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Tuesday, December 13<sup>th</sup>, 2011

3:00 p.m.

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

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

**Chair, Deputy Mayor Brian Stewart**

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 December 6<sup>th</sup>, 2011 be approved as circulated."*

5. **DELEGATIONS & PRESENTATIONS**

- i) Perth and District Chamber of Commerce – Letter of Support

6. **COMMUNICATIONS**

- i) People First of Lanark County request for financial support. – *attached, pages 6-7*

*Suggested Motion:*

***"THAT,** the Council of the Whole accepts the communications dated December 13<sup>th</sup>, 2011 as information."*

7. **REPORTS**

None

**General**

None.

### Community Services

None.

### Corporate Services

None.

### Building, Planning & Protective Services

- i) **Report #PD-39-2011 Consent Application B11/105 – Lot Addition (McLaren) Pt of Lot 3, Concession 4, Geographic Township of Lanark – attached, pages 8-11.**  
Planning Administrator/Deputy Clerk, Rob Wittkie

*Suggested Motion:*

*That Council recommends to the Land Division Committee of County of Lanark that consent application B11/105 be approved subject to the following conditions;*

- 1. An acceptable reference plan or legal description of the severed lands be submitted to the township.*
- 2. That the applicant pays any outstanding fees to the Township prior to final approval.*

- ii) **Report #PD-40-2011 Consent Application B11/137 – New Lot (Neilson) Pt of Lot 7, Concession 2, Geographic Township of Lanark – attached, pages 12-15.** Planning Administrator/Deputy Clerk, Rob Wittkie

*Suggested Motion:*

*That Council recommends to the Land Division Committee of County of Lanark that consent application B11/137 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. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.*
- 3. That the applicant pays any outstanding fees to the Township prior to final approval.*
- 4. That the applicant submits the 5% cash-in-lieu of parkland dedication fee to the Township.*
- 5. The applicant shall obtain a Civic Address Number from the Township. The applicant shall consult directly with the Township in this regard.*

- iii) **Report #PD-40-2011 Consent Application B11/138 – New Lot (Neilson)  
Pt of Lot 7, Concession 2, Geographic Township of Lanark**  
– *attached, pages 12-15*. Planning Administrator/Deputy Clerk, Rob Wittkie

*Suggested Motion:*

*That Council recommends to the Land Division Committee of County of Lanark that consent application B11/138 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. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.*
- 3. That the applicant pays any outstanding fees to the Township prior to final approval.*
- 4. That the applicant submits the 5% cash-in-lieu of parkland dedication fee to the Township.*
- 5. The applicant shall obtain a Civic Address Number from the Township. The applicant shall consult directly with the Township in this regard.*

- iv) **Report #PD-41-2011 Consent Application B11/139 – New Lot (Henckel)  
Pt of Lot 27, Concession 8, Geographic Township of Lanark**  
– *attached, pages 16-19*. Planning Administrator/Deputy Clerk, Rob Wittkie

*Suggested Motion:*

*That Council recommends to the Land Division Committee of County of Lanark that consent application B11/139 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. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.*
- 3. That the applicant pays any outstanding fees to the Township prior to final approval.*
- 4. That the applicant submits the 5% cash-in-lieu of parkland dedication fee to the Township.*

5. *The applicant shall obtain a Civic Address Number from the Township.  
The applicant shall consult directly with the Township in this regard.*

- v) **Report #PD-42-2011 Consent Application B11/140 – Lot Addition (Ladley)  
Pt of Lot 5, Concession 8, Geographic Township of Lavant – attached,  
page 20-23.**

Planning Administrator/Deputy Clerk, Rob Wittkie

*Suggested Motion:*

*That Council recommends to the Land Division Committee of County of Lanark  
that consent application B11/140 be approved subject to the following  
conditions;*

1. *An acceptable reference plan or legal description of the severed lands be  
submitted to the township.*
2. *That the applicant pays any outstanding fees to the Township prior to  
final approval.*

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

- i) **Report #PMMW-14-2011 Engineering Technician Position – attached, pages  
24-29.**

Public Works Superintendent, Scott Cameron

*Suggested Motion:*

## **8. NEW/OTHER BUSINESS**

None.

## **9. IN-CAMERA ITEMS**

- i) **CONFIDENTIAL: Personnel – Identifiable individual**

*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;*

**AND THAT, R. Trimble, CAO/Clerk and R.Wittkie Planning  
Administrator/Deputy Clerk and \_\_\_\_\_ remain in the room.”**

*Suggested Motion:*

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

- ii) **CONFIDENTIAL: Personnel – Labour Negotiations**

*Suggested Motion:*

***“THAT, the Committee move “in camera” at \_\_\_\_ p.m. to address a matter pertaining to labour relations;***

***AND THAT, R. Trimble, CAO/Clerk and R. Wittkie Planning Administrator/Deputy Clerk and \_\_\_\_\_ remain in the room.”***

*Suggested Motion:*

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

## **10. DEFERRED ITEMS**

- ***Site Plan Control By-Law***
- ***Discussion on Draft Property Standards By-Law (Jan COW)***
- ***Amending Procedural By-Law***
- ***Amending Building By-Law 2004-481***

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

- ***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)***
- ***Delegation of Enforcement of Winter Parking Restrictions (requested December 2008)***

## **11. ADJOURNMENT**



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## **People First of Lanark County**

15 Bates Drive, Carleton Place, Ontario, Canada K7C 4J8

Phone: 613-257-7730 ♦ E-mail: [koryearle@hotmail.com](mailto:koryearle@hotmail.com)

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Wednesday December 7, 2011,

Dear: Lanark Highlands Council

My name is Kory Earle and I am the President of People First of Lanark County, before I indicate what we are looking for, let me tell you more about our organization:

### **WHO ARE WE**

Sometimes the best way to tell some one who we are is to state who your are not. We are not Community Living Association, or Life Skill or Community Support Services or any other service in our community that support people with disabilities. We are not funded by any level of government federal or provincial. We do not receive any funding through united Way or any other charitable organization.

We are an independent SELF ADVOCATE ORGANIZATION directed and controlled by people who have been labelled.

**OUR VISION:** That all citizens will live equally in their community. We promote equality for all who have been labelled. We speak for ourselves and make our own decisions. We want to educate and inform the community about our movement and our issues.

### **SO WHERE DOES OUR MONEY COME FROM**

Since we do not receive any funding from any organizations, we need to do fundraising ourselves. The money we raise goes to pay for renting office space, for the purchase of office equipment, for phone and internet services, for putting on information sessions for the community and to attend conferences for People First of Ontario, in Toronto.

We are requesting 2000.00 to help are organization to continue to help the residents of this county, that includes **Lanark Highlands**

Thanks,

Kory Earle  
President of People First of Lanark County

Self-Advocacy ♦ Self-Determination ♦ Self-Empowerment

**PLANNING REPORT #PD-39-2011  
CONSENT APPLICATION (MORRISON-AGENT)  
LOT 3, CONCESSION 4  
GEOGRAPHIC TOWNSHIP OF LANARK  
TOWNSHIP OF LANARK HIGHLANDS**

## **1.0 Introduction**

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An application has been received from the County of Lanark Land Division Committee for the a lot addition on the lands legally described as Part Lot 3, Concession 4, Geographic Township of Lanark now in the Township of Lanark Highlands and commonly referred to as 152 Purdon Lane.

The applicant wishes to sever approximately .28 acres of land to an existing lot of record in order to construct a detached garage.

The property is designated as Rural, on Schedule 'A 4' of the Township's Official Plan and zoned Rural on Schedule 'A 4' in Zoning By-law 2003-451.

## **2.0 Provincial Policy**

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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 2.0, Wise Use and Management of Resources, protects all natural heritage features from adverse impacts. There are no identified natural heritage features on the subject lands. Accordingly the application is consistent with this section of the PPS.

## **3.0 Official Plan**

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The subject lands are designated Rural on Schedule 'A 4' of the Township of Lanark Highlands Official Plan. The rural 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. The proposed lot addition is in conformity with the existing Official Plan's relevant policies.

## 4.0 Zoning

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The lands are zoned as Rural on Schedule "A 4" by Zoning By-law 2003-451. Although the existing property does not meet the current requirements or provisions of the Rural zone, the property does enjoy legal non-conforming status.

## 5.0 Discussion

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This application for a lot addition will not result in any new lot and will ensure that the newly reconfigured lots will have sufficient area to permit appropriate development. The application as submitted is consistent with the PPS, complies with the policies of the existing Official Plan and Zoning By-law.

## 6.0 Recommendation

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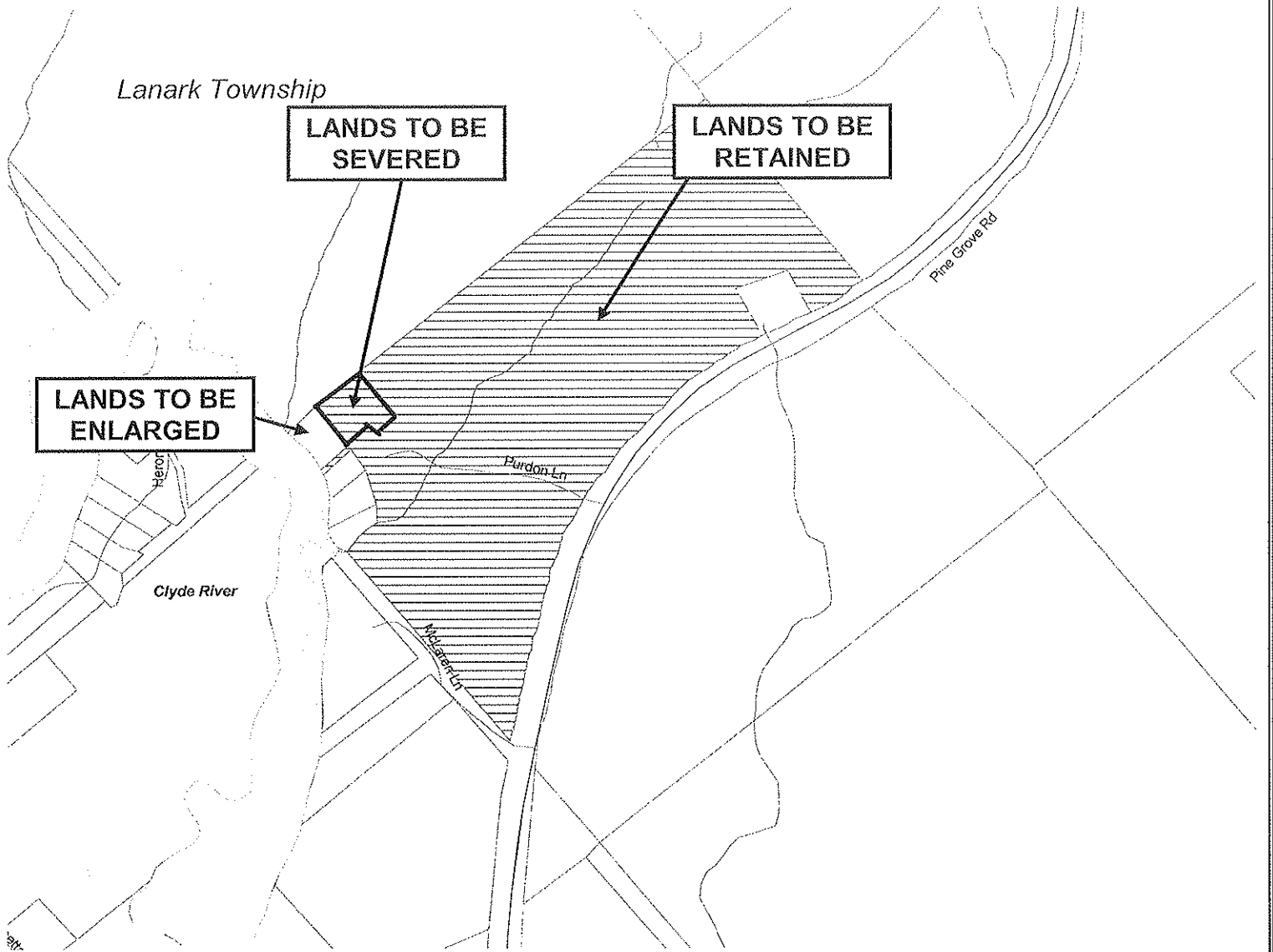
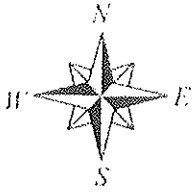
That Council recommends to the Land Division Committee of Lanark County that application B11/105 for a lot addition be approved subject to the following conditions;

1. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.
2. That the applicant pays any outstanding fees to the Township prior to final approval.

Prepared By



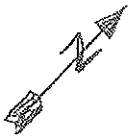
Rob Wittkie  
Planning Administrator/Deputy Clerk



Landowner: Christopher John McLaren  
File No.: B11/105  
Subject Land: Pt Lot 3 Conc. 4, geographic Township of Lanark, now in the Township of Lanark Highlands.

**APPLICATION FOR  
CONSENT**

*"Sketch Only"*  
Prepared by Lanark County Planning  
Approvals Dept.  
NOT A LEGAL SURVEY



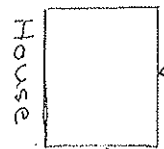
SOUTHWEST HALF LOT 4  
INST. 106492  
to Be Retained

Area to be severed 0.28 acres

218'

188'

60'



House

12'

30'

Pardon Lane

Not Owned  
By Applicant

Jay Morrison  
WEST HALF LOT 3  
CONCESSION 4  
PART 1  
INST. 41479

CLYDE RIVER

I agree to these  
changes,  
*Shirley*

REVISED SKETCH  
Dec 7/2011  
Page 11 of 29

**PLANNING REPORT #PD-40-2011  
TOWNSHIP OF LANARK HIGHLANDS  
CONSENT APPLICATION (NEILSON)  
PART OF LOT 7, CONCESSION 2  
GEOGRAPHIC TOWNSHIP OF LANARK  
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 two new lots. The property is legally described as Pt Lot 7 Concession 2, Geographic Township of Lanark now in the Township of Lanark Highlands.

The applicant wishes to sever two residential building lots (1.95 ha & 1.6 ha) and retain a 1.0 ha residential building lot. The proposed severed lots are to be accessed by Highway 511 and the retained land is accessed via Bennett Drive which is a Township road.

The property is designated as Rural on Schedule 'A 4' of the Township's Official Plan and zoned Rural on Schedule 'A 4' by Zoning By-law 2003-451.

### **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.

New development must be evaluated to determine if unplanned extensions to existing infrastructure will result if the application is approved. The proposal will be privately serviced and it appears that the lands are of sufficient area to support a private well and septic system. Permits from the Health Unit will be required prior to any new development. The proposed lots have access on a municipally maintained road.

### **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.

### 1.3 ZONING

The lands are zoned Rural on Schedule 'A 4' of Zoning By-law 2003-451. The proposal appears to meet the performance standards of the zoning by-law.

The proposal will if approved result in the creation of two new lots 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 application as proposed can be considered as appropriate and as such represents good planning.

### 1.4 RECOMENDATION

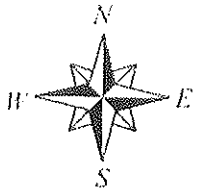
That Council recommends to the Land Division Committee of Lanark County that the B11/137 & B11/138 severance applications for the creation of two new lots be approved subject to the following conditions;

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. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.
3. That the applicant pays any outstanding fees to the Township prior to final approval.
4. That the applicant submits the 5% cash-in-lieu of parkland dedication fee to the Township.
5. The applicant shall obtain a Civic Address Number from the Township. The applicant shall consult directly with the Township in this regard.

Prepared By



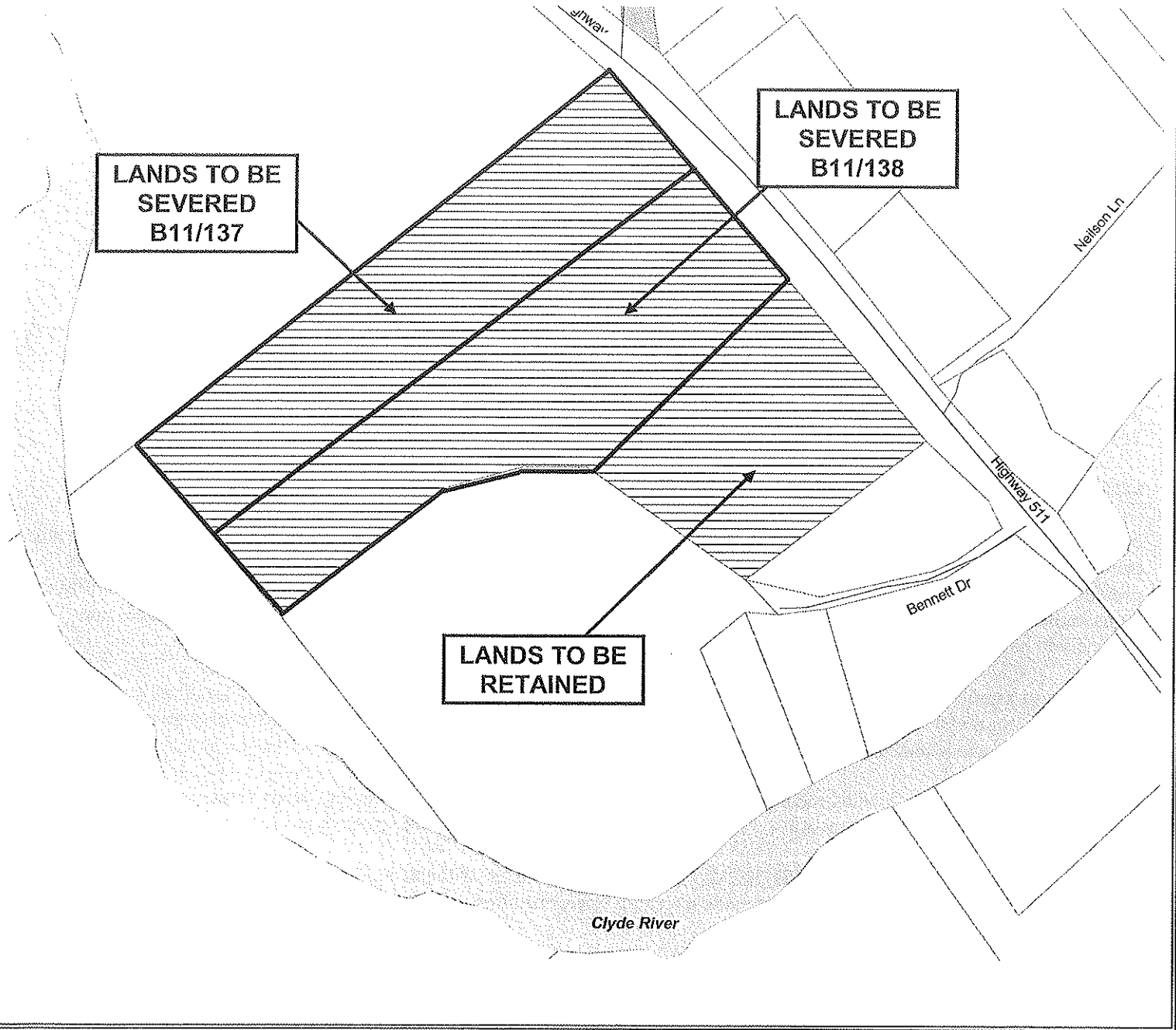
Rob Wittkie  
Planning Administrator/Deputy Clerk



**LANDS TO BE SEVERED  
B11/137**

**LANDS TO BE SEVERED  
B11/138**

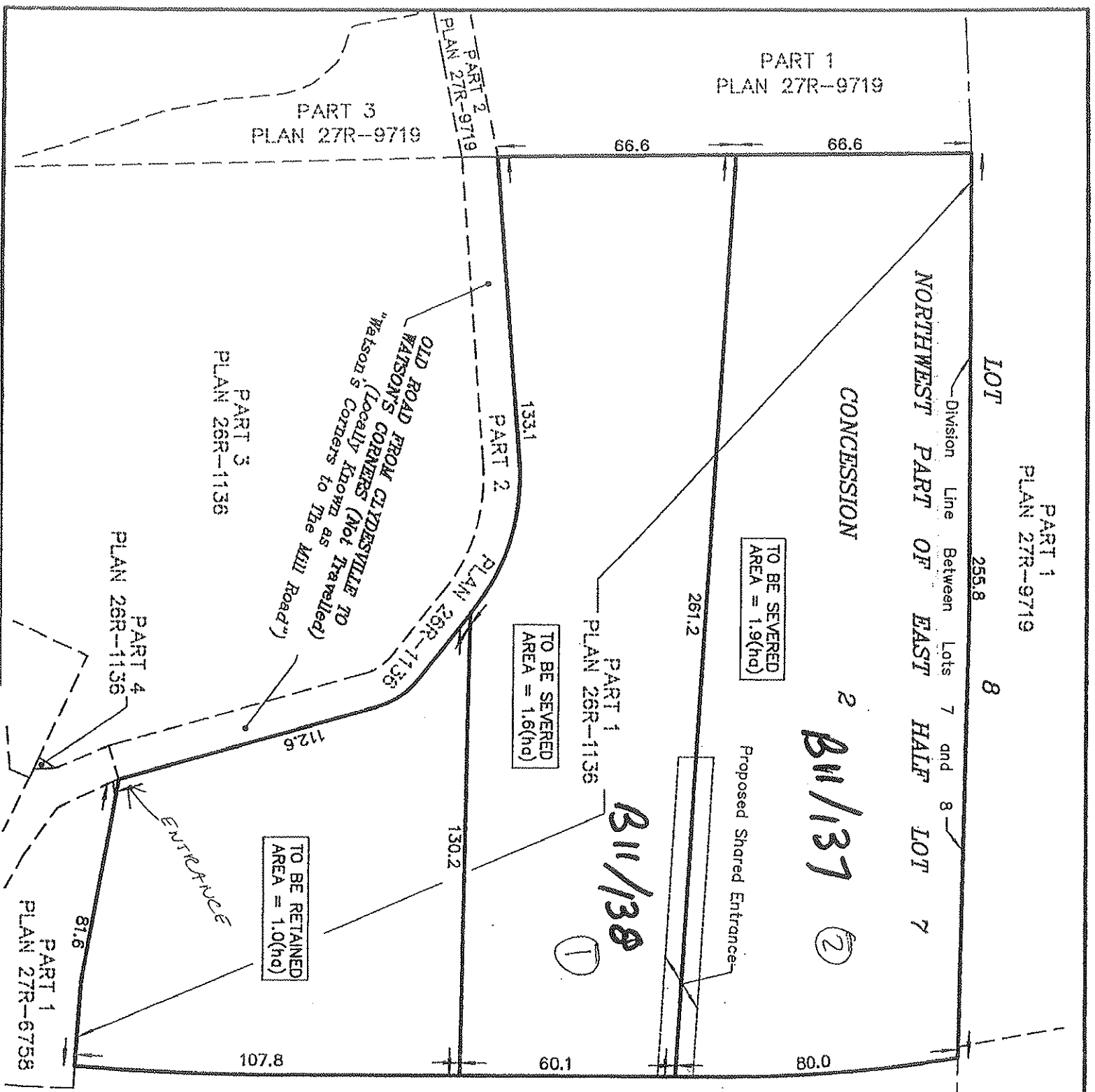
**LANDS TO BE RETAINED**



Landowner: Glenn Neilson  
File No.: B11/137 and B11/138  
Subject Land: Pt Lot 7 Conc. 2, geographic Township of Lanark now in the Township of Lanark Highlands

**APPLICATION FOR  
CONSENT**

*"Sketch Only"*  
Prepared by Lanark County Planning  
Approvals Dept.  
**NOT A LEGAL SURVEY**



PART 1  
PLAN 27R-9719  
LOT 8  
255.8

Division Line Between Lots 7 and 8  
NORTHWEST PART OF EAST HALF LOT 7

CONCESSION

2 B11/137 (2)

TO BE SEVERED  
AREA = 1.9(ha)

Proposed Shared Entrance

TO BE SEVERED  
AREA = 1.6(ha)

B11/138 (1)

TO BE RETAINED  
AREA = 1.0(ha)

COUNTY ROAD 511  
PART 2 PLAN 27R-6264

NO RTHWEST  
PART OF EAST  
HALF LOT 7  
CONCESSION  
&  
GEOGRAPHIC  
TOWNSHIP  
OF  
LANARK  
TOWNSHIP OF  
LANARK  
HIGHLANDS  
COUNTY OF  
LANARK.



SCALE

SKETCH  
NORTH  
EAST  
CONC  
GEOG  
OF 1  
TOWNSH  
COUN

**PLANNING REPORT #PD-41-2011  
TOWNSHIP OF LANARK HIGHLANDS  
CONSENT APPLICATION (LEWIS-AGENT)  
PART OF LOT 27, CONCESSION 8  
GEOGRAPHIC TOWNSHIP OF LANARK  
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 the Wolfe Grove Rd. The property is legally described as Pt Lot 27 Concession 8, Geographic Township of Lanark now in the Township of Lanark Highlands and commonly known as 4391 Tatlock Road.

The applicant wishes to sever a 1.87 ha residential building lot and retain a 9.22 ha residential lot with an existing dwelling.

The property is designated as Rural on Schedule 'A 4' of the Township's Official Plan and zoned Rural on Schedule 'A 4' by Zoning By-law 2003-451.

### **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.

New development must be evaluated to determine if unplanned extensions to existing infrastructure will result if the application is approved. The proposal will be privately serviced and it appears that the lands are of sufficient area to support a private well and septic system. Permits from the Health Unit will be required prior to any new development. The proposed lots have access on a municipally maintained road.

### **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.

### **1.3 ZONING**

The lands are zoned Rural on Schedule 'A 4' of Zoning By-law 2003-451. The proposal appears to meet the performance standards of the zoning by-law.

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

### **1.4 RECOMENDATION**

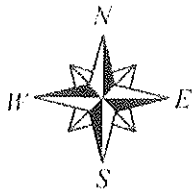
That Council recommends to the Land Division Committee of the County of Lanark that consent application B11/139 for the creation of a new lot be approved subject to the following conditions;

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. An acceptable reference plan or legal description of the severed lands and the deed be submitted to the township.
3. That the applicant pays any outstanding fees to the Township prior to final approval.
4. That the applicant submits the 5% cash-in-lieu of parkland dedication fee to the Township.
5. The applicant shall obtain a Civic Address Number from the Township. The applicant shall consult directly with the Township in this regard.

Prepared By



Rob Wittkie  
Planning Administrator/Deputy Clerk



Darling Township

LANDS TO BE SEVERED

LANDS TO BE RETAINED

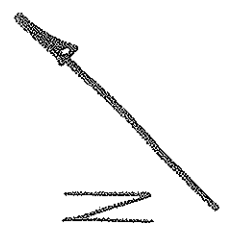
Lanark Township

Tallock Rd

Landowner: Will Henckel  
File No.: B11/139  
Subject Land: Pt Lot 27 Conc. 8, geographic Township of Lanark, now in the Township of Lanark Highlands.

**APPLICATION FOR  
CONSENT**

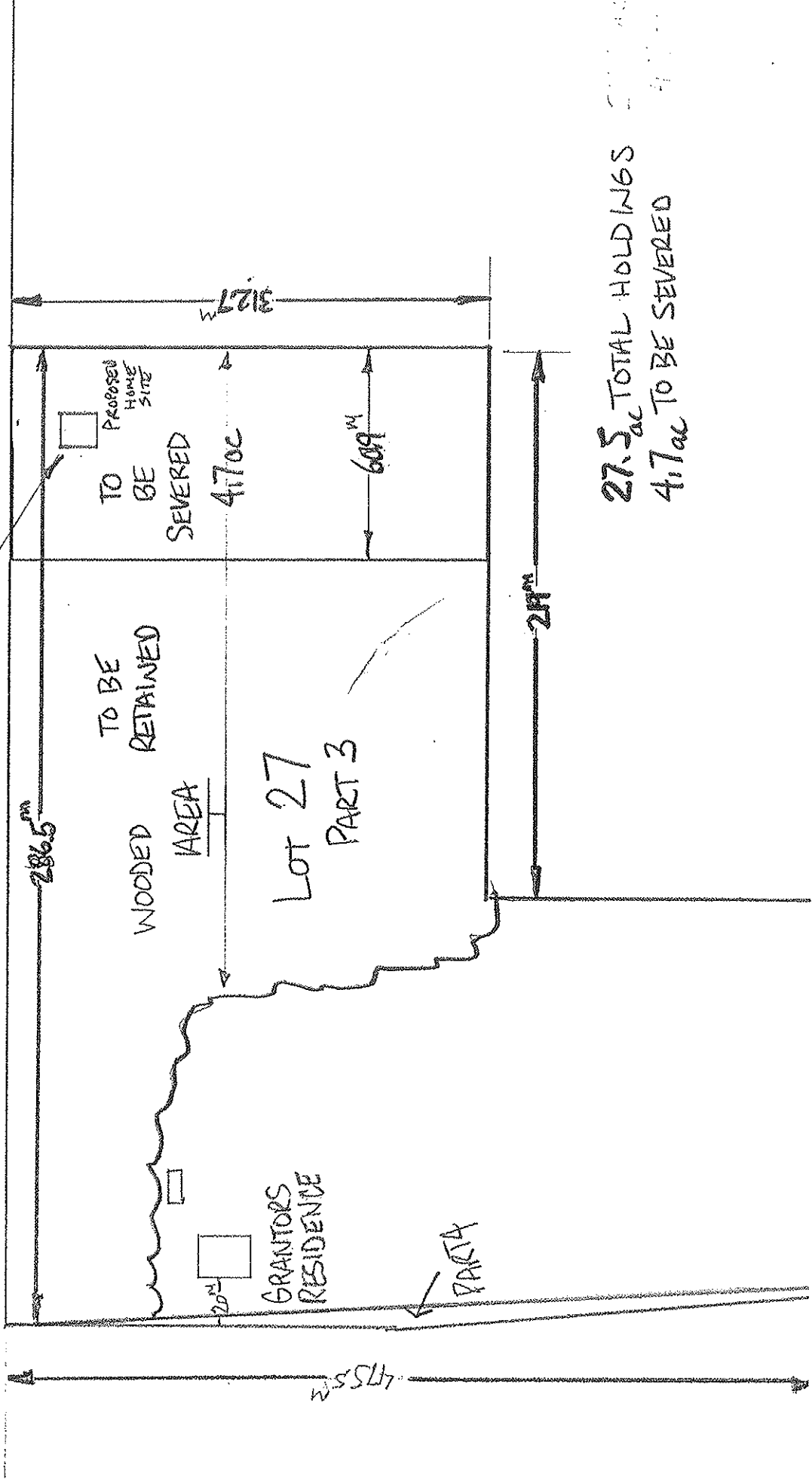
*"Sketch Only"*  
Prepared by Lanark County Planning  
Approvals Dept.  
NOT A LEGAL SURVEY



330M APPROX.

AGRICULTURAL LAND.

TATLOCK RD. COUNTY RD.



TO BE SEVERED

TO BE RETAINED

WOODED AREA

GRANTORS RESIDENCE

LOT 27 PART 3

PART 4

27.5<sub>ac</sub> TOTAL HOLDINGS  
4.7<sub>ac</sub> TO BE SEVERED

**PLANNING REPORT #PD-42-2011  
CONSENT APPLICATION (MCNAMEE AGENT)  
PART OF LOT 5, CONCESSION 8  
GEOGRAPHIC TOWNSHIP OF LAVANT  
TOWNSHIP OF LANARK HIGHLANDS**

**Review of Proposal and Application**

An application has been received from the County of Lanark Land Division Committee for a lot addition to facilitate access and traffic movements on an existing property. The holding is located on Robertson Lake and is legally described as Part Lot 5, Concession 8, Geographic Township of Lavant now in the Township of Lanark Highlands.

The applicant wishes to add lands from a parcel of land owned by the Mr. Fred Ladly and is legally described as Part Lot 5, Concession 8, Geographic Township of Lavant. The proposed lot addition is for approximately 178 square metres to be added to the existing holding located at 117 Victor Paul Drive.

The properties are designated Lakefront Development on Schedule 'A 1' of the Township of Lanark Highlands Official Plan. Part Lot 5, Concession 8, Geographic Township of Lavant, Township of Lanark are zoned Lake Development on Schedule 'A 1' of Zoning By-law 2003-451

There is no new construction proposed as part of this application.

**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.

There is no new development proposed for the either the severed or the retained lands as part of this proposal. The proposal as submitted is consistent with Provincial Policy.

**Official Plan**

The subject lands are designated Lakefront Development on Schedule 'A 1' of the Township of Lanark Highlands Official Plan. This designation protects and preserves the natural environment surrounding any waterfront lands and provides for appropriate development and recreation surrounding the water bodies.

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. Residential dwellings and associated accessory structures are permitted within the Lakefront Development designation. There is no new development proposed or facilitated by means of this application and therefore the proposal will comply with Official Plan policies.

## **Zoning**

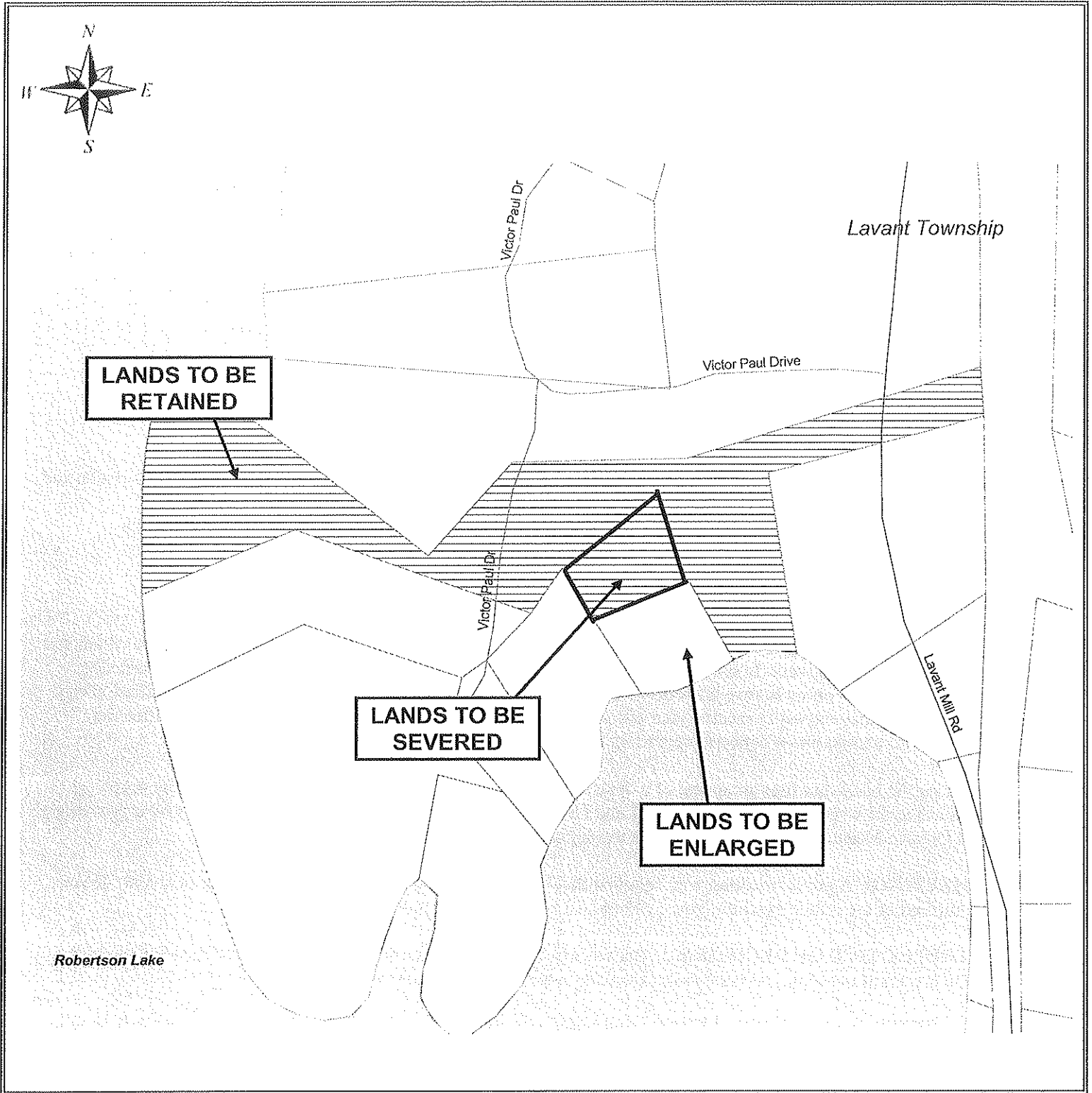
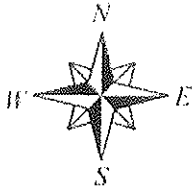
The lands are zoned Lake Development on Schedule 'A 1' of Zoning By-law 2003-451. Although the existing property does not meet the current requirements or provisions of the Lakefront Development zone, the property does enjoy legal non-conforming status.

## **Staff Recommendation**

That Council recommends to the Land Division Committee of Lanark County that severance application B11/140 be approved subject to the following conditions;

1. That the applicant submits to the Township of Lanark Highlands any outstanding fees required.
2. An acceptable reference plan or legal description of the severed lands and the deed or instrument (in triplicate) conveying the severed lands shall be submitted to the Planning Approvals Administrator at the County for review and consent endorsement within a period of one year after the Notice of Decisions is given under Section 53 (17) or (24) of the Planning Act and that a copy of same be submitted to the Township of Lanark Highlands.

**Prepared and Submitted by:**  
**Rob Wittkie**  
**Planning Administrator/Deputy Clerk**



Landowner: Fred Ladly  
File No.: B11/140  
Subject Land: Pt Lot 5 Conc. 8, geographic Township of Lavant, now in the Township of Lanark Highlands.

**APPLICATION FOR  
CONSENT**  
*"Sketch Only"*  
Prepared by Lanark County Planning  
Approvals Dept.  
NOT A LEGAL SURVEY



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

***PWWM COMMITTEE MEETING***  
DECEMBER 13, 2011

Report #2011-14  
SURERINTENDENT OF PUBLIC WORKS

**STAFFING REQUIREMENTS – PUBLIC WORKS DEPARTMENT**

**STAFF RECOMMENDATION**

**THAT**, Council approve the proposed full-time Engineering Technologist position within the Public Works Department.

**BACKGROUND**

The Township of Lanark Highlands was amalgamated in 1997 from four (4) former Townships being Lavant Dalhousie & North Sherbrooke, Darling, Lanark Township and Lanark Village which now totals an area of over 1,030 square kilometres. Within that area, the Public Works department is responsible for over 500 km of roads, 5 public works garages, over 30 pieces of road equipment, and 7 waste sites. The responsibility of the four previous township's Transportation & Environmental Services departments was uploaded to one Public Works Superintendent. The Township of Lanark Highlands is now the largest Township in the County of Lanark, and one of the larger rural townships within the Province of Ontario.

With the continuous downloading of Provincial demands onto local municipalities for increased levels of service and accountability for all aspects of Public Works departments, it has been recognized that the workload for one Superintendent for the Lanark Highlands Public Works Department alone is somewhat unmanageable to meet the needs of the public, Council, various agencies, utilities and other internal departments.

Historically, since amalgamation, the Township has hired technical support to assist the Public Works Superintendent both part-time and full-time as required. Over the past 5 to 6 years there has been an increased demand for full time support. Future demands for asset management, infrastructure inventory updates, mandatory patrol administration would be key duties for technical support in the Public Works department.

## DISCUSSION

A recent survey was completed to compare other Public Works Departments from local Townships of similar and smaller sizes that have gone through the amalgamation process and have restructured and increased staff to meet the needs and demands that we also face in Lanark Highlands.

Staff	Lanark Highlands	Rideau Lakes	Mississippi Mills	Drummond North Elmsley
Public Works Superintendent	X	X	X	X
Roads Supervisor	X	X	X	X
Construction Supervisor		X		
Waste Management Supervisor		X		X Part-time
Engineering Tech.	X (contract)	X	X	X
Administrative Assistant (1)	X	X	X	X Part-time
Administrative Assistant (2)		X		

The objective of hiring an Engineering Technologist within the Public Works Department is to assist the PW Superintendent with the ongoing inventory, assessment, design, approvals and construction of municipal infrastructure, including roads, sidewalks, parking lots, street lighting, signage, traffic control and waste management. The Engineering Technologist shall also play a key support role in the development of construction standards, operating procedures and bylaws falling under the responsibility of the Public Works Department. All of these activities are prioritized and integrated into the Technologists duties along with other departmental primary needs within the corporation. (see Attachment A & B)

## OPTIONS CONSIDERED

**Option #1 – Hire a Full-time Engineering Technologist.** This would allow for consistency, familiarization and knowledge of the Township’s infrastructure to stay in-house, allowing for increased productivity over time. The base salary for this position would pay less than a contract position due to compensation for staff benefits.

**Option #2 – Hire a Contract Engineering Technologist.** Continuing to contract out engineering services potentially will result in inconsistent personnel, not allowing for the benefits to occur as noted above in Option 1. The industry norm generally reflects a higher hourly rate for contract positions due to non-participation of any benefits or pension attached to the contract.

**Option #3 – Do Nothing.** To do nothing and remove the technical support from the department would result in a decline of services needed, either not being done when required, or not being done at all.

## FINANCIAL IMPLICATIONS

In the past, the township has paid a wide range of salaries for technical support based on the type of work and related experience of each employee. Previous contract employees prepared engineering plans, estimated quantities and budgets, prepared tenders, and assisted with the Sewer & Water project were paid \$50/hr. The salary for the current contract position is \$27.50/hr.

Based on the 2010 salary survey completed by the Ontario Association of Certified Technicians and Technologists (OACETT), the average salary for a certified member is \$70,510/yr. The range of the 2010 salary survey was \$35,000 to \$150,000.

Staff also surveyed surrounding municipalities in eastern Ontario, who have fulltime engineering support, to get an idea of what is being paid in this area. The average range is from \$48,000 to \$63,000.

Based on the Township's current "Classification and Salary Level" it is recommended that this position fall within the current M2 Level which would be within the range of \$44,233 to \$52,025. (\$22.68 to \$25.66 per/hour). It is expected that during future negotiations with the proposed Union Contract that a full "Job Evaluation" process will follow and may be subject to change at that time.

## CONCLUSIONS

Staff recommendation is to approve Option #1

## ATTACHMENTS :

**Schedule "A"** - Job Description for Engineering Technologist.

**Schedule "B"** - Highlights of some works completed by current Engineering Tech.

**Prepared and Submitted By:**

**Approved for Submission By:**

**Scott Cameron,  
Superintendent of Public Works**

**Ross Trimble,  
CAO/Clerk**

**Job Description (DRAFT)**

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Position:	Engineering Technologist
Status:	Full Time Position
Reports to:	Public Works Superintendent
Pay Band:	_____
Hours of Work:	40/ wk.

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**Position Summary:**

Reporting to the Public Works Superintendent, the Engineering Technologist is responsible for the ongoing inventory, assessment, design, approvals and construction of municipal infrastructure, including proposed Waste Management, Roads, Sidewalks, Parking Lots, Streetlighting, Signage and Traffic Control. The Engineering Technologist shall also play a key support role in the development of construction standards, operating procedures and bylaws falling under the responsibility of the Public Works Department.

As the primary coordinator of these operations, the Engineering Technologist will generally work within a planning horizon of one week to 2 years.

**Responsibilities:**

Perform the responsibilities of the position within the legislative and regulatory standards as set out in applicable Provincial and Municipal Acts, Regulations and By-laws.

1. Responsible for the management of infrastructure rehabilitation and reconstruction programs inclusive of: budget estimates, engineering design, provincial/federal approvals, public meetings, tender, contract documents, construction administration, cost control, inspection, quality control, records and reviewing payment certificates.
2. Responsible for the coordination and management of contractors connecting to the existing municipal infrastructure network. Required to ensure that contractors maintain high standards for construction and safety as specified municipal and provincial guidelines and regulations (MTO, OPSD, MOE, MOL).
3. Review and provide engineering comments and conditions on land use proposals inclusive of site plan, subdivision, zoning, official plan and committee of adjustment applications. Coordinate and attend meetings with land developers, engineering consultants, provincial/federal authorities and residents regarding infrastructure design and site/subdivision development issues.
4. Evaluate and approve engineering reports and detailed design submissions for proposed road, sewer, water, drainage and public utilities for conformance with applicable statutes (Environmental Assessment Act, Highway traffic Act, etc..) bylaws and municipal specifications.
5. Provide detailed cost estimates for construction and maintenance programs included within the annual budget and long range capital asset plans;

6. Actively manage as constructed records, network mapping (CAD) and databases relating to the location and condition of publicly owned infrastructure.
7. Provide technical recommendations to the Superintendent for prioritization of road rehabilitation and reconstruction within annual and long-range capital asset plans.
8. Responsible for procurement and management of consultants contracted by the municipality to undertake specialized engineering designs, reports and assignments.
9. Provide daily operational guidance and leadership to seasonally hired Engineering students.
10. Develop, evaluate and maintain engineering standards and policies which support the municipality relating to day to day operations within the municipality.
11. Provide regular technical support to the Supervisor and Lead Hands within Public Works Dept.
12. Coordinate with Public Works Superintendent regarding daily operational requirements at the Landfill Site and provide detailed cost estimates for capital construction and maintenance programs included within the annual budget.
13. Perform various duties as assigned by the Public Works Superintendent.
14. Deal directly with the public to address complaints and concerns, and provide information and assistance to ensure good Customer Service.

**Qualifications:**

1. Three (3) year Community College Diploma in Civil Engineering Technology with CET Status.
2. Minimum of five (5) years related work experience, preferably in a municipal engineering environment.
3. Membership in good standing with OACETT.
4. Valid Class G Drivers License

**ENG. TECH. – Projects July 2010 to December 2011**

**Construction Inspection**

- Joes Lake Bridge - Crain's Const.
- Sheridan Rapids Rd. - Ashby Rd. to 5<sup>th</sup> Con Dalhousie - Crain's Const.
- Guide rail improvements - 2010 Peninsula Const  
- 2011 Crain's Const.
- Middleville landfill - install weigh scales
- cleaning and televising Lanark village storm sewers and catchbasins
- hill removal Sheridan Rapids Rd. at Halls Pit - Crain's Const.

**Surveys**

- Darling Rd. - Wolfgrove to Galbraith
- 9<sup>th</sup> Con Dalhousie - garage to Highland Line
- 8<sup>th</sup> Con Dalhousie - Watsons Crns. Rd. to Conservation Authority
- Forbes Rd. at 1<sup>st</sup> Con Dalhousie - realignment of corner
- took inventory of deficient culverts
- inspection of Lanark village storm sewers
- Lavant/Darling Rd. - Campbell Rd. to Flower Sta. Rd.

**Drawings**

- sidewalk proposal Robertson Drive
- 9<sup>th</sup> Con Dalhousie - garage to Highland Line
- Forbes Rd. at 1<sup>st</sup> Con Dalhousie - realign corner
- storm sewer layout village of Lanark
- parking spaces and proposed line painting Lanark village and Middleville
- hill removal Sheridan Rapids Rd. - Halls pit
- Lavant/Darling Rd. - Campbell Rd. to Flower Sta. Rd.

**Community Services and Fire – survey and dwgs.**

- proposed addition to McDonalds Crns. fire hall
- layout of Crawford's cemetery - McDonalds Crns.
- proposed community center White Lake
- Robertson Lake park - ball field drainage
- site plan Lanark village park

**Misc**

- review of Lanark village sewer and water design
- inventory and ordering of road signs
- options for Township's explosives license and storage
- equipment and materials – update Township's equipment rates