



COUNCIL AGENDA
January 22nd, 2019
Lanark Highlands Municipal Office – Council Chambers
75 George Street, Lanark, Ontario

Committee of the Whole – 6:00 p.m., immediately followed by Council.

Chair, Reeve Peter McLaren

1. CALL TO ORDER
2. PLAYING OF “O CANADA”
3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
4. APPROVAL OF AGENDA

Suggested Motion by Councillor Roberts:

“THAT, the agenda be adopted as presented.”

5. APPROVAL OF COUNCIL MINUTES

Suggested Motion by Councillor Closs:

“THAT, the Council minutes of January 8th, 2019, be approved as presented.”

6. DELEGATIONS & PRESENTATIONS
7. COMMUNICATIONS

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8. REPORTS

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- i) **Committee of the Whole: January 8th, 2019**
Chair, Deputy Reeve Hall

Suggested Motion by Deputy Reeve Hall:

“THAT, the first (1st) Report of the Committee of the Whole for 2019 be adopted as presented.”

9. MOTIONS

10. BY-LAWS

11. NEW/OTHER BUSINESS

- i) **County of Lanark Updates (verbal)**
Reeve McLaren and Deputy Reeve Hall

A copy of the County's Agendas and Minutes can be found on the County website at the following link: <http://www.county.lanark.on.ca/Page2100.aspx>

Suggested Motion by Councillor Kelso:

“THAT, the County of Lanark Update(s) (verbal) be received as information.”

- ii) **Council Committee Appointment Updates** (presented at the meeting)
 - a. **Police Services Board** – Councillor Roberts
 - b. **Lanark Highlands & North Lanark Community Centre – Joint Planning Committee** – Reeve McLaren and Councillor King
 - c. **Lanark Highlands Public Library Board** – Reeve McLaren
 - d. **Lanark Highlands Youth Centre Inc.** – Councillor Closs
 - e. **Lanark & District Museum Board** – Councillor Kelso
 - f. **Middleville Museum Board** – Councillor Rodger
 - g. **Mississippi Valley Conservation** – Deputy Reeve Hall
 - h. **Frosty Fling** – Councillor Kelso
 - i. **Arnprior Public Library Board** – Councillor Roberts

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Suggested Motion by Councillor King:

“THAT, the Council Committee Appointment Updates (verbal) be received as information.”

12. NOTICE OF MEETINGS

Special Council Meeting - 4:15 p.m.	Friday, January 25 th , 2019
Committee of the Whole - 6:00 p.m.	Tuesday, February 5 th , 2019
Council Meeting (immediately after COW)	Tuesday, February 5 th , 2019
Committee of the Whole - 6:00 p.m.	Tuesday, February 19 th , 2019
Council Meeting (immediately after COW)	Tuesday, February 19 th , 2019

13. QUESTIONS/COMMENTS FROM THE PUBLIC

14. IN CAMERA

i) Closed Session - Litigation

Cynthia Moyle, Acting Clerk

Suggested Motion by Councillor Rodger:

“THAT, Council move into Closed Session at ____ p.m. to discuss a matter subject to:

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(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual, including municipal or local board employees;

(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;

AND FURTHER THAT, *Cynthia Moyle, Acting Clerk and Amanda Noël, Planning Administrator/Deputy Clerk, remain in the room.”*

15. CONFIRM COUNCIL PROCEEDINGS

By-Law No. 2019-1543: Confirmation By-Law

Suggested Motion by Councillor Roberts:

“THAT, By-Law No. 2019-1543, being a by-law to confirm the proceedings of the Council meeting held on January 22nd, 2019, be read a first and second time.”

Suggested Motion by Councillor Roberts:

“THAT, By-Law No. 2019-1543, being a by-law to confirm the proceedings of the Council meeting held on January 22nd, 2019, be read a third time, passed and signed by the Reeve and Clerk.”

16. ADJOURNMENT



COUNCIL MINUTES

Tuesday, January 8th, 2019
Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers

1. CALL TO ORDER

The meeting was called to order at 7:14 p.m.

Members Present: Reeve Peter McLaren
Deputy Reeve John Hall
Councillor Ron Closs
Councillor Steve Roberts
Councillor Peter Rodger
Councillor Bill King
Councillor Jeannie Kelso

Staff Present: Cynthia Moyle, Acting Clerk
Amanda Noël, Planning Administrator/Deputy Clerk

2. PLAYING OF "O CANADA"

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF
None.

4. APPROVAL OF AGENDA

ADDITION

Under: IN CAMERA

- i) **Litigation**
- ii) **Personal Matter About an Identifiable Individual**

RESOLUTION #C-2019-001

Moved by Councillor Rodger

Seconded by Councillor Kelso

THAT, the agenda be adopted as amended.

ADOPTED

5. APPROVAL OF COUNCIL MINUTES

RESOLUTION #C-2019-002

Moved by Councillor Kelso

Seconded by Councillor King

THAT, the Council minutes of December 18th, 2018, be approved as presented.

ADOPTED

6. DELEGATIONS & PRESENTATIONS

7. COMMUNICATIONS

8. REPORTS

i) **Committee of the Whole: December 18th, 2018**

Chair, Deputy Reeve Hall

RESOLUTION #C-2019-003

Moved by Deputy Reeve Hall

Seconded by Councillor Closs

THAT, the twentieth (20th) Report of the Committee of the Whole for 2018 be adopted as presented.

ADOPTED

9. MOTIONS

10. BY-LAWS

i) **By-Law No. 2019-1541: Adopt a Code of Conduct for Members of Council and Local Boards and a Council-Staff Relations Policy**

RESOLUTION #C-2019-004

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, By-Law No. 2019-1541, being a by-law to adopt a Code of Conduct for Members of Council and Local Boards and a Council-Staff Relations Policy, be read a first and second time.

ADOPTED

RESOLUTION #C-2019-005

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, By-Law No. 2019-1541, being a by-law to adopt a Code of Conduct for Members of Council and Local Boards and a Council-Staff Relations Policy, be read a third time, passed and signed by the Reeve and Clerk.

ADOPTED

11. NEW/OTHER BUSINESS

- i) **County of Lanark Updates (verbal)**
Reeve McLaren and Deputy Reeve Hall

There was no update.

- ii) **Council Committee Appointment Updates** (presented at the meeting)
 - a. **Police Services Board** – Councillor Roberts
 - b. **Lanark Highlands & North Lanark Community Centre – Joint Planning Committee** – Reeve McLaren and Councillor King
 - c. **Lanark Highlands Public Library Board** – Reeve McLaren
 - d. **Lanark Highlands Youth Centre Inc.** – Councillor Closs
 - e. **Lanark & District Museum Board** – Councillor Kelso
 - f. **Middleville Museum Board** – Councillor Rodger
 - g. **Mississippi Valley Conservation** – Deputy Reeve Hall
 - h. **Frosty Fling** – Councillor Kelso
 - i. **Arnprior Public Library Board** – Councillor Roberts advised that Sue Munroe had expressed interest in sitting on the Arnprior Board.

RESOLUTION #C-2019-006

Moved by Councillor Rodger

Seconded by Councillor King

THAT, the Council Committee Appointment Updates (verbal) be received as information.

ADOPTED

12. NOTICE OF MEETINGS

Committee of the Whole - 6:00 p.m.	Tuesday, January 22nd, 2019
Council Meeting (immediately after COW)	Tuesday, January 22nd, 2019
Committee of the Whole - 6:00 p.m.	Tuesday, February 5th, 2019
Council Meeting (immediately after COW)	Tuesday, February 5th, 2019

13. QUESTIONS/COMMENTS FROM THE PUBLIC

Questions and comments were received from the public.

14. IN CAMERA

i) **Closed Session - Litigation**

Cynthia Moyle, Acting Clerk/Deputy Treasurer

RESOLUTION #C-2019-007

Moved by Councillor Rodger

Seconded by Councillor King

THAT, Council move into Closed Session at 7:47 p.m. to discuss a matter subject to:

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(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual, including municipal or local board employees;

(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;

AND FURTHER THAT, Cynthia Moyle, Acting Clerk/Deputy Treasurer and Amanda Noël, Planning Administrator/Deputy Clerk, remain in the room.

Council returned to open session at 8:10 p.m.

No pecuniary interest was declared in the in-camera session.

Staff Direction:

That staff proceed as directed in-camera.

ii) **Closed Session – Personal Matter About an Identifiable Individual**

Cynthia Moyle, Acting Clerk/Deputy Treasurer

RESOLUTION #C-2019-008

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, Council move into Closed Session at 8:10 p.m. to discuss a matter subject to:

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(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual, including municipal or local board employees;

AND FURTHER THAT, Cynthia Moyle, Acting Clerk/Deputy Treasurer and Amanda Noël, Planning Administrator/Deputy Clerk, remain in the room.

ADOPTED

Council returned to open session at 8:27 p.m.
No pecuniary interest was declared in the in-camera session.

Staff Direction:

That staff proceed as directed in-camera.

15. CONFIRM COUNCIL PROCEEDINGS

By-Law No. 2019-1542: Confirmation By-Law

RESOLUTION #C-2019-009

Moved by Councillor King

Seconded by Councillor Rodger

THAT, By-Law No. 2019-1542, being a by-law to confirm the proceedings of the Council meeting held on January 8th, 2019, be read a first and second time.

ADOPTED

RESOLUTION #C-2019-010

Moved by Councillor King

Seconded by Councillor Rodger

THAT, By-Law No. 2019-1542, being a by-law to confirm the proceedings of the Council meeting held on January 8th, 2019, be read a third time, passed and signed by the Reeve and Clerk.

ADOPTED

16. ADJOURNMENT

On a motion by Councillor Kelso and seconded by Councillor Rodger, the meeting adjourned at 8:31 p.m.

Peter McLaren, Reeve

Cynthia Moyle, Acting Clerk



**FIRST REPORT OF THE COMMITTEE OF THE WHOLE
From the Meeting of January 8th, 2019**

To the Members of Lanark Highlands Township Council,

We, the Members of your Committee of the Whole, beg leave to report Section “A” as information and Section “B” as follows:

A 1 COMMUNICATIONS

Motion #COW-2019-003

“**THAT**, the communications dated January 8th, 2019, be received as information.”

REPORTS

A 2 CAO/CLERK RECRUITMENT UPDATE - VERBAL

Motion #COW-2019-004

“**THAT**, CAO/Clerk recruitment update be received as information.”

A 3 CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS

Motion #COW-2019-005

“**THAT**, the Committee of Whole recommends to the Council of the Township of Lanark Highlands to adopt a Code of Conduct for Members of Council and Local Boards with a minor amendment to the wording of section 11.1;

AND THAT, the Acting Clerk be authorized to bring forward the necessary By-Law to rescind By-Law No. 2005-572: Council Code of Conduct for the Reeve and Councillors, to the Council meeting of January 8th, 2019.”

A 4 COUNCIL – STAFF RELATIONS POLICY

Motion #COW-2019-006

“**THAT**, the Committee of Whole recommends to the Council of the Township of Lanark Highlands to adopt a Council – Staff Relations Policy;

AND THAT, the Acting Clerk be authorized to bring forward the necessary By-Law to the Council meeting of January 8th, 2019.

A 5 APPOINTMENT OF LANARK HIGHLANDS PUBLIC LIBRARY BOARD

B 5 Motion #COW-2019-007

“THAT, the Committee of Whole recommends to the Council of the Township of Lanark Highlands to appoint Robert (Bob) Mezzatesta, Bonita Carrothers, Joan Sargeant, Ryan Hunter, Jeannette Bosman and Leslie Golding as members of the Lanark Highlands Public Library Board.”

A 6 LANARK HIGHLANDS FROSTY FLING WINTER CARNIVAL 2019

B 6 Motion #COW-2019-008

“THAT, Lanark Highlands Council will provide \$500.00 in funding for the annual Frosty Fling Winter Carnival 2019;

AND THAT, the Township will provide the Lanark and District Arena and staff for the Saturday evening portion of the program.”

A 7 LANARK & DISTRICT COMMUNITY CENTRE FINANCIAL STATUS UPDATE - VERBAL

Motion #COW-2019-009

“THAT, Council receive the Lanark & District Community Centre Financial Status Update (verbal) as information.”

A 8 CONSENT APPLICATIONS B18/093 & B18/094 (LAROCQUE)

B 8 Motion #COW-2019-010

“THAT, Council recommends to the Land Division Committee of Lanark County that application B18/093 & B18/094 for consent 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. The applicant shall provide the Township with a copy of all reference plans associated with the applications;
3. That the applicant pays any outstanding fees to the Township prior to final approval;
4. That sufficient lands be deeded to the Township of Lanark Highlands along the frontages of the lots to be severed to meet the municipality’s road widening requirements, at no cost to the Township. Deeds are to be

- submitted to the municipality for review accompanied by a solicitor's certificate indicating that the municipality's title is free and clear of all encumbrances and that the municipality has a good and marketable title. The Township Superintendent of Public Works should be consulted prior to commencing a survey to determine the amount of road widening required;
5. The applicant shall obtain a Civic Address Number from the Township of Lanark Highlands. The applicant shall consult directly with the Township in this regard;
 6. The applicant shall confirm that a residential entrance to the subject lot is viable and obtain any necessary entrance permit from the Township;
 7. The applicant shall provide payment to the Township in the amount of \$200 for cash in lieu of parkland fee;
 8. The Owner/Applicant shall prepare a "Scoped Hydrogeological Evaluation Report" by a Professional Engineer, or Professional Geoscientist to demonstrate a favourable groundwater quantity assessment, groundwater quality assessment, terrain evaluation and water quality impact risk analysis in accordance with the "Scoped Hydrogeological Report Requirements" guidelines dated July 2, 2015;
Should the Owner/Applicant not wish to proceed with the Hydrogeological Evaluation Report at this time, that the owner/applicant provide certification to the Lanark County Land Division and the Township of Lanark Highlands that a well has been constructed on the property and that the quality and quantity of the water meets the Ministry of Environment and Climate Change, Regulations, Standards, Guidelines and Objectives. The certification must be prepared by a qualified Professional Engineer, or Professional Geoscientist and it is the Owner /Applicant's responsibility to coordinate the company/person drilling the well and the professional noted herein in order to properly satisfy this condition;
 9. At the sole expense of the applicant that the applicant enter into a Development Agreement with the Township of Lanark Highlands. The wording of the agreement shall be acceptable to the Township and the Conservation Authority. As included in the comments from the MVCA dated November 28, 2018, the severances of the two lots by consent applications and the future development of the severed lots can be supported provided that the recommendations are implemented. Therefore, in order to support the consents and in order to mitigate potential impacts arising from future development of this property, the recommendations included in the comments dated November 28, 2018 shall be implemented through a Development Agreement which shall be registered on title for each lot.
 10. That the Severance Sketch prepared for each individual lot (Lot 1 and Lot 2) dated January 2, 2019, which includes the location of the building envelope shall be attached as a Schedule to each Development Agreement."

*All of which is respectfully submitted,
Deputy Reeve John Hall*

Direction by the Reeve:
Council may remove items in Section “B” to be voted on separately prior to introducing a motion to accept the report in its entirety.

Moved By

Seconded By

Adopted this 22nd day of January, 2019

Peter McLaren, Reeve

Amanda Noël, Deputy Clerk

Minutes of the Regular Meeting of the Lanark Highlands Public Library Board

**December 14, 2018
(Moved from December 19)**

Present: Bob Mezzatesta (Vice-Chair), Shannon Adams, Bonita Carrothers, Stan Errett, David Rowe, Carlita Delion, Linda Hansen

Absent, with regrets: Geraldine Vanderspank, Ken Sinclair

The meeting was called to order at 11:00 AM, chaired by Bob Mezzatesta.

1. Agenda and minutes: it was noticed that Linda Hansen's absence for the November meeting was not indicated in the minutes. The minutes were amended accordingly.

Motion to accept agenda and amended minutes, moved by Carlita Deleon, seconded by Stan Errett.

2. Treasurer Shannon Adams presented the Financial Report for November. There was discussion of the library's reserves. Motion to accept moved by Bonita Carrothers, seconded by Carlita.

3. David Rowe presented the CEO's Report. There were questions about the Planning Council meeting that David attended. And how to spend money from the reserves.

4. Bonita presented 4 policies for adoption.

- LHPL BL-01 Statement of Authority, Powers and Duties
- LHPL BL-02 Composition of the Board and Terms of Reference for Officers
- LHPL BL-03 Meetings of the Board
- LHPL BL-04 Amendment of Bylaws

Adoption of the bylaws was moved by Linda Hansen, seconded by Carlita

5) Board recruitment. David reported that applications had been submitted to the acting Clerk/Treasurer of Lanark Highlands.

Bob had got binders prepared with Board members' manual from SOLS, and will distribute them to new board.

Bonita reported on upcoming webinars for new board members.

There was discussion of when the new Board will meet. If the new Board is appointed at a January 8 meeting of Council the new Board can meet Jan 16.

Movement to adjourn meeting by Bonita, seconded by Stan.

Meeting ended at 11:50 AM

Next meeting: January 16, 2019. 7:00 PM at the Library

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

BY-LAW NO. 2019-1543

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
MEETING HELD ON January 22nd, 2019**

WHEREAS, Section 5 of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that the powers of a municipality shall be exercised by its council;

AND WHEREAS, Section 9 of *the Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 5(3), provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS, it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Lanark Highlands at its meeting be confirmed and adopted by By-Law;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Township of Lanark Highlands enacts as follows:

1. GENERAL REGULATIONS

1.1 THAT the actions of the Council of the Corporation of the Township of Lanark Highlands at its meeting held on the **22nd day of January, 2019** in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Lanark Highlands at its meetings is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.

1.2 THAT the Reeve and Proper Signing Official of the Corporation of the Township of Lanark Highlands are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lanark Highlands referred to in the preceding section hereof.

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2018-1543**

1.3 THAT the Reeve and/or Deputy Reeve and Clerk and/or Deputy Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Lanark Highlands.

2. ULTRA VIRES

Should any sections of this by-law, be declared by a court competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

3. EFFECTIVE DATE

ENACTED AND PASSED this 22nd day of January, 2019.

**Peter McLaren,
Reeve**

**Cynthia Moyle,
Acting Clerk/Deputy Treasurer**