



COUNCIL AGENDA
February 5th, 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, Deputy Reeve John Hall

- 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 Rodger:

“THAT, the agenda be adopted as presented.”

- 5. APPROVAL OF COUNCIL MINUTES**

Suggested Motion by Councillor King:

“THAT, the Council minutes of January 22nd, 2019, and the Special Council Minutes of January 25th, 2019, be approved as presented.”

- 6. DELEGATIONS & PRESENTATIONS**
- 7. COMMUNICATIONS**

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8. REPORTS

- i) **Committee of the Whole: January 22nd, 2019**
Chair, Deputy Reeve Hall

Suggested Motion by Deputy Reeve Hall:

“THAT, the second (2nd) 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. **North Lanark 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

Suggested Motion by Councillor Roberts:

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

12. NOTICE OF MEETINGS

Committee of the Whole - 6:00 p.m.	Tuesday, February 19 th , 2019
Council Meeting (immediately after COW)	Tuesday, February 19 th , 2019
Committee of the Whole - 6:00 p.m.	Tuesday, March 5 th , 2019
Council Meeting (immediately after COW)	Tuesday, March 5 th , 2019

13. QUESTIONS/COMMENTS FROM THE PUBLIC

14. IN CAMERA

- i) **Closed Session – CAO/Clerk Staffing**
Cynthia Moyle, Acting Clerk/Deputy Treasurer

Suggested Motion by Councillor Closs:

“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;

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

- ii) **By-Law No. 2019-1545: Appointment of CAO/Clerk**

Suggested Motion by Councillor Rodger:

“THAT By-Law No. 2019-1545, being a by-law to appoint _____ to the position of CAO/Clerk, be read a first and second time.”

Suggested Motion by Councillor Rodger:

“THAT By-Law No. 2019-1545, being a by-law to appoint _____ to the position of CAO/Clerk, be read a third time, passed and signed by the Reeve and Clerk.”

15. CONFIRM COUNCIL PROCEEDINGS

By-Law No. 2019-1546: Confirmation By-Law

Suggested Motion by Councillor King:

“THAT, By-Law No. 2019-1546, being a by-law to confirm the proceedings of the Council meeting held on February 5th, 2019, be read a first and second time.”

Suggested Motion by Councillor King:

“THAT, By-Law No. 2019-1546, being a by-law to confirm the proceedings of the Council meeting held on February 5th, 2019, be read a third time, passed and signed by the Reeve and Clerk.”

16. ADJOURNMENT



COUNCIL MINUTES

Tuesday, January 22nd, 2019
Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers

1. CALL TO ORDER

The meeting was called to order at 6:40 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

RESOLUTION #C-2019-011

Moved by Councillor Roberts

Seconded by Councillor Closs

THAT, the agenda be adopted as presented.

ADOPTED

5. APPROVAL OF COUNCIL MINUTES

RESOLUTION #C-2019-012

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, the Council minutes of January 8th, 2018, be approved as presented.

ADOPTED

6. DELEGATIONS & PRESENTATIONS

7. COMMUNICATIONS

8. REPORTS

- i) **Committee of the Whole: January 8th, 2018**
Chair, Deputy Reeve Hall

RESOLUTION #C-2019-013

Moved by Deputy Reeve Hall

Seconded by Councillor Closs

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

ADOPTED

9. MOTIONS

10. BY-LAWS

11. NEW/OTHER BUSINESS

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

RESOLUTION #C-2019-014

Moved by Councillor Kelso

Seconded by Councillor King

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

ADOPTED

- ii) **Council Committee Appointment Updates** (presented at the meeting)
 - a. **Police Services Board** – Councillor Roberts
 - b. **North Lanark 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

RESOLUTION #C-2019-015
Moved by Councillor King
Seconded by Councillor Rodger

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

ADOPTED

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

Questions and comments were received from the public.

14. IN CAMERA

- i) **Closed Session - Litigation**
Cynthia Moyle, Acting Clerk/Deputy Treasurer

RESOLUTION #C-2019-016
Moved by Councillor Rodger
Seconded by Councillor King

THAT, Council move into Closed Session at 7:42 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 7:50 p.m.

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

15. CONFIRM COUNCIL PROCEEDINGS

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

RESOLUTION #C-2019-017

Moved by Councillor Roberts

Seconded by Councillor Closs

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.

ADOPTED

RESOLUTION #C-2019-018

Moved by Councillor Roberts

Seconded by Councillor Closs

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.

ADOPTED

16. ADJOURNMENT

On a motion by Deputy Reeve Hall and seconded by Councillor Rodger, the meeting adjourned at 8:00 p.m.

Peter McLaren, Reeve

Cynthia Moyle, Acting Clerk



SPECIAL COUNCIL MINUTES

Friday, January 25th, 2019
Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers

1. CALL TO ORDER

The meeting was called to order at 4:15 p.m.

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

Regrets: Deputy Reeve John Hall

Staff/Other Present: Cynthia Moyle, Acting Clerk /Deputy Treasurer

2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None.

3. BUSINESS

- i) **Closed Session –CAO/Clerk Recruitment**
Cynthia Moyle, Acting Clerk/Deputy Treasurer

RESOLUTION #C-2019-019

Moved by Councillor Roberts

Seconded by Councillor Closs

THAT, Council move into Closed Session at 4:23 p.m. to discuss a matter subject to:

Section 239 (2)

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

AND FURTHER THAT, Cynthia Moyle, Acting Clerk/Deputy Treasurer, remain in the room.

ADOPTED

Council returned to open session at 6:13 p.m.

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

CONFIRM COUNCIL PROCEEDINGS

By-Law No. 2019-1544: Confirmation By-Law

RESOLUTION #C-2019-020

Moved by Councillor King

Seconded by Councillor Rodger

THAT, By-Law No. 2019-1544, being a by-law to confirm the proceedings of the Council meeting held on January 25th, 2019, be read a first and second time.

ADOPTED

RESOLUTION #C-2019-021

Moved by Councillor King

Seconded by Councillor Rodger

THAT, By-Law No. 2019-1544, being a by-law to confirm the proceedings of the Council meeting held on January 25th, 2019, be read a third time, passed and signed by the Reeve and Clerk.

ADOPTED

4. ADJOURNMENT

On a motion by Councillor Kelso and seconded by Councillor Closs the meeting adjourned at 6:15 p.m.

Peter McLaren, Reeve

Cynthia Moyle, Acting Clerk/Deputy Treasurer



**SECOND REPORT OF THE COMMITTEE OF THE WHOLE
From the Meeting of January 22nd, 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-2019-013

“**THAT**, the communications dated January 22nd, 2019, be received as information.”

REPORTS

A 2 CAO/CLERK RECRUITMENT UPDATE - VERBAL

Motion #COW-2019-014

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

A 3 TREASURER STAFFING – VERBAL

B 3 Motion #COW-2019-015

“**THAT**, Council receive the Treasurer Staffing (verbal) report as information;

AND THAT, Council direct the Acting Clerk/Deputy Treasurer to proceed with the recruitment process of a Treasurer immediately.”

A 4 FIRE CHIEF STAFFING – VERBAL

B 4 Motion #COW-2019-016

“**THAT**, Council receive the Fire Chief Staffing (verbal) report as information;

AND THAT, Council direct the Acting Clerk/Deputy Treasurer to proceed with the recruitment process of a Fire Chief immediately.

A 5 POLICY RELATING TO HUMAN RESOURCE MANAGEMENT FOR NON-BARGAINING UNIT EMPLOYMENT

B 5 Motion #COW-2019-017

“THAT, Council authorizes the following amendments to Policy Relating to Human Resource Management for Non-Bargaining Unit Employment, as attached.”

*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 5th day of February, 2019

Peter McLaren, Reeve

Amanda Noël, Deputy Clerk

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

BY-LAW NO. 2019-1545

**A BY-LAW TO APPOINT A
CHIEF ADMINISTRATIVE OFFICER/CLERK**

WHEREAS Section 229 of the *Municipal Act, 2001 S.O. 2001, c.25, as amended*, provides that a municipality may appoint a Chief Administrative Officer who shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and performing such other duties as are assigned by the municipality;

AND WHEREAS Section 228 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, provides that a municipality shall appoint a Clerk who whose duty it is to:

- (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- (d) to perform the other duties required under this Act or under any other Act; and
- (e) to perform such other duties as are assigned by the municipality.

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 _____ be appointed as Chief Administrative Officer/Clerk effective _____, 2019.

1.2 THAT the duties, responsibilities and authority of the Chief Administrative Officer/Clerk shall be as set out in the attached Job Description (Schedule A).

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2019-1545**

2. BY-LAW REPEALED

2.2 All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

4. EFFECTIVE DATE

ENACTED AND PASSED this 5th, day of February, 2019.

Peter McLaren, Reeve

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

**THE CORPORATION OF
THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2019-1545**

DECLARATION OF APPOINTED OFFICE

I, _____, do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the offices of Chief Administrative Officer and Clerk, that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the offices to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such offices, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the Corporation except that arising out of my office as Chief Administrative Officer and Clerk.

**Peter McLaren,
Reeve**

Chief Administrative Officer/Clerk

Date

Date



Township of Lanark Highlands

JOB DESCRIPTION

POSITION TITLE

Chief Administration Officer/Clerk (CAO/Clerk)

REPORTS TO

Council

MAIN PURPOSE

This position involves a dual role as Chief Administrative Officer (CAO)/Clerk

The CAO/Clerk is accountable for the management of the affairs of the Township in accordance with the policies and direction/decisions of Council. As chief policy advisor to Council, the CAO/Clerk provides effective advice and support to Council, provides recommendations to resolve issues, and develops and implements policies, programs, and initiatives as directed by Council. The CAO/Clerk oversees the Municipality's financial management by ensuring that effective accounting and financial systems and controls are in place. The CAO/Clerk is directly responsible for the supervision of all Department Heads and indirectly responsible for the supervision of all Township employees.

The CAO/Clerk fulfills the statutory duties of the Clerk in accordance with the Municipal Act and other Acts and Regulations and oversees the preparation of Council and Committee agenda and the recording of resolutions and by-laws and/or activities held at committee and Council meetings. As Clerk, the CAO/Clerk conducts municipal elections in accordance with the Municipal Elections Act and acts as the Municipal Returning Officer, oversees the issuance of various licenses and maintenance of the corporate records and is the Township's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Coordinator.

KEY RESPONSIBILITIES

Municipal Administration

- Ensures that the affairs of the municipality are conducted and carried out in accordance with Township by-laws, policies, legislative requirements and Council's direction.
- Monitors and evaluates overall performance of the Municipality's operations and administration with particular emphasis on delivery of services to the public and providing recommendations to Council on corrective action where necessary.
- Makes recommendations and provides advice to Council on corporate direction, policy and programs, service levels, legislative and corporate matters and ensures Council is advised in a timely manner of critical issues affecting municipal operations, projects, financial and planning matters.
- Fosters proactive, effective and professional relationships with Council members, the general public, as well as the Municipality's solicitor, auditor, and officials of provincial and federal government departments and agencies and other municipalities.
- Monitors trends, best practices and developments and undertakes research in municipal government for possible application to the Municipality.
- Oversees the review of development proposals, site plans and subdivision agreements, consents and minor variances, re-zoning applications and Official Plan amendments.
- Negotiates various agreements and contracts on behalf of the Municipality in accordance with Council's policies, procedures and directions.
- Leads and facilitates regular meetings of the management team to establish direction, teamwork and effective communications, develop strategy, make decisions, formulates goals and objectives, formulate policies and procedures.
- Develop corporate strategic plans, annual departmental goals and objectives and measures outcomes annually.

Policy Advisor to Council

- Acts as chief policy advisor to Council regarding policy, program and procedural formulation by coordinating the development of the policies and programs for council approval, overseeing the administration of, and monitoring of, policies and programs established by Council.
- Ensures prompt notification to Council regarding topical or urgent matters;
- Attends meetings of Council and Committees, provides technical and legislative interpretation and advice as required; recommends amendments to by-laws.

Financial Responsibilities

- Ensures the statutory responsibilities of the Treasurer are fulfilled.
- Ensures that appropriate accounting and financial management systems are in place to record the financial transactions of the township in a manner consistent with the requirements of Council, the Province and the Township's auditor.
- Oversees the preparation of the annual budget and quarterly financial reports for submission to, and approval of, Council.
- Exercises financial control over all corporate operations to ensure compliance with Council-approved budget.
- Oversees the development, approval and implementation of long-term capital works budgets and management of municipal assets and infrastructure.
- Ensures all purchasing and procurement is in compliance with the Municipality's procurement by-law and policies/procedures.
- Seeks out, reviews and applies for eligible grants and subsidy and programs.
- Satisfies the needs of the Auditor during the annual audit of the Township's financial records.

Human Resources

- Provides day-to-day management of the management team including the review and approval of all departmental head reports to council, modifying content and providing direction on recommendations and providing support to departmental heads at council as necessary.
- Assesses future staffing needs and recommends staffing complement changes and organizational structure changes to Council for approval.
- Makes recommendations to Council on the recruitment, appointment, promotion, dismissal, suspension of Township department heads, and employees, when required.
- Monitors the performance and conducts regular performance reviews of Department Heads and ensures regular performance reviews are conducted for all Township employees.
- Ensures compliance with the Municipality's health and safety policies and procedures and other applicable legislation relating to workplace health and safety.
- Ensures employees are managed in accordance with the collective agreement, human resource policies and labour legislation.
- Supports Council in the negotiation of the collective agreements and in setting salary and benefits of non-union employees.
- Performs such other duties as may be required to fulfill the responsibilities of the position of CAO/Clerk and as may be directed from time to time by Council.

Communications/Advocate for the Township

- Ensures effective and meaningful communications and customer services for the public, department heads and staff, as well as external agencies organizations and officials of provincial and federal departments and agencies and Council on matters relating to the governance, management and administration of the Municipality.
- Prepares written reports and/or makes verbal presentations to various audiences, including Council, Committees and staff.
- Responds to public complaints and investigates where necessary and appropriate and provides Council with reports as appropriate.
- Provides advice and recommendations and comments to Council on media relations, press releases and other communication materials directed to the public.

QUALIFICATIONS

Education

- Graduation with a degree from a recognized university or a diploma from a recognized college, in a relevant field.
- Or an equivalent combination of education and experience.

Experience

- Minimum of 10 years' experience in a private or public sector environment
- Progressive experience in management positions in a private or public sector environment.
- Experience in business management, planning, budgets and finance.
- Experience in all components of Human Resources Management.
- Experience in Microsoft Office and financial applications.

Knowledge

- Knowledge of legislation and policies which affect municipal government operations.
- Knowledge of municipal operations including public works, waste management, recreating, land use planning, economic development and emergency services.
- Knowledge of trends, best practices and developments in the municipal field.

Skills and Abilities

- Strong leadership skills
- Possess a high level of initiative and judgement when dealing with the affairs /operations of the municipality and when acting as the main policy advisor to Council.
- Ability to analyze and resolve municipal policy and financial issues and provide council with thorough and sound advice
- Strategic thinking skills with the ability to manage the preparation of plans, policies, reports and studies.
- Excellent written and oral communication skills and presentation skills
- Strong negotiation skills when working with consultants, contractors, union officials and legal services for the discussion of a wide range of municipal matters.
- Excellent interpersonal skills are required to interact with Council members, staff, members of the general public, private and public sector officials.
- In terms of service delivery, an ability to identify, understand, and meet/exceed requirements of internal and external clients including project/time management, analytical/critical thinking, problem-solving and decision-making skills.

Asset Qualifications

The following asset qualifications may be used to select or identify preferred candidates. The Township may consider applicants with one or more of the following qualifications in order to assess opportunities for providing additional support to or enhancement of, Township operations. Consideration may be given to adjusting salary levels accordingly. Candidates are required to clearly demonstrate on their application which, if any, of the education and experience ASSET qualifications they meet.

- Municipal designations such as - Association of Municipal Clerks and Treasurers (AMCTO), Certified Municipal Officer (CMO)
- Chartered Professional Accountant designation.
- Registered Professional Planner (RPP), MCIP (Member of Canadian Institute of Planners) or similar designation
- Experience in municipal government operations such as public works, waste management, recreation and parks, land use planning, economic development, finance, information management/Information technology
- Project management experience
- Experience in the field of communications particularly in terms of public speaking and media relations.
- Experience in procurement.

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

BY-LAW NO. 2019-1546

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
MEETING HELD ON February 5th, 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 **5th day of February, 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. 2019-1546**

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 5th day of February, 2019.

**Peter McLaren,
Reeve**

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