal Services.

RESOLUTION #COW-2009-341

MOVED BY: Bob Fletcher
SECONDED BY: Tom Lalonde

“**THAT**, the 09-11-24 Councillor Communication Package be received for information only.”

ADOPTED

RESOLUTION #COW-2009-342

MOVED BY: Brian Stewart
SECONDED BY: Peter McLaren

“**THAT**, Staff research the Municipal Legal Services proposal from Fred Dean Barrister & Solicitor and compare the proposal to the Township’s current legal situation and provide a report back to the Committee.”

ADOPTED

7. REPORTS

i) **Official Plan Working Session – Council Review of Draft #1.**
Pierre Mercier and Jane Almond, Planning Consultants.

a) Review Remaining Policies.

Hunt Camps – *attached, page 12.*

- the Planners reviewed the proposed Hunt Camps Policy
- Staff informed the Committee that the Development Charges By-Law defines what a hunt camp is
- the Building Code legislates the building requirements (ex. insulation, etc.)
- the Committee decided that they do not require this policy in the Official Plan as there are other policies in the plan that deal with structures

Minimum Separation Distances for Recreational Trailer Parks on Lakes

- the Planners did not find any other policies in other official plans that dealt with this item to use as a reference to develop this policy
- instead, the Planners suggested that Recreational Trailer Parks be permitted in this designation but be subject to a Site Evaluation Report – *attached, page 12.*

RESOLUTION #COW-2009-343

MOVED BY: Tom Lalonde

SECONDED BY: Leonard Echlin

“**THAT**, the policies for Recreational Trailer Parks on Lakes be approved as presented.”

ADOPTED FORTHWITH

b) Resolution.

- a neighbouring municipality just received feedback from the Province with approximately 23 proposed changes to their proposed official plan

RESOLUTION #COW-2009-344

MOVED BY: Tom Lalonde

SECONDED BY: Leonard Echlin

“**THAT**, the Draft Official Plan be forwarded to the Province for preliminary feedback and comments.”

ADOPTED FORTHWITH

The public will be advised of the changes to date via the website and Municipal Matters. The public will also be advised of the next steps.

Once the Ministry's comments and proposed changes are received the Planners will bring those forward to Council.

c) Zoning By-Law.

- Stantec is the Planner of Record
- this is the next step in updating the planning documents
- it is recommended that to facilitate continuity of knowledge and expertise between the Official Plan and the Zoning By-Law that the same Planners be retained

- the legislation requires that a 2 public meetings be held

RESOLUTION #COW-2009-345

MOVED BY: Leonard Echlin

SECONDED BY: Bob Fletcher

“**THAT**, Stantec Consulting Ltd. be authorized to begin preparation of a Comprehensive Zoning By-Law as the next step in updating the Township's planning documents at a cost of \$17,000, plus travel and 8% disbursements.”

WITHDRAWN

The Committee recessed at 3:26 p.m.

The Committee returned to regular session at 3:40 p.m.

RESOLUTION #COW-2009-346

MOVED BY: Leonard Echlin

SECONDED BY: Bob Sutcliffe

“**THAT**, Stantec Consulting Ltd. be authorized to begin preparation of a Comprehensive Zoning By-Law as the next step in updating the Township's planning documents at a cost of \$17,000, plus travel and 8% disbursements;

AND THAT, Stantec be authorized to proceed with the proposed Zoning By-Law Consultation Program once Council has approved the draft proposed Zoning By-Law at a cost of up to \$1,500/meeting plus travel and 8% disbursements if Council should decide that more than the Statutory number of meetings is required;

AND THAT, the Methods of Procurement Schedule be set aside.”

DEFEATED

RESOLUTION #COW-2009-347

MOVED BY: Bob Fletcher

SECONDED BY: Peter McLaren

“**THAT**, the Township go out for a Request for Proposal (RFP) for the preparation of a Comprehensive Zoning By-Law and Consultation Program as the next steps in updating the Township’s planning documents.”

ADOPTED FORTHWITH

RESOLUTION #COW-2009-348

MOVED BY: Brian Stewart

SECONDED BY: Bob Fletcher

“**THAT**, Staff provide a Terms of Reference for the Request for Proposal (RFP) at the December 3rd Building, Planning and Protective Services Committee meeting.”

ADOPTED FORTHWITH

- ii) **2010 Council/Committee Calendar.**
Amanda Mabo, Clerk/Deputy CAO.

The Committee recommended that because there is over a month between the last Council meeting in December and the first Council meeting in January that a “Special” Council meeting be scheduled for December 17th (if required) to finalize all outstanding items.

RESOLUTION #COW-2009-349

MOVED BY: Brian Stewart

SECONDED BY: Bob Fletcher

“**THAT**, the January Committee and Council meetings be scheduled as follows:

January 14 th	Building, Planning & Protective Services
January 19 th	Committee of the Whole Council
January 21 st	Corporate Services Public Works & Waste Management.”

ADOPTED FORTHWITH

- iv) **Procedural By-Law Draft #1 – Sections 8.0, 9.0, 10.0, 5.0, 6.0, 1.0.**
Amanda Mabo, Clerk/Deputy CAO.

RESOLUTION #COW-2009-353

MOVED BY: Peter McLaren
SECONDED BY: Bob Sutcliffe

“**THAT**, the Procedural By-Law Draft #1 be deferred until Councillors can be provided with a consolidated copy of the old, as well as the newly proposed, Procedural By-Laws.”

ADOPTED FORTHWITH

- v) **Report #C-13-2009 2010 Election Voting Method – Vote by Mail.**
Amanda Mabo, Clerk/Deputy CAO.

RESOLUTION #COW-2009-354

MOVED BY: Tom Lalonde
SECONDED BY: Leonard Echlin

“**THAT**, Report #C-13-2009 2010 Election Voting Method – Vote by Mail be received for information.”

ADOPTED

- vi) **Report #C-14-2009 OMB Pre-Hearing Update – McKinnon Pit.**
Amanda Mabo, Clerk/Deputy CAO.

RESOLUTION #COW-2009-355

MOVED BY: Bob Fletcher
SECONDED BY: Bob Sutcliffe

“**THAT**, Report #C-14-2009 OMB Pre-Hearing Update – McKinnon Pit be deferred to the Council meeting at 7:00 p.m. tonight in order to have an in camera session.”

ADOPTED

- vii) **Report #FIN-12-2009 Worker’s Compensation.**
Robert Bunker, Treasurer.

The Treasurer noted that there is an increased risk to the Township from the new presumptive legislation with regards to Volunteer Firefighters.

RESOLUTION #COW-2009-356

MOVED BY: Leonard Echlin
SECONDED BY: Tom Lalonde

“**THAT**, staff be directed to complete the necessary arrangements to reinstate the Township of Lanark Highlands for the purpose of Workers’ Compensation coverage as a Schedule 1 employer effective January 1, 2010.”

ADOPTED FORTHWITH

viii) **Report #PWWM-26-2009 Sewer & Water Project Update - Questions & Response Summary.**

David Riis, Township Engineer.

RESOLUTION #COW-2009-357

MOVED BY: Tom Lalonde
SECONDED BY: Bob Fletcher

“**THAT**, the questions and response summary appended to and forming a part of Report #PWWM-26-2009 Sewer & Water Project be attached to materials submitted to appropriate regulatory authorities, and be forwarded to Mrs. Theresa Scott and the Lanark ERA, and be placed on the Township’s website.”

ADOPTED

ix) **Report #PWWM-28-2009 Sewer & Water Project Update.**

David Riis, Township Engineer.

The Committee requested that the Technical Advisory Committee (TAC) hold a meeting with CH2MHILL to review their upset limit for the project.

RESOLUTION #COW-2009-358

MOVED BY: Brian Stewart
SECONDED BY: Bob Sutcliffe

“**THAT**, the Township Engineer provide Councillors with the number of contaminated wells and the locations of those wells, in and outside the core of the Village.”

ADOPTED

RESOLUTION #COW-2009-359

MOVED BY: Leonard Echlin
SECONDED BY: Tom Lalonde

“**THAT**, Report #PWWM-28-2009 Sewer & Water Project Update be received as information.”

ADOPTED

- x) **Report #FIN-11-2009 Sewer & Water Investment Update.**
Robert Bunker, Treasurer.

RESOLUTION #COW-2009-360

MOVED BY: Brian Stewart
SECONDED BY: Bob Sutcliffe

“**THAT**, the Treasurer provide monthly reports on the Sewer & Water Investment.”

ADOPTED

RESOLUTION #COW-2009-361

MOVED BY: Bob Fletcher
SECONDED BY: Peter McLaren

“**THAT**, funds required to reimburse the Township’s operating bank account for water and sewer expenses incurred in 2009 remain in the Water & Sewer Investment account until required by the Township for cash flow purposes.”

ADOPTED

- xi) **Consideration of the Request by Theresa Scott for a Meeting with Council & Village Residents Only to Discuss Sewer & Water Project (verbal).**

RESOLUTION #COW-2009-362

MOVED BY: Bob Sutcliffe
SECONDED BY: Bob Fletcher

“**THAT**, Staff look into scheduling a Public Meeting with the residents of the Village to discuss the Sewer & Water Project for the week of January 11th;

THAT, the Civitan be contacted to determine hall availability;

THAT, the Ministry of Environment, Northern Watertek and other appropriate experts be contacted to determine their availability;

AND THAT, notice for this meeting be placed in the paper and on the Township website.”

ADOPTED

A third party facilitator will also be engaged to moderate the session.

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:*

- i) ***Downtown Village Parking (verbal).***
Councillor Peter McLaren.
- ii) ***Mississippi Valley Conservation Administration Office Potential Locations. (December 15th)***
Tom Derreck, Chief administrative Officer.
- iii) ***Wabalac Road – Insurance & Legal Opinion. (December 15th)***
Scott Cameron, Public Works Superintendent.
- iv) ***Sewer & Water Circulation Materials.***
Tom Derreck, Chief Administrative Officer (January 2010).

11. ADJOURNMENT

The Committee adjourned at 5:40 p.m. on motion by Councillors L. Echlin and P. McLaren.



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

REPORTS

Hunt Camps

Hunting and fishing camps, as defined in the zoning by-law, shall be permitted where such uses can be characterised as self-sustaining and where they are clearly not dependent on services provided by public authorities. Such uses shall be located in undeveloped, remote or generally inaccessible areas where lot sizes are a minimum of 40 hectares. The policies of section 8.4.7 shall apply.

Site Evaluation Reports

Where this Plan requires a Site Evaluation Report be completed, the report shall consist of the following elements and shall be prepared to the satisfaction of the Township:

- location of building envelopes which meet setback requirements defined in Zoning By-law;
- adequate area, depth and suitability of soils for supporting an appropriate on-site sewage system;
- the availability of a potable water supply;
- the provision of appropriate access to the site;
- the location of water access and all shoreline structures and pathways which limit erosion and slope instability;
- maintenance of vegetation on slope faces and within 15 metres (49 feet) of the high water mark;
- construction mitigation measures and stormwater management techniques that address slope stability, soil erosion, surface drainage, groundwater infiltration and water quality;
- the protection of significant wildlife habitat, significant wetlands, fisheries and other environmentally sensitive areas on or adjacent to the site; and,
- addresses all components of the development proposal and its construction which have potential on-site or off-site impacts.

A Site Evaluation Report shall be prepared by a professional qualified to address the specific site evaluation criteria. The municipality may choose to require a peer review of the report with all related costs to be borne by the applicant.