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**Tuesday, November 9<sup>th</sup>, 2010**

**Immediately Following the Committee of Adjustment Meeting at 2:30 p.m.  
Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario  
Council Chambers**

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*\*2:30 p.m. Committee of Adjustment  
\*Following Committee of the Whole  
\*Following Council*

**Chair, Deputy Mayor Bruce Horlin**

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
- 3. APPROVAL OF AGENDA**

*Suggested Motion:*

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

- 4. APPROVAL OF MINUTES**

*Suggested Motion:*

***“THAT, the minutes of the Committee of the Whole Committee meeting held on October 12<sup>th</sup>, 2010 be approved as circulated.”***

- 5. DELEGATIONS & PRESENTATIONS**

None.

- 6. COMMUNICATIONS**

- i) **Lanark County:** Opposition to *Bill 77, Strengthening Public Hospitals Act, 2010*  
*– attached, page 10.*

*Suggested Motion:*

***“THAT, the Council of the Township of Lanark Highlands supports the Lanark County resolution regarding Opposition to Bill 77, Strengthening Public Hospitals Act, 2010;***

**AND THAT**, a copy of this resolution be forwarded to Premier Dalton McGuinty, MP Scott Reid, MPP Randy Hillier, MPP David Caplan, Chair of the South East and Champlain LHIN, AMO, local hospitals and Lanark County.”

## 7. REPORTS

### General

- i) **Closed Meeting Investigations – File #CMI-LH-2010-1 and File #CMI-LH-2010-2 – *attached, page 13.***  
Amanda Mabo, Clerk/Deputy CAO.

*Suggested Motion:*

**“THAT**, the Closed Meeting Investigation Reports for File #CMI-LH-2010-1 and File #CMI-LH-2010-2 be received for information.”

### Community Services

- i) **Report of the Lanark Highlands Public Library Board (verbal).**  
Councillor Tom Lalonde.

*Suggested Motion:*

**“THAT**, the Report of the Lanark Highlands Public Library Board (verbal) be received for information.”

- ii) **Report of the Lanark Museum Board (verbal).**  
Councillor Leonard Echlin.

*Suggested Motion:*

**“THAT**, the Report of the Lanark Museum Board (verbal) be received for information.”

- iii) **Report of the Middleville Museum Board (verbal).**  
Councillor Bob Sutcliffe.

*Suggested Motion:*

**“THAT**, the Report of the Middleville Museum Board (verbal) be received for information.”

- iv) **Report of the Lanark Highlands Youth Centre Inc. Board (verbal).**  
Councillor Brian Stewart.

*Suggested Motion:*

**“THAT**, the Report of the Lanark Highlands Youth Centre Inc. Board (verbal) be received for information.”

- v) **Report of the Lanark Highlands Business and Tourism Association Board (verbal).**  
Councillor Peter McLaren.

*Suggested Motion:*

**“THAT, the Report of the Lanark Highlands Business and Tourism Association Board (verbal) be received for information.”**

- vi) **Report of the Township of Lanark Highlands and North Lanark Community Health Centre – Joint Planning Committee – deferred to the next meeting.**  
Mayor Bob Fletcher.

No Report.

Next Meeting: To be determined.

### **Corporate Services**

- i) **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.”**

### **Building, Planning & Protective Services**

- i) **Report #CBO-13-2010 Building Department Report – October 2010 – attached, page 23.**  
Phil Borrowman, Chief Building Official.

*Suggested Motion:*

**“THAT, Report #CBO-13-2010 Building Department Report - October 2010, be received for information.”**

- ii) **Report #PD-33-2010 Severance Application (Raymond) – attached, page 25.  
PART LOT 13, CONCESSION 5  
FORMER TOWNSHIP OF DALHOUSIE**  
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 Raymond Severance Application for the creation of a new lot 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.*
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. *That, an acceptable reference plan or legal description of the severed lands and the deed be submitted to the Township.*
4. *That, the applicant pay any outstanding fees to the Township prior to final approval.*
5. *That, the applicant submit to the Township the 5% cash-in-lieu of parkland requirement."*

- iii) **Report #PD-34-2010 Site Plan Agreement (McNamee) – attached, page 29.**  
**PART LOT 5, CONCESSION 8**  
**FORMER TOWNSHIP OF LAVANT**  
 Janie Laidlaw, Planning Assistant.

*Suggested Motion:*

***“THAT,** Council adopt a By-Law to enter into a Site Plan Agreement with Ken and Nancy McNamee - File #SP10/002 (Part Lot 5, Concession 8, Geographic Township of Lavant);*

***AND THAT,** the necessary by-law be presented at the November 9<sup>th</sup>, 2010 meeting of Township Council.”*

- iv) **Report #FIRE-04-2010 Additions & Deletions of Firefighters – attached, page 43.**  
 Tom Derreck, Chief Administrative Officer.

*Suggested Motion:*

***“THAT,** Stephen Rothwell be added as a Junior Firefighter to the roster of Station #1 – Lanark Village;*

***THAT,** Cameron Hann be added to the roster of Station #8 – White Lake;*

***THAT,** Philip Milotte be added to the roster of Station #3,4,5,6 – LDNS;*

**AND THAT**, George Guthro and Barry Clark be removed from the roster of Station #3,4,5,6 – LDNS.”

- v) **Fire - Rescue Vehicle Update.**  
Tom Derreck, Chief Administrative Officer.
- vi) **Report of the District Fire Chiefs Meeting - *deferred to the next meeting.***  
Councillor Bob Sutcliffe.

No Report.

Next Meeting: Tuesday, October 19<sup>th</sup>, 2010

- vii) **Report of the Police Services Board - *deferred to the next meeting.***  
Mayor Bob Fletcher.

No Report.

Next Meeting: 2011

- viii) **Report of the Municipal Drug Strategy Committee – *deferred to the next meeting.***  
Mayor Bob Fletcher.

No Report.

Next Meeting: To be determined.

- ix) **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 be received for information.”

- x) **Report of the Environmental Advisory Committee – *deferred to the next meeting.***  
Councillor Bob Sutcliffe.

- xi) **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.”

## Public Works & Waste Management Committee

None.

### 8. IN-CAMERA ITEMS

- i) **CONFIDENTIAL: Identifiable Individual: Fire Department.**  
Tom Derreck, Chief Administrative Officer.

*Suggested Motion:*

*“THAT, the Committee move “in camera” at \_\_\_ p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees regarding a member of the Fire Department.”*

*Suggested Motion:*

*“THAT, the Committee return to regular session at \_\_\_ p.m.”*

- Chair’s Rise and Report

### 9. NEW/OTHER BUSINESS

None.

### 10. DEFERRED ITEMS

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

#### Community Services

- **Transfer of Art of Being Green**  
(requested August 2010, deferred to October 12<sup>th</sup>, 2010)  
Tom Derreck, Chief Administrative Officer.
- **Snowmobile Trail in Lanark Village – Final Proposal**  
(requested December 2008)  
Councillor Peter McLaren.
- **Report #CS-XX-2009 Halloween Festival in Lanark Village.**  
(August 2010)  
Megan Sergeant, Community Services Assistant
- **Report CS-XX-2010 Supply of Hanging Baskets and Flowers Policy**  
Megan Sergeant, Community Services Assistant

- **Report #CS-XX-2010 Option for Grass Cutting and Maintenance at all Township Owned Properties.**  
(requested May 2010)  
Megan Sergeant, Community Services Assistant
- **Report #CS-XX-2010 Youth Centre use of Municipal Tennis Courts for Basketball.** (requested June 2010)  
Megan Sergeant, Community Services Assistant
- **Report #CS-XX-2010 Basketball Net at Youth Centre/Arena.**  
(requested June 2010)  
Megan Sergeant, Community Services Assistant

#### **Corporate Services**

- **Report #FIN-XX-2010 License Fee Disbursement under the Aggregate Resources Act for the Township.**  
Robert Bunker, Treasurer.

#### **Building, Planning & Protective Services**

- **Report #FIRE-10-2009 OFM Administrative Review – Priority Listing & Action Plan.**  
Gord Kemp, Fire Chief.
- **Report #FIRE-XX-2009 Hazardous Goods Regulations.**  
Gord Kemp, Fire Chief.
- **Report #FIRE-XX-2009 Recognition of Volunteer Firefighter Policy.**  
Gord Kemp, Fire Chief.
- **Report #CAO-XX-2011 Property Standards By-Law** (deferred to the new Council).  
Chief Administrative Officer.
- **Site Plan Control By-Law** (requested June 2010, deferred to October 12<sup>th</sup>, 2010)  
Jane Almond, Planning Consultant.

#### **Public Works & Waste Management Committee**

- **Wabalac Road – Year Round Maintenance Agreement** (requested August 2010)  
Scott Cameron, Public Works Superintendent.
- **Report #PWWM-XX-2010 Policy for future development on non-maintained township roads, including maintenance responsibilities** (requested April 2010).

- **ATV's: Request to Allow on Township Roads** (*requested December 2008*)
- **Set Price of Construction Waste** (*Deferred until Staff can obtain pricing and the necessary information on installing weigh scales*)
- **Delegation of Enforcement of Winter Parking Restrictions** (*requested December 2008*)
- **Report #PWWM-19-2010 McKinnon Pit Agreement – Revised Condition** (*deferred to the New Council, October 2010*)

**11. ADJOURNMENT**

# COMMUNICATIONS



November 1<sup>st</sup>, 2010

Ministry of Health and Long-Term Care  
Hon. Minister Deb Matthews  
10<sup>th</sup> Floor, Hepburn Block  
80 Grosvenor St.  
Toronto, ON M7A 2C4

Dear Minister Matthews;

**Re: Opposition to *Bill 77, Strengthening Public Hospitals Act, 2010***

Please be advised that the Council of the Corporation of the County of Lanark, at their regular meeting held on October 27<sup>th</sup>, 2010 unanimously adopted the following resolution.

**MOTION #CC-2010-221**

**WHEREAS**, the *Public Hospitals Act*, and its regulations, provide the framework within which hospitals operate;

**AND WHEREAS**, public Hospitals in Ontario are governed by a Board of Directors, who are responsible for the affairs, enforcement of the Act, the regulations and by-laws of the Hospital;

**AND WHEREAS**, it is the role of the Hospital Board to ensure the efficient and effective delivery of hospital health care to the community being served, which includes the accepted responsibilities to serve the public interest and to act as a board of directors of an operating business;

**AND WHEREAS**, Hospital Boards are currently comprised of a broad range of individuals, including elected, corporate ex-officio and municipal ex-officio members;

**AND WHEREAS**, Don Valley East MPP, David Caplan introduced *Bill 77, Strengthening Public Hospitals Act, 2010*, as a Private Members Bill which received First Reading on May 18, 2010 and relates to membership eligibility for hospital Boards of Directors;

**AND WHEREAS**, the Private Members Bill amends the *Public Hospitals Act* to prohibit members of a council of a municipality, the Legislative Assembly or the House of Commons of Canada from being members of the board of directors or from being appointed as a life, term or honorary director of a public hospital;

1 of 2

**AND WHEREAS**, elected officials appointed to a Hospital Board are not only required to fulfil the mandate of the Board, but also represent the public for which they were elected by and to consider the well-being and interests of the municipality;

**AND WHEREAS**, there is an expectation that local municipalities contribute financially to the capital campaigns initiated for the expansion / redevelopment / construction of hospitals and medical equipment within their community in order that the hospital achieves sufficient provincial funding to undertake such projects;

**AND WHEREAS**, exclusion of municipal representatives on a Hospital Board will not only reduce the ability for public interest input, but will also be viewed as taxation without representation;

**NOW THEREFORE BE IT RESOLVED**, the Council of the Corporation of the County of Lanark expresses its opposition to *Private Members Bill 77, Strengthening Public Hospitals Act, 2010* and strongly urges the Minister of Health and Long-Term Care to quash the proposed amendment;

**AND THAT**, a copy of this resolution be forwarded to Premier McGuinty, MP Scott Reid, MPP Randy Hillier, MP Gordon O'Connor, MPP Norm Sterling, MPP David Caplan, Chair of the South East and Champlain LHIN, AMO, local hospitals and all local municipalities with Lanark County.

Your serious consideration of this important issue is appreciated and we look forward to a favorable response.

If you require any further information, please do not hesitate to contact Peter Wagland, CAO at 613-267-4200 ext. 1101 or via email at [cao@county.lanark.on.ca](mailto:cao@county.lanark.on.ca).

Sincerely,



Leslie Drynan  
Deputy Clerk

cc: Premier Dalton McGuinty, MP Scott Reid, MPP Randy Hillier, MP Gordon O'Connor, MPP Norm Sterling, MPP David Caplan, Chair of the South East and Champlain LHIN, AMO, local hospitals and all local municipalities with Lanark County.

# REPORTS

# Report: Closed Meeting Investigation

Council of the Corporation of the Township of Lanark Highlands File No.  
CMI- LH- 2010- 1

Stephen Fournier  
Closed Meeting Investigator  
October 18, 2010

Background:

This investigation stems from a request to determine if a particular matter that was considered in a closed session during a committee of the whole meeting convened by the council of Township of Lanark Highlands on November 10, 2009, was warranted under section 239 of *the Municipal Act*, as amended (*the Act*). The details of the complaint, which was post marked September 7, 2010 and received via Canada Post by the investigator on September 9, 2010, are summarized as follows:

1. On November 10, 2009, the committee of the whole moved in camera to discuss a confidential matter relating to an Identifiable individual by resolution # COW-2009-315. No further explanation was provided at the time;
2. Upon returning to open session the chair of the committee of the whole meeting reported simply that the Chief Administrative Officer (CAO) will proceed as directed in the in camera session;
3. The complainant subsequently contacted the township to request more information about the general nature of the closed session at which time the complainant was advised by the CAO that no further explanation or information would be made available, other than the information and explanation set out in the minutes of the committee of the whole meeting held on November 10, 2009;
4. The complainant believes the reason cited for moving in camera - "Confidential-Identifiable Individual" - is not sufficient in terms of the explanation given to meet the requirements of *the Act*; and
5. The complainant has reason to believe the closed session was "neither warranted under the Municipal Act nor was it even about an identifiable individual".

This report responds to the request for an investigation.

**General:**

Section 239 of the *Ontario Municipal Act, 2001*, (*the Act*) as amended by Bill 130 requires that all meetings a municipal council, a local board, or a committee of a council or local board "shall be open to the public ". The *Act* does provide for certain exceptions to this general requirement for open meetings, where a municipal council, a local board, or a committee may close a meeting, or a part of a meeting, to the public to discuss the following:

- a) The security of the property of the municipality or local board;

- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

In addition, meetings of a municipal council, a local board or a committee may be closed to the public if:

1. The meeting is held for the purpose of educating or training the members; and
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

In order to close a meeting to the public, a municipal council or the local board must state by resolution that a closed meeting will be held and state the general nature of the matter to be considered at the closed meeting. The Act also imposes certain restrictions on a meeting that is held without the public present by requiring that no vote be taken on any matter unless "...the vote is for a procedural matter or for the giving of directions or instructions to the officers..." of the municipality.

Municipal councils and local boards are also required to record, without comment, all resolutions, decisions and other proceedings of both open and closed meetings.

#### Investigation of Closed Meetings:

Section 239.1, which took effect on January 1, 2008 provides for the investigation of whether a municipality has complied with the requirements for the holding of meetings that are closed to the public. Here, the *Act* states: "A person may request that an investigation of whether a municipality...has complied with section 239 or a procedure by-law under section 238 (2) in respect of a meeting or part of a meeting..." The Township of Lanark Highlands appointed its investigator and established its closed meeting investigation procedures by By-law number 2009- 1002 in November 2009.

Investigation Procedures:

All public and 'in camera' records of the minutes of the committee of the whole meeting and closed session, the agenda for the committee of the whole meeting and the resolution to move in camera (#COW-2009-315), which were deemed pertinent to the investigation regarding the meeting held on November 10, 2009, were reviewed. In this instance it was not necessary to conduct any private interviews with the complainant or elected or appointed officials from the township. The information set out in the complaint form together with the records provided by the township were sufficient in terms of detail to fully support the findings set out in this report.

Results of the Investigation:

With respect to the proceedings that took place at the committee of the whole meeting and the closed session that was held for a portion of the committee of the whole meeting held on November 10, 2009, the investigation revealed that:

1. The motion to move in camera, # COW-2009-315 describes the topic for consideration to move in camera as "Identifiable Individual" but goes on to further state that the matter to be addressed in camera pertains to "personal matters about an identifiable individual, including municipal or local board employees". This motion, which forms part of the public record was passed in the open session of the committee of the whole meeting before the committee moved in camera; and
2. The in camera record for the meeting pertaining to resolution # COW-2009-315 specifically contains recorded information about an identifiable individual that qualified as "personal information" under section 2(1) (b) of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA)*;

Summary of Findings and Conclusion:

The key findings with respect to this request for an investigation are summarized below:

1. The extent and general nature of the details set out in the public record regarding the explanation or reason to move in camera under resolution # COW-2009-315, which was cited as "personal matters about an identifiable individual, including municipal or local board employees", does meet the requirements prescribed under section 239 of the Act; and
2. The in camera record pertaining to resolution #COW-2009-315 contained personal information about an identifiable individual.

In conclusion, it is the opinion of the investigator that the action taken by the committee of the whole for the council of the Township of Lanark Highlands on November 10, 2009, to move in camera (closed session) under resolution #COW-2009-315 was in fact warranted and further that the reason and explanation for doing so met the requirements of section 239 of the *Municipal Act*.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephen Fournier".

Stephen Fournier,

Closed Meeting Investigator

# Report: Closed Meeting Investigation

Council of the Corporation of the Township of Lanark Highlands File No.  
CMI- LH- 2010- 2

Stephen Fournier  
Closed Meeting Investigator  
October 18, 2010

**Background:**

This investigation stems from a request to determine if a particular matter that was considered in a closed session during a committee of the whole meeting convened by the council of Township of Lanark Highlands on December 15, 2009, was a matter that should have been addressed in the open session rather than the in camera or closed portion of the said committee of the whole meeting pursuant to section 239 of *the Municipal Act*, as amended (*the Act*). The details of the complaint, which was post marked September 7, 2010 and received via Canada Post by the investigator on September 9, 2010, are summarized as follows:

1. On December 3, 2009, a Mr. Langlois appeared as a delegation regarding planning application fees, which pertained to site plan control file #SP09/006, before the Building Planning and Protective Services committee (BPPS) of the council of the township. A committee resolution was subsequently adopted (#BPPS-2009-12-03) at this meeting that directed staff to prepare a report on the matter for consideration by council at a committee of the whole meeting on December 15, 2009;
2. On December 15, 2009 the committee of the whole moved in camera to receive a confidential staff report (#PD-36-2009) pertaining to planning application fees and file #SP09/006 (Langlois). The complainant cites "personal matters about an identifiable individual" as the reason for the committee of the whole to move in camera;
3. The complainant also states that the identity of the "identifiable individual" was a matter of public record when the individual appeared before the BPPS committee on December 3, 2009; and
4. The complainant believes the staff report was about planning fees for a site plan control agreement which should have been disclosed as a matter of public record, rather than considered in a closed session. In summary, the complainant believes the township's actions represent an abuse of the in camera privilege.

This report responds to the request for an investigation.

**General:**

Section 239 of the *Ontario Municipal Act, 2001*, (*the Act*) as amended by Bill 130 requires that all meetings a municipal council, a local board, or a committee of a council or local board "shall be open to the public ". The *Act* does provide for certain exceptions to this general requirement for open meetings, where a municipal council, a local board, or a committee may close a meeting, or a part of a meeting, to the public to discuss the following:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

In addition, meetings of a municipal council, a local board or a committee may be closed to the public if:

1. The meeting is held for the purpose of educating or training the members; and
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

In order to close a meeting to the public, a municipal council or the local board must state by resolution that a closed meeting will be held and state the general nature of the matter to be considered at the closed meeting. The Act also imposes certain restrictions on a meeting that is held without the public present by requiring that no vote be taken on any matter unless "...the vote is for a procedural matter or for the giving of directions or instructions to the officers..." of the municipality.

Municipal councils and local boards are also required to record, without comment, all resolutions, decisions and other proceedings of both open and closed meetings.

#### Investigation of Closed Meetings:

Section 239.1, which took effect on January 1, 2008 provides for the investigation of whether a municipality has complied with the requirements for the holding of meetings that are closed to the public. Here, the *Act* states: "A person may request that an investigation of whether a municipality...has complied with section 239 or a procedure by-law under section 238 (2) in respect of a meeting or part of a meeting..." The Township of Lanark Highlands appointed its investigator and established its closed meeting investigation procedures by By-law number 2009- 1002 in November 2009.

Investigation Procedures:

All public and 'in camera' records of the minutes of the committee of the whole meeting and closed session, the confidential staff report (file #PD-36-2009), the agenda for the committee of the whole meeting, the resolution to move in camera (#COW-2009-379), and the resolution to rise and report on the in camera matter (#COW-2009-382), which were deemed pertinent to the investigation regarding the meeting held on December 15, 2009, were reviewed. It was not necessary to conduct any private interviews with the complainant or elected or appointed officials from the township. The information set out in the complaint form together with the records provided by the township were sufficient in terms of detail to fully support the findings set out in this report.

Results of the Investigation:

With respect to the proceedings that took place at the committee of the whole meeting and the closed session that was held for a portion of the committee of the whole meeting held on December 15, 2009, the investigation revealed that:

1. The motion to move in camera, # COW-2009-379 describes the topic for consideration to move in camera as "Report # PD-36-2009 Planning Application Fees- File #SP09/006 (Langois)" and goes on to further state that the matter to be addressed in camera pertains to "personal matters about an identifiable individual, including municipal or local board employees". This motion, which forms part of the public record was passed in the open session of the committee of the whole meeting before the committee moved in camera; and
2. The in camera record for the meeting pertaining to resolution # COW-2009-379 consists of a staff report (Report # PD-36-2009 Planning Application Fees- Langois) that contains recorded information about an identifiable individual that qualified as "personal information" under section 2(1) (b) of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA)*;
3. Upon returning to open session a resolution (#COW-2009-382) was adopted which states: "That, due to the work on File # SP09/006 (Langois) not taking as much time for Township Staff as anticipated, that \$225 of the \$500 Township Fee be applied to cover the cost of registering the Site plan Agreement.";

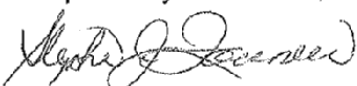
Summary of Findings and Conclusion:

The key findings with respect to this request for an investigation are summarized below:

1. The extent and general nature of the details set out in the public record regarding the explanation or reason to move in camera under resolution # COW-2009-379, which was cited as "personal matters about an identifiable individual, including municipal or local board employees", does meet the requirements prescribed under section 239 of *the Act*. Moreover the township was completely transparent about the identity of the individual in its public records; and
2. With respect to the recorded "personal information" contained in the confidential staff report, it is neither the policy of the township or an acceptable practice in the municipal sector to publish individual account transactions with persons or companies that have filed applications for planning approvals, without the written consent of the applicant. The deposit amount that is charged, the rationale to support the application fees and any fee refunds are however- as noted by the complainant- a matter of public policy. In this case, once the personal information was considered in the in camera session, no further action was taken, or a decision made, until the matter was considered by council in the public, open portion of the committee of the whole meeting, at which time a decision to apply a portion of the standard deposit fee to cover the registration fee incurred by the township together with the rationale for doing so was publically disclosed through the approval of resolution #COW-2009- 382.

In conclusion, it is the opinion of the investigator that the action taken by the committee of the whole for the council of the Township of Lanark Highlands on December 15, 2009, to move in camera (closed session) to consider a confidential staff report under resolution #COW-2009-379 was in fact warranted and met the requirements of section 239 of the *Municipal Act*. Furthermore, the public policy considerations associated with this matter were appropriately disclosed in the open portion of the meeting.

Respectfully submitted,



Stephen Fournier,

Closed Meeting Investigator

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

**COMMITTEE OF THE WHOLE**

November 9<sup>th</sup>, 2010

Report #CBO-13-2010  
of the Building Department

**BUILDING DEPARTMENT REPORT - OCTOBER 2010**

**STAFF RECOMMENDATION(S)**

“THAT, Report #CBO-13-2010, Building Department Report - October 2010, be received for information.”

**BUILDING INSPECTION SERVICE  
to October 31, 2010**

	Oct 2009	Oct 2010	2009 to Oct 31	2010 to Oct 31
Permit Revenue	\$2,349	\$8,231	\$49,170	\$54,267
Number of Permits	21	14	154	133
Building Value	\$209,467	\$1,323,200	\$5,607,712	\$6,821,595
New Housing Starts	0	5	20	28

**Building Permit Summary**

SFD	5	Deck	1
Seasonal Dwellings	1	Foundation	
Hunt Camps		Occupancy Permits	
Additions	2	Garage/workshop	
Mobile /Modular		Boat House	1
Renovations	1	Shed	
Repairs		Gazebo	
Porch/roof over		Demolition	1
Tent		Wood Burning Appliance	1
Swimming Pool		Tents	
Commercial		Agricultural	1

2010-101	Tamara Reasin	1491 Rosetta Road	SFD
2010-119	Warren Johannson	125 Firehall Cresc	Solid Fuel Burning
2010-123	David Lalonde	1096 Snye Road	Cottage
2010-124	Trevor Tysick	413 Upper Perth Road	SFD
2010-126	William Mander	417 Hardwood Ridge Road	Addition
2010-127	Kevin McIntosh	1313 12th Con C Lanark	Agricultural
2010-128	Kevin White	148 Purdy Road	deck
2010-129	Ian Nolan	342 Harding Road	SFD
2010-130	Michel Vermette	2441 Wolf Grove Road	addition
2010-131	Bret Hogue	455 Jackson Drive	boat house
2010-133	Robert Saunders	155 Hall Shore Road	demolition
2010-134	Robert Saunders	155 Hall Shore Road	renovation
2010-136	Andrea Cameron	Foster Drive	SFD
2010-138	James Campbell	269 Centennial Lane	SFD

**Prepared and Submitted By:**

**Approved for Submission By:**



**Janie Laidlaw,  
Planning Assistant**



**Phil Borrowman,  
Chief Building Official**



**Tom Derreck,  
Chief Administrative Officer**

**PLANNING REPORT TOWNSHIP OF LANARK HIGHLANDS  
SEVERANCE APPLICATION RAYMOND  
LOT13, CONCESSION 5  
FORMER TOWNSHIP OF DALHOUSIE  
TOWNSHIP OF LANARK HIGHLANDS**

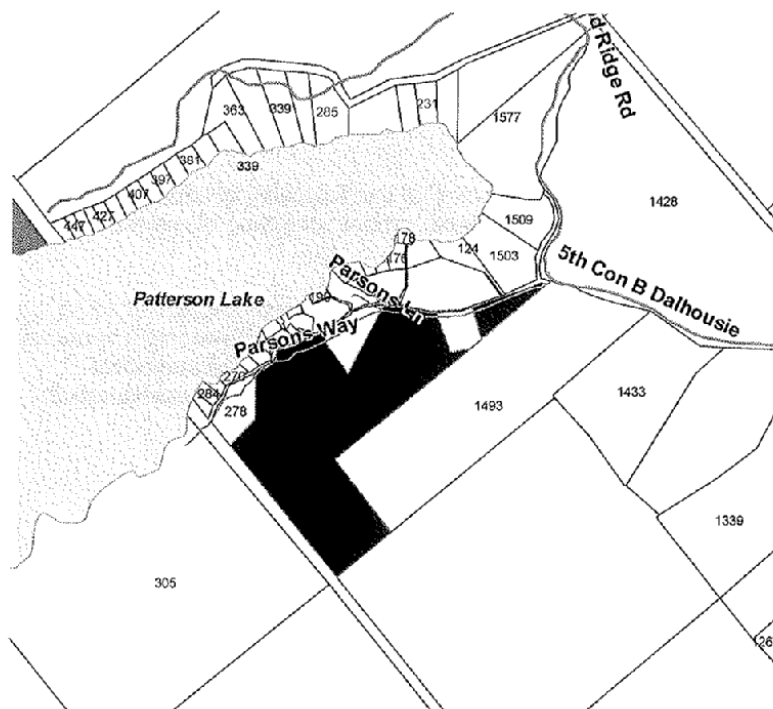
## **1.0 Review of Proposal and Application**

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An application has been received from the County of Lanark Land Division Committee for the creation of a new lot on Parsons Way. The property is legally described as part of Lot 13 Concession 5, former Township of Dalhousie now in the Township of Lanark Highlands. The property is commonly referred to as 223 Parsons Way.

The applicant wishes to sever an irregular parcel of land approximately 1.1ha in area with 83.5 metres of road frontage. The remnant parcel will have an area of approximately 5.8 hectares and road frontage of 378.5metres.

The proposed severed lot is vacant at present with residential uses proposed. There is a residential dwelling constructed on the proposed retained lot, no changes are anticipated.



The property is designated as Rural on Schedule 'A 2' of the Township's Official Plan and zoned Rural on Schedule 'A 2' by Zoning By-law 2003-451.

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**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.

Section 1.6 of the PPS outlines policies with respect to servicing. The current residence is serviced privately. The Health Unit will require a permit for any new servicing associated with the proposed residence prior to construction.

Access is provided via a private road, no new municipal infrastructure is required by means of this application. The roadway is maintained year round by the properties gaining access from said roadway.

**1.2 OFFICIAL PLAN**

The subject lands are designated Rural on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. This designation allows for low density development consisting of residences along the existing roadways and waterways.

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 proposal as submitted can achieve those directives.

The Township, on September 9, 2010, adopted a new Official Plan that is with the Ministry of Municipal Affairs and Housing for approval. This application was received after the adoption of the new Official Plan. Although not in full force and effect the policies of the new Official Plan should also be considered when evaluating land development proposals.

The Township's new Official Plan would designate these lands as rural. Section 3.1.1, Identification, states: "lands which do not ecologically, physically or functionally relate to the waterbody although within 150.0 metres of the waterbody shall be deemed not to be within the Waterfront designation" and the presence of man-made features which would orient the proposed use of the land toward or away from the waterbody." In the applicant's case both the

1.2

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proposed severed and retained lands are separated from Patterson Lake by the roadway, Parson's Way. Therefore, the presence of the roadway means that the applicant's lands do not functionally relate to the waterbody as the applicant's holdings are on the opposite side of the roadway from the waterbody and are separated from the waterbody.

Section 8.4.5 of the adopted Official Plan provides further direction in the determination of the designation of waterfront community. The application of the criteria of this section of the Official Plan concludes that in this case the policies of section 3 do not apply to the proposal. As such the policies of the rural designation should be applied. The rural area, although not considered as a prime area for development, does anticipate limited residential development as long as the proposed development can respect the rural landscape and ensure the protection of natural and environmental resources. The proposed lots are in keeping with the surrounding existing development and are of sufficient size to accommodate private services.

### **1.3 ZONING**

The lands are zoned Rural on Schedule 'A 2' of Zoning By-law 2003-451. The proposal appears to meet the performance standards of the zoning by-law. Confirmation by means of survey that the existing residence meets the zoning setbacks will need to be undertaken prior to finalization of the severance. New construction will be required to meet the setbacks of the Rural zone.

### **1.4 DISCUSSION**

The application as submitted is consistent with the PPS, Official Plan policies and appears to comply with zoning. Setbacks will be confirmed by the submission of a Building Location Survey or certificate from an Ontario Land Surveyor.

The application as proposed can be considered as appropriate and as such represents good planning.

### **1.5 RECOMENDATION**

That Council recommend to the Land Division Committee of Lanark County that the Raymond severance application for the creation of a new lot 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

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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 pay any outstanding fees to the Township prior to final approval.
5. That the applicant submit the 5% cash-in-lieu of parkland dedication fee to the Township.

The applicant should be reminded that they have one year to complete all conditions of severance prior to the lapsing of the decision.



Jane Almond AICP MCIP RPP  
Senior Planner  
Stantec Consulting Ltd.  
1505 Laperriere Ave  
Ottawa Ontario  
613 724 4377

File #: SP10-002  
Purpose: Site Plan Application  
Applicant: McNamee  
Location: Part Lot 5, Concession 8, Former Township of Lavant Township of Lanark Highlands  
117 Victor Paul Drive

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## **PURPOSE**

The purpose of the application is to allow for new construction to replace an existing cottage. The proposal is to locate the new cottage as far back from the water's edge as is possible. As the lot is undersized, relief from zoning by-law 2003-451 is required.

### ***Background***

The property is located along the shoreline of Robertson Lake and is accessed by Victor Paul Drive, a private right of way not maintained by the municipality. A cottage is currently constructed on the site at the water's edge with an overhanging deck. The lands are serviced via a privately owned septic system and well. The applicant is proposing to decommission and remove the existing septic system and install an Eco-Flow treatment system.

The property enjoys approximately 30 metres of frontage on both the roadway and Robertson Lake, a depth of 30 metres and an area of approximately 0.09 hectares. Surrounding land uses are recreational, rural and residential.

The subject lands are designated Rural and zoned Lakefront Development.

### ***Relief Required***

The applicant wishes to construct a cottage on an existing developed undersized lot.

The applicant's lands and existing cottage enjoy legal non-conformity at present as it cannot meet the performance standards of the Zoning By-Law. More specifically the lot is deficient in area, frontage, depth and building setbacks from the water as well as the required side yard. The existing conditions along with the additional relief requested must be evaluated and recognized.

Relief from the zoning by-law performance standards must be assessed using the four tests outlined in the Planning Act. Section 45 of the Planning Act addresses applications for Minor Variance. The ability of applicants to demonstrate compliance with the four tests is necessary. These tests are:

- Is the proposal desirable and an appropriate land use; and
- Does it meet the general intent of the Official Plan; and
- Does it meet the general intent of the Zoning By-law; and
- Is the proposal minor?



The minor variance will seeks the following relief:

- 0.09 Minimum Lot Area (1ha required)
- Waterfront setback of 9.46 (30m required)
- Minimum frontage of 30m (50m required)
- Minimum depth of 30m (80m required)
- Rear yard setback of 2.39 metres (10m required)
- Side yard setback of 1.83m (7m required)

### ***Provincial Policy***

The Provincial Policy Statement, PPS provides direction to approval authorities on matters related to development and supports the provincial goal to enhance the quality of life for the citizens of Ontario. All development applications must be consistent with the statement.

Recognition is given throughout the document to the complex inter-relationships among environmental, economic and social factors in land use planning. The lands subject to this application are rural. The PPS permits recreational activities and limited residential development that will not result in the need to expand municipal infrastructure and is appropriately serviced. The proposal will not result in an increased demand or impact for or on any municipal services.

The proposal will be serviced via private well and septic. The dated septic system will be removed and new sewage treatment system installed on site. Health Unit approval will be required.

The policy also directs authorities to consider development along surface water features as cross-jurisdictional and that the watershed be used as a scale for ecologically meaningful planning. Protection of the water system is a priority of the province. Section 2.1.2 of the Provincial Policy Statement (PPS) directs planning authorities to protect the diversity and connectivity of surface water features and to improve existing conditions where possible. The applicant is re-locating an existing cottage to a location further back from the waterbody. The increased distance from the lake will result in a greater ability for runoff to infiltrate into the soil prior to reaching the lake thus improving current sediment load to the lake.

The applicant will be required to undertake a site plan control agreement with the Municipality. Part of that agreement will consider the existing vegetation abutting the watercourse and if it would be beneficial to require additional plantings which will result in additional bank stabilization and vegetative overhang to the watercourse. Improvement to the existing conditions including stormwater drainage and a net gain along the shoreline of Robertson Lake will result if this application is approved due to the increased waterfront setback and the restoration of the shoreline.

## ***Official Plan***

The property is designated Rural on Schedule 'A1' of the Official Plan of the Township of Lanark Highlands. Settlement within the Rural lands anticipates recreational land uses.

As this application is abutting Robertson Lake the policies of lands enjoying waterfrontage must also be reviewed for compliance. The applicant has provided a sketch which illustrates the existing and proposed development. Section 3.6.3 of the Official Plan outlines policies of lands abutting any waterbody within Lanark Highlands. The Plan recognizes that the greatest threat to waterbody health is through re-development of existing undersized lots and parcels of record. It is the objective of the plan to improve existing water quality.

The proposal will increase the setback from the waterbody as the existing cottage is located on the lake edge with an overhanging deck. Improvements to the riparian area will result if this application is approved.

## ***Zoning By-Law***

The property is zoned Lakefront Development. A residence and accessory structures are a permitted use within this zone. The existing lot enjoys legal non-conformity as it would not meet the requirements of the zoning by-law if reviewed under current performance standards. The McNamee property is not of sufficient area and does not meet frontage requirements of the current by-law.

The minor variance will recognize existing conditions of area and frontage along with the additional relief as indicated previously in this report.

## ***Conclusion***

The proposal for the construction of a new cottage as a replacement to current built form is an expected and permitted land use of the Provincial Policy Statement, Official Plan and Zoning By-law. The relief is required in order to recognize existing conditions and permit the cottage to be located back from the water's edge to the greatest extent possible.

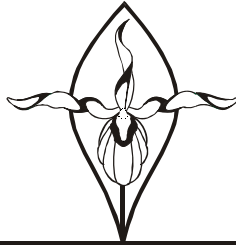
The application meets the general intent of both the Official Plan and the Zoning By-law and is a desirable and appropriate land use, will not significantly impact the abutting land holders and provides the opportunity to improve the riparian zone over the long term. As such the application meets the tests of the Planning Act and can be considered minor. Recommendation for approval is appropriate.

The application has been circulated to both the Health unit and Mississippi Valley Conservation. The Conservation Authority can support the application as it represents a net gain to the waterbody and have provided recommended conditions of Site Plan Approval. The Health Unit has no objections to the applications.

The Minor Variance will be subject to site plan control as per Section 10.11.10 of the Township of Lanark Highlands Official Plan. Conditions of Site Plan Approval include those related to protection of the waterbody during and post construction particularly with respect to storm water drainage and the potential of sediment load to the lake.

***RECOMMENDED DECISION***

That the Committee of the Whole of the Township of Lanark Highlands recommend to the Council of the Township of Lanark Highlands to approve the attached site plan control agreement.



The Corporation of  
**THE TOWNSHIP OF LANARK HIGHLANDS**

## **SITE PLAN CONTROL AGREEMENT**

This Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

**BETWEEN:**

1270249 Ontario Inc  
Hereinafter called the "Owner" of the first Part;

**AND:**

The Corporation of the Township of Lanark Highlands,  
Hereinafter called the "Municipality" of the second Part.

**WHEREAS** the Owner has applied to the Municipality in accordance with the Site Plan Control provisions of Bylaw No. 2004-469, to permit the development of the lands described in Schedule "A" attached hereto;

**AND WHEREAS** the Owner has agreed with the Municipality to undertake, furnish and perform the works, material, matter and things required to be done, furnished and performed in the manner hereafter described in connection with the proposed use of the land and in conformity with the Zoning Bylaw;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of other good and valuable consideration and the sum of two dollars (\$2.00) of lawful money of Canada now paid by the Owner to the Municipality, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

### **1. Statutes, Bylaws, Licenses, Permits and Regulations**

The Owner undertakes and agrees that prior to the commencement of any development, redevelopment, site alteration, construction or other works, the Owner shall obtain all necessary permits and approvals required by the Government of Canada, the Province of Ontario or any agency hereof, the Municipality and any other affected agency. The Owner undertakes and agrees to comply with the requirements of all relevant municipal bylaws,

provincial and federal statutes and regulations, permits, approvals or licenses in addition to the terms of this agreement.

## **2. Schedules**

The Owner hereby agrees that prior written approval by the Municipality and/ or an amendment to a Schedule shall be required to any departure, change or modification from the Schedules.

The following list of schedules attached hereto are deemed to be and form part of this Agreement:

- 2.1 Schedule "A" – Legal Description of the Land to which this Agreement applies.
- 2.2 Schedule "B" – Site Plan.  
The Owner agrees to construct the proposed development in conformity in all respects with the specifications and plans set out in the approved plan.
- 2.3 Schedule "C" - Financial requirements.
- 2.4 Schedule "D" – Special Conditions.  
No buildings, site alteration or works shall be erected on the lands other than those erected in conformity with Schedule "D".

## **3. Land to Which this Agreement Applies**

This Agreement is deemed to apply to the lands described in Schedule "A".

## **4. Registration of Agreement and Commencement of Work**

The Owner covenants that he/she/they shall not commence any development or site alteration whatsoever until this Agreement is registered on title against the land at the expense of the Owner.

## **5. Completion Date**

The owner agrees to complete the work required under this Agreement within one (1) year of the date of the issuance of the building permit. Notwithstanding, if exceptional circumstances prevent the owner from complying with the requirements, the Municipality may extend the completion date.

## **6. Financial Requirements**

- 6.1 The Owner covenants and agrees to pay to the Municipality by cheque, the charges and levies set out and designated as "cash requirements" in Schedule "C" of this Agreement forthwith upon the execution of this Agreement unless otherwise specified and until the same are paid, they shall constitute a charge upon the land.
- 6.2 Before this Agreement is executed by the Municipality, the Owner shall deposit with the Municipality an irrevocable Letter of Credit or other financial security acceptable to the Municipality to meet the financial requirements of this Agreement and designated as "Estimated Cost of Site Works" in Schedule "C".
- 6.3 The value of the Security Requirements shall be maintained for the duration of this Agreement including any renewal of the amount thereof.
- 6.4 The Owner acknowledges and agrees that failure to comply with any term or condition herein, may result in the Municipality taking such action as deemed appropriate to enforce compliance. The Municipality may authorize the use of the whole or any part of the amount of the financial security to pay the cost of any work that is deemed necessary by the Municipality to rectify default by the Owner or its assigns, or to pay the cost of any matter for which the Owner is liable under the terms of this Agreement.

## **7. Default**

In the event of a default or for reasons of public safety, the Municipality may, at the expense of the Owner, enter upon the lands and do all such matters and things as may be required. Such costs, including overhead, shall be deemed to be recoverable from the Owner by invoice and may be recovered in like manner as municipal taxes pursuant to the Municipal Act.

## **8. Facilities and Work to be Provided and Maintained**

The Owner covenants and agrees to provide and maintain, at his/her/their sole expense each and every facility, work or other matter illustrated on the Schedules to the satisfaction of the Municipality and to engage qualified professionals, where required, to design and carry forth any of the work undertaken under this Agreement. This shall include the restoration of any faulty workmanship or materials under in the construction.

## **9. Certificate of Compliance**

Upon the satisfactory completion of all matters and things to be provided and maintained by the Owner pursuant to this Agreement, the Owner shall be entitled to obtain a Certificate of Compliance from the Municipality confirming that all provisions of this Agreement have been complied with in full to the date of such Certificate.

## **10. Occupancy**

The Owner covenants and agrees that there shall be no occupancy of any building or structure on the land until the requirements of this Agreement have been complied with and the Municipality has issued an Occupancy Certificate.

## **11. Notice to Parties**

Any Notice by any party to this agreement to another shall be given in writing and mailed or delivered to the Party:

11.1 In the case of the Municipality:

To the Clerk of the Township of Lanark Highlands  
75 George Street, P.O. Box 340  
Lanark ON K0G 1K0

11.2 In the case of the Owner(s):

1270249 Ontario Inc  
Ken and Nancy McNamee  
11 Scott Crescent  
Perth ON K7H 3J4

## **12. Severability**

The terms of this agreement are severable, and the unenforceability of any part hereof shall not render the whole unenforceable. No forbearance or failure by the Municipality to strictly enforce any term or covenant herein shall prevent the Municipality from insisting upon strict compliance by the Owner subsequent to such forbearance or failure to strictly enforce its terms. The terms of this agreement may not be altered except by a subsequent agreement in writing between the parties.

## **13. Successors and Assigns**

This Agreement shall enure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of each of the parties hereto.

## **14. Force and Effect**

This Agreement comes into force after it has been executed by all parties hereto and registered against the title to the lands described in Schedule "A".

**IN WITNESS WHEREOF** the Parties have hereunto set their hands and seals, corporate parties over the hand(s) of their duly authorized signing officers in that regard.

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

OWNER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

THE CORPORATION OF THE  
TOWNSHIP OF LANARK HIGHLANDS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk/Deputy CAO

(SEAL)

## SCHEDULE "A"

Legal Description to which this Agreement applies

**PT LT 5 CON 8 LAVANT AS IN RN97095; T/W RN13888;  
TOGETHER WITH AN EASEMENT OVER PART 3 ON 26R3114 AND PART 8 ON 26RD9  
AS IN LC43271; TWP OF LANARK HIGHLANDS  
(PIN 05012-0009 LT)**



# SCHEDULE "C"

## Financial Requirements

### Cash Requirements

a) Administration Fees- Township	\$ 500.00
b) Legal Fees and Disbursement (Registration of agreement)	\$ 225.00
c) Engineering Fees	\$ N/A
d) Planning Fees (Deposit)	\$ 1,000.00
=====	
Total Cash Requirements	\$ 1,725.00

### Estimated Cost of Site Works

a) Site Preparation, alteration, grading, drainage	\$ _____
b) Site Servicing: sewage disposal system, well	\$ _____
c) Landscaping	\$ _____
d) Parking / Loading Areas, driveway, entrance	\$ _____
e) Fencing, signs, garbage disposal, lighting	\$ _____
f) Miscellaneous	\$ _____
=====	
Total Estimate Cost of Works	\$ _____ NIL _____

### **Security Requirements**

The Owner shall provide financial security (i.e. letter of credit) to the Municipality in the amount of 100% of the Estimated Cost of Works.

Total Security Requirement \$ \_\_\_\_\_ NIL \_\_\_\_\_

## SCHEDULE "D"

### Special Conditions

1. That sediment control measures shall be implemented throughout the construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and re-vegetated.
2. Excavated material shall be disposed of well away from the water.
3. Regular pick-up of construction debris is also encouraged to prevent construction debris from blowing into the lake.
4. Natural drainage patterns on the site shall not be substantially altered that additional runoff is directed into the lake or onto neighbouring properties. In order to achieve this, eaves troughing shall be installed. The eaves troughing shall be outlet away from the lake to a leach pit or well-vegetated area to allow for maximum infiltration.
5. With the exception of a maximum 9 metre wide clearing for water access, a vegetated buffer shall be established along the shoreline to a minimum depth of 3 metres with deeply rooted native vegetation, in order to mitigate the effects of erosion and surface runoff on Robertson's Lake.
6. Pursuant to Ontario Regulation 153/06 – "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses", written permission is required from MVC prior to the initiation of any potential future alterations to the shoreline of the lake.
7. In accordance with MVC's Level II fish habitat agreement with the Department of Fisheries and Oceans, MVC is responsible for evaluating proposed works as to their impact on fish habitat in our watershed. Therefore, any proposed works in or near the lake should be reviewed by MVC to ensure there will be no harmful alteration, disruption or destruction of fish habitat. Authorization under Section 35 of the Fisheries Act may be required for such work.

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

**COMMITTEE OF THE WHOLE**

November 9<sup>th</sup>, 2010

Report #FIRE-04-2010  
of the Fire Chief

**ADDITIONS & DELETIONS TO LANARK HIGHLANDS FIRE SERVICE**

**STAFF RECOMMENDATION(S)**

“1. THAT, Stephen Rothwell be added as a Junior Firefighter to the roster of Station #1 – Lanark Village, Cameron Hann be added to the roster of Station #8 – White Lake; and Philip Milotte be added to the roster of Station #3,4,5,6 – LDNS.”

“2. THAT, George Guthro and Barry Clark be removed from the roster of Station #3,4,5,6 – LDNS.”

**BACKGROUND**

The firefighters being added to the rosters of the various districts are to fill vacancies which have been created by resignations or retirements. The availability during daytime hours is also a consideration when recruiting volunteer firefighters. The vast majority of resignations are due to former firefighters moving out of the District and not being able to respond in an acceptable time frame or commit the time necessary for training.

**OPTIONS CONSIDERED**

1. The alternative of not filling the vacancies is not viable as it will affect the delivery of emergency services.
2. Maintaining the current number of firefighters.

**FINANCIAL IMPLICATIONS**

The cost of the honorariums for the firefighters is included in the operating budget.

**CONCLUSIONS**

The recruitment of volunteer firefighters is an ongoing process.

**Prepared and Submitted By:**

**Approved for Submission By:**

**Jeff Rothwell  
Acting Fire Chief**

**Tom Derreck,  
Chief Administrative Officer**