



COMMITTEE OF THE WHOLE
AGENDA

Tuesday, May 13, 2025

Council Chambers

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

Notice to Attendees: Please note that this meeting may be recorded and broadcast on the internet.

To listen to the meeting(s) by conference call:

Dial-In Number: 1-855-344-7722 or 613-244-1312, Conference ID: 2883824

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

Chair, Bill King, Deputy Reeve

Pages

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

Suggested Motion:

"THAT, the agenda be adopted as presented."

5. APPROVAL OF MINUTES

6

Suggested Motion:

"THAT, the Committee of the Whole meeting minutes of April 22, 2025, be approved as circulated."

6. DELEGATIONS & PRESENTATIONS

Suggested Motion:

"THAT, the delegations/presentations dated May 13th, 2025 be received as information."

7. COMMUNICATIONS

- 7.1 Lanark Highlands Public Library - 2024 Annual Report

14

7.2	Lanark Highlands Public Library - Q1 Report to Council	22
7.3	Township of Otonabee South Monaghan - Daylight Savings Time	28
7.4	Lanark County Interval House - Golf Fore Change Sponsorship	30
7.5	Mississippi Valley Conservation Authority - Recreational Survey Results	33
7.6	City of Richmond Hill - Keeping of Exotic Wild Animals	51
7.7	Town of Coburg - Ontario Works Financial Assistance Rates	53
7.8	Councillor Kelso - Report on Teeny Tiny Summit	54
7.9	Watson's Corner Community Hall - Ham Dinner 2025	55
7.10	Town of Georgina - Salt Management Resolution	56

Suggested Motion:

"THAT, the communications dated May 13th, 2025 be received as information."

8. REPORTS

8.1 Corporate Services

8.1.1	FIN-2025-27 2025 Tax Rates (R. Whitmarsh)	60
-------	---	----

Suggested Motion:

"THAT Council approve the 2025 tax rates as presented;

AND FURTHER THAT By-law 2025-1966 proceed to the 13 May 2025 Council meeting for approval.

8.1.2	FIN-2025-028 2025 Waste Management By-Law (R. Whitmarsh)	66
-------	--	----

Suggested Motion:

"THAT Council direct Staff to provide the required public notice of Council's intention to pass the 2025 Waste Management Charges By-law on 27 May 2025."

8.1.3	FIN-2025-29 Use of Lanark Highlands Development Charges (R. Whitmarsh)	70
-------	--	----

Suggested Motion:

"THAT Council direct Staff to reallocate the balance in the Development Charges Reserve Fund at 31 December 2024 of \$297,340.92 to capital and operating reserves as outlined in Staff Report FIN-2025-29;

AND FURTHER THAT the transportation and public works allocation of \$235,493.86 be applied to the Sheridan Rapid's Bridge project in 2025 to reduce the required long-term financing.

8.1.4 FIN-2025-31 Procurement By-law and Policy (R. Whitmarsh) 91

Suggested Motion:

" THAT , Council approve Policy FIN-002 Procurement Policy as presented in report FIN-2025-31;

AND FURTHER THAT Council approve By-Law 2025-XXXX being a by-law to define procurement policies and procedures."

8.1.5 COR-2025-31 Review of Council Remuneration and Expense Policy (N.Guthrie) 154

Suggested Motion:

" THAT , Council approve Policy GOV-03 Council Remuneration and Expense Policy as presented in report COR-2025-31;

AND FURTHER THAT Council approve By-Law 2025-XXXX being a by-law to adopt a Council Remuneration and Expense Policy."

8.1.6 COR-2025-32 Delegation of Authority By-law (N. Guthrie) 160

Suggested Motion:

"THAT staff report COR-2025-32, Delegation of Authority, dated May 13, 2025, be received; and

THAT Council considers the adoption of the proposed By-law (as outlined in Appendix A to this Staff Report) setting out the various Administrative and Signing Authorities to allow for the expeditious consideration of routine matters."

8.2 Public Works & Waste Management

8.2.1 RDS-2025-04 Award Tender PW-2025-02 for the Sheridan Rapids Bridges Replacements (K. Maton) 173

Suggested Motion:

"THAT, Council authorize staff to award the Tender for the 'Sheridan Rapids Bridges Replacement' to KB Civil Constructors Inc. for \$1,410,602.83 (including non-refundable HST, Tariffs and contingency) as identified in Report RDS-2025-03

AND THAT, the Public Works Manager is authorized to issue any and all change orders as required including a 10% contingency and Tariffs to prevent delays and claims against the Township with a status update provided to Council”

9. NEW/OTHER BUSINESS

9.1 Council / Committee Appointment Updates

177

- 1) **Lanark County OPP Detachment Board** - Councillor Closs
- 2) **North Lanark Joint Planning Committee** - Reeve McLaren and Councillor Closs
- 3) **Lanark Highlands Public Library Board** - Deputy Reeve King
- 4) **Lanark Highlands Youth Centre Inc.** - Councillor Vereyken
- 5) **Lanark & District Museum Board** - Councillor Closs
- 6) **Middleville Museum Board** - Councillor Vereyken
- 7) **Mississippi Valley Conservation** - Councillor Kelso
- 8) **Arnprior Public Library Board** - Councillor Roberts
- 9) **Recreation Advisory Committee** - Councillor Summers
- 10) **Municipal Grants Committee** - Councillor Kelso
- 11) **Lanark Highlands Waste Committee** - Councillor Kelso
- 12) **Lanark County Inclusion, Diversity, Equity, and Access Working Group** - Reeve McLaren
- 13) **Traffic Advisory Working Group** - Councillor Closs

Suggested Motion:

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

9.2 CAO Update

9.2.1 Emergency Management Week

Purpose: To provide awareness of the actions, initiatives and available information relating to the topic

9.2.2 Municipal Housing Infrastructure Program - Health and Safety Water Stream

Purpose: To discuss the findings of staff's review of this funding

opportunity.

9.2.3 Highland Line Pit Application Public Meeting

Purpose: To provide an update on the planned Public Meeting.

9.2.4 Staffing Update

Purpose: To provide an update on the current recruitment processes and new hires.

Suggested Motion:

"THAT, the CAO Update (verbal) be received as information."

10. ADJOURNMENT

Suggested Motion:

"THAT, the Committee of the Whole meeting adjourn at ____ p.m."



COMMITTEE OF THE WHOLE

MEETING MINUTES

April 22, 2025

Council Chambers

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

Members Present: Reeve Peter McLaren
 Deputy Reeve Bill King
 Councillor Ron Closs
 Councillor Jeannie Kelso
 Councillor Steve Roberts
 Councillor Marina Summers
 Councillor Allison Vereyken

Staff Present: Suzanne Charbonneau-Dent, CAO
 Rhonda Whitmarsh, Treasurer
 Nicole Guthrie, Clerk
 Chelsea Rath, Manager of Facilities/Community Affairs
 Stephen Rothwell, Fire Chief/CEMC
 Kathryn Maton, Manager of Public Works

1. ROLL CALL

2. CALL TO ORDER

The meeting was called to order at 6:22 p.m.

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

There were no declarations of interest.

4. APPROVAL OF AGENDA

Motion #COW-2025- 94

Moved by Councillor Summers
Seconded by Councillor Vereyken

THAT the agenda be adopted as presented.

CARRIED

5. APPROVAL OF MINUTES

Motion #COW-2025- 95

Moved by Councillor Summers
Seconded by Councillor Closs

THAT the Committee of the Whole meeting minutes of April 8th, 2025, be approved as circulated.

CARRIED

6. DELEGATIONS & PRESENTATIONS

6.1 Lanark Highlands Waste Committee Presentation - Cathie Green

Motion #COW-2025- 96

Moved by Councillor Summers
Seconded by Councillor Roberts

THAT the presentation from the Lanark Highlands Waste Committee dated April 22nd, 2025 be received as information.

CARRIED

7. COMMUNICATIONS

Councillor Kelso pulled item 7.2 and queried whether the grants referenced in the newsletter would be applicable for the Township.

Councillor Summers pulled item 7.5 and expressed thanks to Lanark Highlands Ball for their review of the fees, emphasizing the importance of clearly defining rates for resident versus non-resident leagues and teams, and encouraging further clarification in this area.

7.1 City of Peterborough - Resolution re. Use of X (formerly Twitter)

7.2 Eastern Ontario Wardens' Caucus - April 2025 Newsletter

- 7.3 County of Lennox and Addington - Ontario Works Financial Assistance Rates
- 7.4 Town of Saugeen Shores - Strong Mayor Powers
- 7.5 Lanark Highlands Ball - Rate Recommendations 2025
- 7.6 Town of Aylmer - Motion to Oppose Expansion of Strong Mayor Powers
- 7.7 Township of Rideau-Lakes - Strong Mayor Powers

Motion #COW-2025- 97

Moved by Councillor Kelso

Seconded by Councillor Closs

THAT the communications dated April 22nd, 2025 be received as information.

CARRIED

8. REPORTS

8.1 Community Services

8.1.1 FIR-2025-19 Automatic Aid Agreement - Drummond North ElmsleyTay Valley (S. Rothwell)

Motion #COW-2025- 98

Moved by Councillor Kelso

Seconded by Councillor Summers

THAT staff be directed to provide notice to the Fire Chief of Drummond North Elmsley Tay Valley of Lanark Highland's intent to have a new Fire Protection Agreement in place prior to 1 January 2026.

CARRIED

8.2 Corporate Services

8.2.1 CA0-2025-10 Administrative Building Upgrades – Office Renovations (C. Rath)

An amendment moved by Councillor Vereyken, seconded by Councillor Kelso,

THAT the main motion be amended to include the phrase “notwithstanding the Township’s Procurement Policy” to permit direct contracting for the office renovation project.

Carried

Motion #COW-2025- 99

Moved by Councillor Vereyken

Seconded by Councillor Kelso

THAT notwithstanding the Township’s Procurement Policy, Council authorize staff to contract McAdoo Construction for the office renovation project at the Municipal Office in the amount of \$29,146.56, excluding HST;

AND FURTHER THAT staff report the quote adjustments to Council on 13 May 2025 for the revised door specifications.

CARRIED

8.2.2 FIN-2025-26 2025 Waste Management Charges (R. Whitmarsh)

Motion #COW-2025- 100

Moved by Councillor Summers

Seconded by Councillor Kelso

THAT Council approve in principle the 2025 Waste Management Charges as presented;

AND FURTHER THAT the Staff report on the 2025 Waste Management Charges be forwarded to the Waste Committee for comment prior to passing the by-law to approve the charges.

CARRIED

8.2.3 COR-2025-29 2024 Integrity Commissioner Annual Report (N.Guthrie)

Motion #COW-2025- 101

Moved by Councillor Kelso

Seconded by Councillor Summers

THAT Council receives the 2024 Integrity Commissioner Annual Report as information;

AND THAT Council directs staff to post the report to the Township's website.

CARRIED

8.2.4 CAO-2025-11 Critical Illness and Optional Life Insurance Benefits (S. Charbonneau-Dent)

Motion #COW-2025- 102

Moved by Councillor Kelso

Seconded by Reeve McLaren

THAT Council directs staff to proceed with the provision of Optional Life Insurance and Optional Critical Illness Coverage to Township employees covered by the group benefits program through Sun Life.

CARRIED

8.2.5 CAO-2025-12 Q1 2025 Departmental Updates (S. Charbonneau-Dent)

Moved by Councillor Kelso

Seconded by Councillor Closs

THAT Council receives the Q1 2025 Departmental Updates report as information.

CARRIED

8.3 Public Works & Waste Management

8.3.1 RDS-2025-01 Award Tender for the Supply, Delivery and Application of Calcium Chloride (K. Maton)

Motion #COW-2025- 104

Moved by Councillor Kelso
Seconded by Councillor Roberts

THAT the Tender for the Supply, Delivery and Application of Calcium Chloride (Contract #PW-2025-01) be awarded to Da-Lee Services Inc. dba Da-Lee Dust Control for the 2025 year.

CARRIED

8.3.2 RDS-2025-03 Declaration of Surplus Materials (K. Maton)

Motion #COW-2025- 105

Moved by Councillor Kelso
Seconded by Councillor Vereyken

THAT Council declares the fleet identified in Report RDS-2025-03 as surplus to the needs of the Township;

AND THAT the Manager of Public Works be authorized to dispose of the items identified by way of public auction;

AND FURTHER THAT all funds received from the sale of surplus fleet be added to the Public Works Capital Reserve.

CARRIED

9. NEW/OTHER BUSINESS

9.1 Council / Committee Appointment Updates

- 1) **Lanark County OPP Detachment Board** - Councillor Closs reported he will attend the Board meeting scheduled for 23 April 2025.
- 2) **North Lanark Joint Planning Committee** - There was no report.
- 3) **Lanark Highlands Public Library Board** - Deputy Reeve King shared that the Board met and there was no report.
- 4) **Lanark Highlands Youth Centre Inc.** - Councillor Vereyken that the Board met last week with the new Executive Director and is actively working to revise and update its policies, explore grant opportunities, and develop initiatives aimed at strengthening its relationship with the Township.
- 5) **Lanark & District Museum Board** - There was no report.

- 6) **Middleville Museum Board** - Councillor Vereyken - missed meeting
- 7) **Mississippi Valley Conservation** - There was no report.
- 8) **Arnprior Public Library Board** - There was no report.
- 9) **Recreation Advisory Committee** - Councillor Summers shared that the Committee is scheduled to meet in two weeks and that community members interested in managing the Fronsty Fling would be attending.
- 10) **Municipal Grants Committee** - There was no report.
- 11) **Lanark Highlands Waste Committee** - Councillor Kelso shared that the committee intends to conduct a tour of the Reuse Centre on Saturday 26 April 2025.
- 12) **Lanark County Inclusion, Diversity, Equity, and Access Working Group** - There was no report.
- 13) **Traffic Advisory Working Group** - Councillor Closs shared that proposed traffic calming measures, including the installation of cameras, will be presented to County Council in May 2025.

Motion #COW-2025- 107

Moved by Councillor Summers

Seconded by Councillor Kelso

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

CARRIED

9.2 CAO Update

9.2.1 Strong Mayor Powers Expansion

Council held a Special Meeting on April 14, 2025, to discuss the proposed extension of Strong Mayor powers to the Township of Lanark Highlands. Council expressed significant concern regarding the implications of this designation and directed staff to submit a formal letter to the Minister, as well as comments to Ontario's Regulatory Registry, outlining Council's concerns and requesting that the Township not be designated under the proposed legislation. Staff will attend training provided by the County and

Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in the coming weeks.

9.2.2 Staffing and Recruitment

The summer student posting closed today with a high volume of applicants received. A new position for the Fire Department has been posted, and recruitment for the Training Coordinator position is underway.

Motion #COW-2025- 108

Moved by Councillor Kelso

Seconded by Councillor Summers

THAT the CAO Update (verbal) be received as information.

CARRIED

10. ADJOURNMENT

Motion #COW-2025- 109

Moved by Councillor Vereyken

Seconded by Councillor Kelso

THAT the Committee of the Whole meeting adjourn at 7:35 p.m.

CARRIED

Bill King, Deputy Reeve

Nicole Guthrie, Clerk

2024 ANNUAL REPORT

PREPARED BY

Lanark Highlands Public Library

A Year in Review

"All these items we can take out on loan are amazing!!"





Board Members

Tom Shoebridge, Chair

Lindsey Rickan, Vice Chair

Bill King, Council Rep

Margaret Malfara

Wayne Stryde

Greg Drew

Susan Athrens

Shannon Adams, Treasurer

Amanda Robinson, CEO





NEW AT YOUR LIBRARY

Every year we make changes to ensure that our library is keeping up with the needs of the community. Keep reading to find out more about the latest changes you can find at your library!

HIGHLIGHTS

Lanark County Wide Sumobot League

Thanks to a donation from the Elizabeth Kelly Foundation and Lanark County, libraries in Lanark County hosted its first Sumobot League. Children competed locally and the winners moved on to a County-wide competition where Lanark Highlands brought home the win!

Facility Updates

The library had a makeover in the spring with a fresh coat of paint and the installation of slatboard on the ends of each row of shelving. The installation of slatboard facilitates our ability to better advertise our programs & services.

Take Home Kits Available

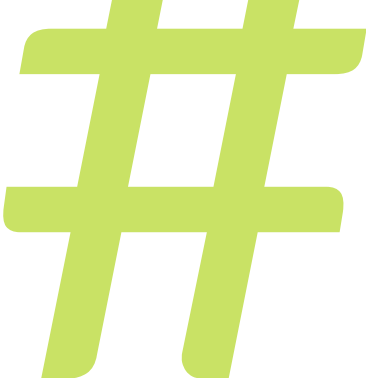
We offer three kits biweekly throughout the year. "Spice Club" for adults, and STEM kits for 7+ and crafting kits for the 0-6 age range.

"Library of Things" Collection

Thanks to the Municipal Community grant and PDCF grant, we have a growing collection of every day items that can be borrowed. Items include crafting kits, explorer packs, electric pump, radon meters, educational tablets, sports equipment, health equipment, etc.

Programming for Seniors

Thanks to the Province of Ontario we received funding to offer programming to seniors. Throughout the year there were information sessions, tech tutoring, cards & coffee club and art programs.



Fund Development in 2024

Private Donations:	\$9,467
CFUW:	\$600
Municipal Community Grant:	\$2,298
PDCF Foundation:	\$3,697
ON Senior's Grant:	\$14,138
Big Brothers Big Sisters:	\$517
Canada Summer Jobs	\$5,000
Elizabeth Kelly Foundation:	\$15,938
OMYA:	\$3,000
Foodsmiths:	\$693
Lanark & District Civitan	\$2,250
Commonwell LEAF	\$23,782
Young Canada Works	\$5,762
Foodsmith's BYOB	\$729

Local Business Support:

Lanark Timbermart | Lanark Centex
Highlands Country Store | Pretty Goods
Balderson Village Cheese Store
Fitz's Fries | Lanark Medical Pharmacy
Village Treats | Perth Independent
Lanark Village Pets | Lanark Pizzeria
Fork in the Road

The Library relies heavily on donations.
If you are interested in supporting our efforts,
you can make donations, in-person, via mail,
by phone or online through our website.

****Charitable receipts can be issued.**

BY THE NUMBERS

OF LIBRARY USERS

1,153

OF LITERACY WORKSHEETS DISTRIBUTED

1,833

PROGRAM ATTENDANCE

6,042

OF VISITORS IN PERSON

11,388

LIBRARY INTERNET & WIFI USED

2,912

TOTAL ITEMS BORROWED

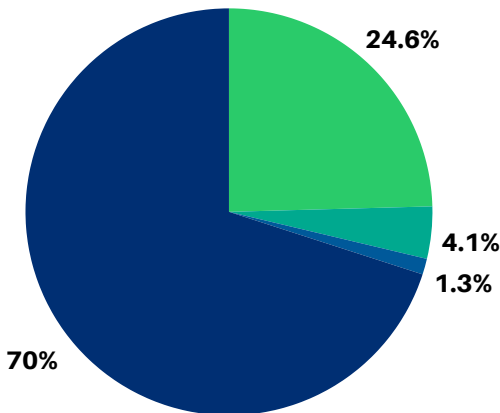
26,940

ECONOMIC IMPACT IN THE COMMUNITY

\$945,785

Page 18 of 237

FINANCIALS

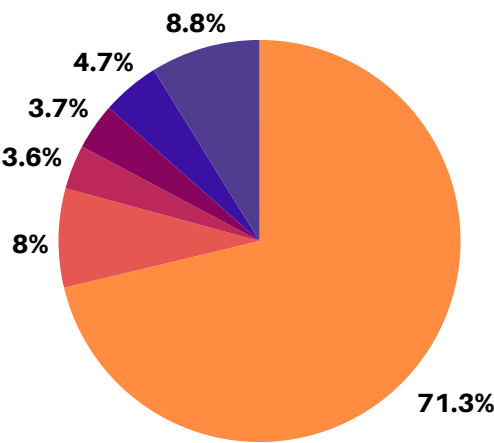


Where the money comes from:

Library Generated Revenue (book sale, fines, printing)	\$4,217.62	1.3%
Donations/Fundraising/Grants	\$80,628.25	24.6%
Province of Ontario	\$13,599.00	4.1%
Township of Lanark Highlands	\$229,788.00	70.0%

How the funds are allocated:

Wages & Benefits/Training	\$246,677.39	71.3%
Collections, Resources, & Furnishings	\$27,557.15	8.0%
Facility/Utilities	\$12,328.22	3.6%
Programs	\$30,512.69	8.8%
Administration	\$12,932.83	3.7%
Technology	\$16,145.06	4.7%



\$58.38

Local operating support
per household

6.47%

% of operating budget dedicated
to collection development

OUR LIBRARY

The Lanark Highlands Public Library is proud to offer a variety of services that support our community and its citizens. These services include:

- Literacy Hub
- Ontario Battery Collection
- Free Internet Access
- Interlibrary Loan service
- Faxing/Scanning/Printing/Copying Service
- Literacy/STEM Station
- Busy Boards
- Programming for all ages
- Overdrive eBook/eAudio Service
- “Library of Things”: Museum, Conservation, & Gallery Passes, puzzles, air, radon & energy meters, fidget cubes, dementia boards, crafting kits, sports equipment, educational tablets



OUR LIBRARY IS YOUR LIBRARY



OUR MISSION

We celebrate ideas, promote creativity, connect people and enrich lives by providing access to information and changing technology.

OUR VISION

Lanark Highlands Public Library is a welcoming, inclusive, and creative space where people from all walks of life come to connect, discover, and grow.

THANK YOU TO OUR COMMUNITY PARTNERS

EarlyON
ConnectWell
Community Health
Perth & District
Community Foundation
Library Volunteers
Private Donors

CFUW
Province of Ontario
Township of Lanark
Highlands
Elizabeth Kelly
Foundation
Lanark STEM Committee



Report to Council

January to March 2025



PROGRAMS

Key Highlights:

- Lanark Highlands Library is now the lead on the Lanark County Library STEM program
- Our programs have consisted of class visits, story times, take home kits, information sessions, art programs for adults, March Break & PA Day programming



FACILITY/CAPITAL

We have new windows and have installed new blinds, additional slatboard and had two custom mobile book displays built. Slatboard will help facilitate marketing initiatives and the mobile displays will make it easier to change up the space during programming.



SERVICES/COLLECTIONS

- Day passes to the Kanata Nordic Trails
- Chomp Saw added to our program inventory
- "Library of Things" collection expanded (craft kits, sports equip, education tablets, meters, explorer kits)



GRANTS/FUND DEVELOPMENT

We have been very fortunate to receive:

- **\$20,000:** "Robotics Programming" - **Lanark County/Elizabeth Kelly**
- **\$2,944:** "Nature-Based Collections" - **Lanark Highlands Municipal Grant**
- **\$3,420:** "Fiction for Emerging Adults" - **Perth & District Community Foundation**
- **\$5,670:** "Student Position" - **Young Canada Works**
- **\$8,418:** - "One-on-One Literacy Tutor" - **Elizabeth Kelly Foundation**
- **\$800:** "Summer Take Home Kits" - **CFUW**
- **\$2,250:** "Reading Incentive Program" - **Lanark Civitan**



PARTNERSHIPS/OUTREACH

Key Highlights:

- Highlighted our services and programs at the Diner's Club at ConnectWell
- Partnered with Youth Center to host weekly programming for their teens. The Youth centre provides the craft, Library provides the space, food and reading incentive program

New Things At The Library

January - March Statistics



PROGRAMS

124 programs held

1230 attendees

**Economic Value: \$18,450*



LITERACY SUPPORT

371 literacy computer uses

425 worksheets distributed

**Economic Value: \$2,068*



NEW LIBRARY USERS

56 new library users



RESOURCES BORROWED

7,573 resources borrowed

**Economic Value: \$234,763*



INTERLIBRARY LOANS

50 titles loaned out

149 titles brought in



WEBSITE/CATALOG VISITS

14,353 electronic visits



SOCIAL MEDIA

1000 Facebook followers



LOCAL SUPPORT

71 volunteer hours

\$700 in donations

\$1 invested = \$3.88 of economic impact

Some highlights:



New Mobile Display Units



Catapult Build & Battle Program



Havin' Fun



Over the Rainbow Treats



New ChompSaw - We are in love!



Virtual Ventures Technology Playground



Take Home Kits - Jelly Soaps



Survival Traps



Perler Bead Adult Program



Leprachaun Party - March Break



Sumobot Competition



Japanese Book Binding - Adult Art Workshop



Friday Crafting



Bird House Building



StoryTime Fun

Testimonials

"My father is in a long term care home and he can't read books anymore. The audiobooks on libby have been amazing! Thank you for offering Libby." ~ **a patron**

"I love the library! My daughter who is 9 has expressed interest in working at a library when she is older, which makes me feel happy :)" ~ **a happy mom**

"I love this library. The printing services are so handy, being the only available option in the village. Also compliments to whoever puts the adult spice club together! Love that too. Great recipes!"
~ **a patron**

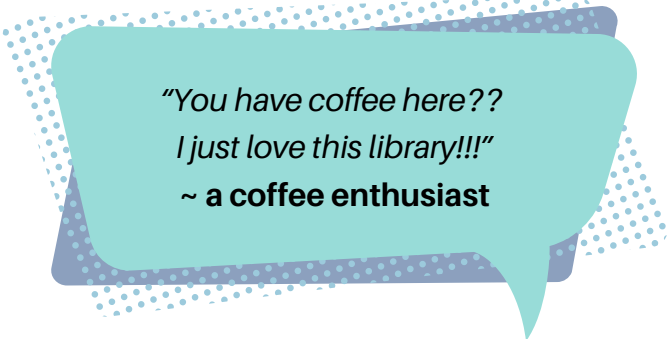
"We feel the value of the library cannot be understated. In a rural community such as Lanark Highlands having a facility which supports diverse interests and provides a positive space for all members of the community to participate in a variety of activities is vital." ~ **a grandparent**

"Thank you! You just saved my life today. That headache is now out of the way!" ~ **a patron using the fax machine**

"This is why we come to the library! Always something new to do!" ~ **a teacher from Sacred Heart regarding a new offering during class visits**

"This is one of my favourite places to be!" ~ **a patron**

"We love the new blinds and shelving units! Really updates the library!!" ~ **an impressed patron**



*"You have coffee here??
I just love this library!!!"*
~ **a coffee enthusiast**



The Corporation of the Township of Otonabee-South Monaghan

April 29, 2025

Via Email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Re: Proposal to End Daylight Savings Time in Ontario

Please be advised that the Council of the Township of Otonabee-South Monaghan at its meeting on April 28th, 2025 passed the following resolution:

R107-2025

Moved by Councillor Terry Holmes
Seconded by Councillor Mark Allen

Whereas Ontario already has the legislative framework to end the antiquated practice of Daylight Saving Time (DST), as per the Time Amendment Act of 2020: But New York has delayed us for over 4 long years.

And Whereas the Case for Ending DST immediately pertains to clear and present Health and Public Safety concerns: Clock shifts spike heart attacks, accidents, and stress, per the Canadian Society for Chronobiology. Kids lose focus, domestic violence rises, and vulnerable folks—mentally ill, homeless, addicts—face unnecessary strain and relapse risks. Indigenous health gaps deepen as DST clashes with traditions. Standard Time aligns with nature, easing healthcare burdens and healthcare costs.

And Whereas ending DST is a clear and permanent assertion of the economic independence of Ontario: Our new, post tariff economic reality exposes the reliance on New York for our internal policy as outdated. Ontario should look out for Ontarians, and

our sovereignty must be asserted. Quebec already considers the change; so 15 million Ontarians should not continue to wait on NY. Businesses will adapt; citizens will gain stability. Over 100,000 petition voices and 70% of Ontarians agree. Ontario must take the lead, and hopefully NY can eventually follow our lead for the good of their own people.

Therefore be it resolved that we request staff to distribute this communication to all the Municipalities, Chiefs & Councils of Ontario in addition to the Premier of the Govt. of Ontario and urge the Premier to:

1. Amend the Time Amendment Act 2020 to drop New York's contingency, effective immediately.
2. Set permanent Standard Time (EST) from November 2, 2025.

CARRIED.

Yours truly,
Township of Otonabee-South Monaghan



Liz Ross
Deputy Clerk

Sent via Email:
Honourable Doug Ford, Premier of Ontario, premier@ontario.ca
Municipalities of Ontario

Dear Sponsors,

Discover thrilling sponsorship opportunities tailored for community leaders, builders, and supporters!

On Friday, June 6th, LCIHCS is excited to host the 2nd Annual "Golf Fore Change" mixed Tournament, set against the stunning backdrop of the Mississippi River at the prestigious Mississippi Golf Club. This exceptional venue not only features breathtaking views but also provides a warm atmosphere and excellent facilities. Whether you're a seasoned golfer or someone who champions a noble cause, joining this fundraising tournament guarantees a delightful experience.

This year's "Golf Fore Change" Tournament is dedicated to raising essential funds for the development of a new kitchen at our shelter. Since 2008, we have served over 4,846 women and children and have engaged with 42,106 women through our crisis hotline. Much like in any home, our kitchen serves as the heart of the shelter, where women and children come together to cook, share meals, work on projects, and find solace in community. Your support will not only help raise awareness about the challenges faced by those escaping violence but also ensure that everyone has a seat at the kitchen table. We are devoted to making a meaningful difference in the lives of the women and children who depend on our services.

We sincerely value your partnership in creating a meaningful impact and fostering a safer, more inclusive community for all.

Sponsorship Opportunities Available

Title	Contribution	Your Benefits
Violet	\$4000	<p>Complimentary set of 4 tickets to golf at the event.</p> <p>Your name/company plaque place in a renovated shelter kitchen.</p> <p>LCIH offers multimedia, social media, website, and PowerPoint promotion with your logo, along with two exclusive posts.</p> <p>Gain recognition in pre-event advertising in all LCIH promotions.</p> <p>Your website link will be featured on lcih.org for one year.</p> <p>Insert your promotional materials in the LCIH event day swag bag.</p> <p>Your company logo will have priority placement in the program as the Violet Sponsor.</p> <p>Opportunity to place your sign on a hole.</p> <p>Receive an official tax receipt.</p> <p>Please provide your company logo, artwork, signage and swag bag inserts for sponsorship.</p>
Lilac	\$2500	<p>Complimentary set of 2 tickets to golf at the event.</p> <p>LCIH offers multimedia, social media, website, and PowerPoint promotion with your logo, along with two exclusive posts.</p> <p>Gain recognition in pre-event advertising in all LCIH promotions.</p> <p>Insert your promotional materials in the LCIH swag bag.</p> <p>Your company logo will be included in the program as the Lilac sponsor.</p> <p>Receive an official tax receipt.</p> <p>Please provide your company logo, artwork, signage and swag bag inserts for sponsorship.</p>
Lavendar	\$1500	<p>6 complimentary event day raffle tickets</p> <p>LCIH offers multimedia, social media, website, and PowerPoint promotion with your logo, along with two exclusive posts.</p> <p>Gain recognition in pre-event advertising in all LCIH promotions.</p> <p>Insert your promotional materials in the LCIH loot bag.</p> <p>Your company logo will be included in the program as the Drink on Us sponsor.</p> <p>Receive an official tax receipt.</p> <p>Please provide your company logo, artwork, signage and swag bag inserts for sponsorship.</p>

Cart Sponsor.	\$1000 sold	<p>LCIH offers multimedia, social media, website, and PowerPoint promotion with your logo.</p> <p>Gain recognition in pre-event advertising in LCIH promotions.</p> <p>Insert your promotional materials in the LCIH loot bag.</p> <p>Your company logo will be included in the program the cart sponsor</p> <p>Receive an official tax receipt.</p> <p>Please provide your company logo, artwork, and signage for sponsorship and swag bag items.</p>
Hole sponsor.	\$200	<p>Company logo on the hole.</p> <p>Insert your promotional materials in the LCIH loot bag.</p> <p>Program acknowledgement.</p> <p>Official tax receipt</p> <p>Company logo, artwork, and signage to be supplied by sponsor.</p>

We are thrilled to announce that this year we will be hosting the eagerly awaited “Golf Fore Change” silent auction table. Your generous contributions play a crucial role in making our event a success. To ensure everything runs smoothly, please remember to deliver all silent auction items to Lanark County Interval House by Monday, June 2nd. We truly appreciate your support!

Lanark County Interval House and Community Support is eager to explore opportunities for you or your organization to become a sponsor or donate a prize for the “Golf Fore Change” Tournament at The Mississippi Golf Club.

Sincerely,

Cathie McOrmond, Resource Development Coordinator

Lanark County Interval House and Community Support

PO Box 107,

Carleton Place, Ontario K7C 3P3

613-257-3469 ext. 164

cathie.mcormond@lcih.com

www.lcih.org



2025

Conservation Parklands: Survey Results – Township of Lanark Highlands

April 2025



This document summarizes survey results for parkland in the Township of Lanark Highlands that also lies within the jurisdiction of Mississippi Valley Conservation Authority (MVCA.) Facilities outside our jurisdiction are not captured in this report.

The survey was carried-out as part of a study of existing facilities to support discussions on how to meet the demands of a growing population while protecting the natural resources we value.

Table of Contents

Conservation Parkland.....	2
Background.....	3
Survey Results	3
1.0 Blueberry Mountain.....	4
1.1 Walking-Hiking.....	4
2.0 Ottawa Valley Rail Trail	5
2.1 Walking-Hiking.....	6
2.2 Boating-Hiking	8
3.0 Purdon Conservation Area.....	8
3.1 Walking-Hiking.....	9
4.0 Tay Havelock Trail	10
4.1 Walking-Hiking.....	11
5.0 General Site Survey Results ...	13
5.1 Walking-Hiking.....	13
5.2 Boating-Watercraft.....	15
5.3 Tent Camping.....	18

Conservation Parkland

Conservation Parklands are large sites (often >40 ha. / 100 acres) where the public can enjoy walking, hiking, and solitude in a natural setting that contributes to their quality of life and the sustainability of local habitats. Such parkland may also offer picnic areas, a boat launch, or places to pitch a tent.

At Mississippi Valley Conservation Authority (MVCA), our goal is to provide:

- large natural spaces with walking/hiking trails of varying length and difficulty that allow for at least 1-hour's passive recreation.
- attractive, affordable and safe sites.
- parking, comfort stations, rest spots/shelters, and waste facilities.
- at least one wheelchair accessible trail and comfort station.
- excellent directional and interpretive signage that includes local cultural, Indigenous, and scientific information.
- And, retain at least 90% of a conservation area in a natural state.

Background

In 1982, MVCA inventoried parkland sites within its jurisdiction to help plan for the future. Last year, MVCA updated the inventory, and conducted a public survey to enable analysis of the demand for conservation parklands in our jurisdiction. The focus of the survey was on public hiking sites but also included linear trails, boat launches, and campsites.



The 2024 online survey was promoted using social media and signs posted at MVCA's conservation areas. In total, 198 surveys were received over a 52-day period. A summary of survey results can be found [here](#).

2024 Survey Design

The survey listed 34 sites within MVCA's jurisdiction and allowed respondents to add sites not listed. Survey questions asked about site usage, favourite features, site satisfaction and needs.

Summary results are provided for questions where at least 25 of the 198 respondents provided answers for the site (~1 in 8).

Survey Results

The following sites in the Township of Lanark Highlands are included in this report as they met the minimum number of responses for analysis.

- Blueberry Mountain
- Ottawa Valley Rail Trail
- Purdon Conservation Area
- Tay Havelock Trail

1.0 Blueberry Mountain

67 of 210 respondents identified that they have gone walking/hiking at Blueberry Mountain within in the past five years.

Q1. How do you believe public use of the Blueberry Mountain has changed over the past five years (pre and post COVID-19)? (12 responses)

ANSWERS	RESPONSES	%
Stayed the same	6	50%
Increased	4	33%
No Comment	2	17%

Q2. How would you rate your overall satisfaction with Blueberry Mountain? (12 responses)

ANSWERS	RESPONSES	%
Very satisfied	6	50%
Satisfied	5	42%
No comment	1	8%

Q3. Has your satisfaction with Blueberry Mountain changed over the past five years (pre and post COVID-19)? (12 responses)

ANSWERS	RESPONSES	%
Stayed the same	8	67%
No Comment	3	25%
Decreased	1	8%

1.1 Walking-Hiking

Q4. On average, how many times per year do you use Blueberry Mountain for walking/hiking? (12 responses)

ANSWERS	RESPONSES	%
No more than once annually	7	58%
2-6 times per year	5	42%

Q5. Identify the six (6) most important features that you value for walking/hiking at Blueberry Mountain. (12 responses)

ANSWERS	RESPONSES	%
1. Drive time from home < 60 minutes	8	67%
2. Quiet/seclusion/privacy	7	58%
3. One or more vistas/look-outs	7	58%
4. Unique landscape	5	42%
5. Dogs on leash permitted	5	42%
6. Easy parking access	4	33%
7. Other wildlife viewing opportunities	4	33%
8. Trails with challenging terrain	3	25%
9. Exclusivity (no other recreational activities permitted such as mountain bikes, skiing, ATVs)	2	17%
10. Outhouses/toilets	2	17%
11. Presence of water features	2	17%
12. Drive from home <30 minutes	2	17%
13. Sense of personal safety	1	8%
14. Birding opportunities	1	8%

Q6. Please share with us why your satisfaction has changed with Blueberry Mountain.

- *Crowded at holiday times, which I now avoid.*

2.0 Ottawa Valley Rail Trail

83 of 210 respondents identified that they have gone walking/hiking at the Ottawa Valley Rail Trail within in the past five years.

Q7. How do you believe public use of the Ottawa Valley Rail Trail has changed over the past five years (pre and post COVID-19)? (50 responses)

ANSWERS	RESPONSES	%
Increased	27	54%
Stayed the same	17	34%
No Comment	5	10%
Decreased	1	2%

Q8. How would you rate your overall satisfaction with the Ottawa Valley Rail Trail? (50 responses)

ANSWERS	RESPONSES	%
Satisfied	30	60%
Very satisfied	16	32%
Unsatisfied	3	6%
No Comment	1	2%

2.1 Walking-Hiking

Q9. On average, how many times per year do you use the Ottawa Valley Rail Trail for walking/hiking? (49 responses)

ANSWERS	RESPONSES	%
Multiple times per week	15	31%
2-6 times per year	13	27%
2-3 times per month	6	12%
Monthly	6	12%
7-11 times per year	6	12%
Weekly	2	4%
No more than once annually	1	2%

Q10. Identify the six (6) most important features that you value for walking/hiking at the Ottawa Valley Rail Trail. (47 responses)

ANSWERS	RESPONSES	%
1. Drive from home <30 minutes	35	74%
2. Dogs on leash permitted	19	40%
3. Variety of trail routes and distances	18	38%
4. Quiet/seclusion/privacy	15	32%
5. Presence of water features	13	28%
6. Easy parking access	12	26%
7. One or more vistas/look-outs	11	23%
8. Birding opportunities	9	19%
9. Unique landscape	8	17%
10. Other wildlife viewing opportunities	6	13%
11. Sense of personal safety	4	9%
12. Wheelchair accessible trails	3	6%
13. Drive time from home < 60 minutes	2	4%
14. Picnic opportunities	1	2%
15. Dogs off leash permitted	1	2%
16. Drive time from home <90 minutes	1	2%

2.2 Boating-Hiking

One respondent uses the Ottawa Valley Rail Trail more than 10 times per year during the open season for boating/watercraft activities. The respondent identified important features when using the Ottawa Valley Rail Trail for boating/watercraft activities including islands or other interesting landscapes, the waterbody is not over used, and the drive time being less than 30 minutes.

Q11. Please share with us why you are unsatisfied with the Ottawa Valley Rail Trail.

- *ATV wear on my trail is eroding the stone dust. They are in compatible with walking, particularly for persons with disabilities.*
- *Dust. ATVs have it tore up. Very few Police patrols ever seen. Reckless stunt driving and many without helmets.*
- *Lots of recreational vehicles absolutely hotdogging it and going way too fast, safety concerns due to this.*

3.0 Purdon Conservation Area

60 of 210 respondents identified that they have gone walking/hiking at the Purdon Conservation Area within in the past five years.

Q12. How do you believe public use of Purdon CA has changed over the past five years (pre and post COVID-19)? (6 responses)

ANSWERS	RESPONSES	%
No Comment	3	50%
Increased	2	33%
Stayed the same	1	17%

Q13. How would you rate your overall satisfaction with Purdon CA? (6 responses)

ANSWERS	RESPONSES	%
Very Satisfied	6	100%

Q14. Has your satisfaction with Purdon CA changed over the past five years (pre and post COVID-19)? (6 responses)

ANSWERS	RESPONSES	%
No Comment	3	50%
Stayed the same	3	50%

3.1 Walking-Hiking

Q15. On average, how many times per year do you use Purdon CA for walking/hiking? (6 responses)

ANSWERS	RESPONSES	%
No more than once annually	5	83%
2-6 times per year	1	17%

Q16. Identify the six (6) most important features that you value for walking/hiking at the Purdon CA. (6 responses)

ANSWERS	RESPONSES	%
1. Quiet/seclusion/privacy	6	100%
2. Drive from home <30 minutes	5	83%
3. One or more vistas/look-outs	4	67%
4. Exclusivity (no other recreational activities permitted such as mountain bikes, skiing, ATVs)	3	50%
5. Outhouses/toilets	3	50%
6. Easy parking access	2	33%
7. Presence of water features	2	33%
8. Picnic opportunities	1	17%
9. Unique landscape	1	17%
10. Birding opportunities	1	17%
11. Wheelchair accessible trails	1	17%
12. Dogs on leash permitted	1	17%
13. Drive time from home < 60 minutes	1	17%

4.0 Tay Havelock Trail

20 of 210 respondents identified that they have gone walking/hiking at the Tay Havelock Trail within in the past five years.

Q17. How do you believe public use of the Tay Havelock Trail has changed over the past five years? (2 responses)

ANSWERS	RESPONSES	%
No Comment	1	50%
Increased	1	50%

Q18. How would you rate your overall satisfaction with the Tay Havelock Trail? (3 responses)

ANSWERS	RESPONSES	%
Very satisfied	2	67%
Satisfied	1	33%

Q19. Has your satisfaction with the Tay Havelock Trail changed over the past five years (pre and post COVID-19)? (3 responses)

ANSWERS	RESPONSES	%
Improved	2	67%
Stayed the same	1	33%

4.1 Walking-Hiking

Q20. On average, how many times per year do you use the Tay Havelock Trail for walking/hiking? (3 responses)

ANSWERS	RESPONSES	%
2-6 times per year	2	67%
Monthly	1	33%

Q21. Identify the six (6) most important features that you value for walking/hiking at the Tay Havelock Trail. (3 responses)

ANSWERS	RESPONSES	%
1. Easy parking access	3	100%
2. Drive from home <30 minutes	3	100%
3. Quiet/seclusion/privacy	2	67%
4. Other wildlife viewing opportunities	1	33%
5. Presence of water features	1	33%
6. One or more vistas/look-outs	1	33%
7. Variety of trail routes and distances	1	33%
8. Dogs off leash permitted	1	33%
9. Dogs on leash permitted	1	33%

Q22. Please share with us why your satisfaction has changed with the Tay Havelock Trail.

- *Many improvements to the bed of the trail - multi use*

5.0 General Site Survey Results

The following is a selection of results, the complete results can be found [here](#).

5.1 Walking-Hiking

Q23. Where have you gone walking/hiking within the past 5 years? (210 responses)

RECREATION SITES	RESPONSES	%
1. Mill of Kintail CA, Mississippi Mills	133	63%
2. Riverwalk Trail, Carleton Place	92	44%
3. Ottawa Valley Rail Trail, Lanark/Renfrew	83	40%
4. Riverside Trail, Almonte	79	38%
5. Trans Canada Trail, Ottawa	76	36%
6. Blueberry Mountain, Lanark Highlands	67	32%
7. Morris Island CA, Ottawa	66	31%
8. Purdon CA, Lanark Highlands	60	29%
9. Other Crown land	59	28%
10. Urban Paths and Parks	56	27%
11. Fitzroy Harbour Provincial Park	53	25%
12. K&P Trail	52	25%
13. High Lonesome Nature Reserve, Mississippi Mills	51	24%
14. NCC Greenbelt	43	20%
15. Silver Lake Provincial Park	33	16%

Q24. Identify up to three (3) sites that you visited most frequently for walking/hiking over the past 5 years. (193 responses)

RECREATION SITES	RESPONSES	%
1. Mill of Kintail CA, Mississippi Mills	83	43%
2. Ottawa Valley Rail Trail, Lanark/Renfrew	51	26%
3. Riverwalk Trail, Carleton Place	48	25%
4. Riverside Trail, Almonte	42	22%
5. Morris Island CA, Ottawa	38	20%
6. Other Crown land	32	17%
7. Urban Paths and Parks	23	12%
8. Trans Canada Trail, Ottawa	17	9%
9. K&P Trail	16	8%
10. High Lonesome Nature Reserve, Mississippi Mills	14	7%
11. Fitzroy Harbour Provincial Park	11	6%
12. NCC Greenbelt	12	6%
13. Blueberry Mountain, Lanark Highlands	12	6%
14. Palmerston-Canonto CA, North Frontenac	10	5%
15. Carp Hills, West Carleton	7	4%

Q25. Do you think more facilities are needed in the watershed to support walking/hiking activities? (204 responses)

ANSWERS	RESPONSES	%
Yes	108	53%
No	71	35%
No Comment	25	12%

5.2 Boating-Watercraft

Q26. Where have you gone boating or participated in other watercraft activities within the past 5 years? (172 responses)

ANSWERS	RESPONSES	%
Other Location (Not on list)	80	47%
Municipal Boat Launch	55	32%
Morris Island CA, Ottawa	32	19%
Other Crown land	27	16%
Mississippi Lake National Wildlife Area/Bird Sanctuary	22	13%
Riverwalk Trail, Carleton Place	19	11%
Palmerston-Canonto CA, North Frontenac	18	10%
Sharbot Lake Provincial Park	15	9%
Fitzroy Harbour Provincial Park	16	9%
Provincial Boat Launch	12	7%
Silver Lake Provincial Park	10	6%
Pinhey's Point, West Carleton	8	5%
Riverside Trail, Almonte	8	5%
K&P Trail	9	5%
Ottawa Valley Rail Trail, Lanark/Renfrew	5	3%
Tay Havelock Trail, Lanark/Frontenac	3	2%
Hydro Corridors	1	1%
NCC Greenbelt	2	1%
Shiela McKee Park, West Carleton	1	1%

Q27. Identify up to three (3) sites that you visited most frequently for boating or other watercraft activities over the past five (5) years. (144 responses)

ANSWERS	RESPONSES	%
1. Other Location (Not on list)	53	37%
2. Municipal Boat Launch	37	26%
3. Morris Island CA, Ottawa	20	14%
4. Other Crown land	18	13%
5. Riverwalk Trail, Carleton Place	17	12%
6. Mississippi Lake National Wildlife Area/Bird Sanctuary	16	11%
7. Palmerston/Canonto CA, North Frontenac	15	10%
8. Fitzroy Harbour Provincial Park	9	6%
9. Riverside Trail, Almonte	8	6%
10. Provincial Boat Launch	7	5%
11. Silver Lake Provincial Park	6	4%
12. Sharbot Lake Provincial Park	5	3%
13. Pinhey's Point, West Carleton	4	3%
14. K&P Trail	4	3%
15. Hydro Corridors	3	2%

Q28. Please list up to three (3) other locations that you visited for boating or other watercraft activities.

LOCATION	MENTIONS
1. Mississippi River	15
2. Ottawa River	6
3. Clayton Lake	5
4. Mississippi Lake	5
5. Clyde River	4
6. Tay River	3
7. Britannia Beach	2
8. Lake Clear	2
9. Pakenham	2
10. Blakeney	2
11. St. Lawrence River	2
12. Calabogie Lake	1
13. Centennial Park Carleton Place	1
14. Appleton	1
15. Addington Highlands Denbigh	1

Q29. Do you think more facilities are needed in the watershed to support boating and other watercraft activities? (184 responses)

ANSWERS	RESPONSES	%
Yes	81	44%
No	75	41%
No Comment	28	15%

5.3 Tent Camping

Q30. Where have you gone tent camping within the past five years? (67 responses)

ANSWERS	RESPONSES	%
1. Other Camping Location (Not Listed)	44	66%
2. Other Crown Land	22	33%
3. Sharbot Lake Provincial Park	14	21%
4. Silver Lake Provincial Park	13	19%
5. Fitzroy Harbour Provincial Park	12	18%
6. Hydro Corridors	1	1%

Q31. Identify up to three (3) sites that you visited most frequently for tent camping over the past five (5) years. (56 responses)

ANSWERS	RESPONSES	%
1. Other Camping Location (Not Listed)	34	61%
2. Other Crown Land	15	27%
3. Fitzroy Harbour Provincial Park	9	16%
4. Sharbot Lake Provincial Park	8	14%
5. Silver Lake Provincial Park	8	14%
6. Hydro Corridors	1	2%

Q32. Do you think more facilities are needed in the watershed to support tent camping? (74 responses)

ANSWERS	RESPONSES	%
Yes	42	57%
No	21	28%
No Comment	11	15%

15. Committee and Staff Reports

15.1 Minutes - Committee of the Whole Meeting CW#06-25 held April 16, 2025

15.1.13 Member Motion - Councillor Cilevitz - Provincial regulations needed to restrict keeping of non-native ("exotic") wild animals - (CW Item 12.1)

Moved by: Councillor Thompson

Seconded by: Councillor Cilevitz

Whereas Ontario has more private non-native ("exotic") wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

Whereas the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native ("exotic") wild animals in captivity; and,

Whereas non-native ("exotic") wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

Whereas the keeping of non-native ("exotic") wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

Whereas owners of non-native ("exotic") wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

Whereas municipalities have struggled, often for months or years, to deal with non- native ("exotic") wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

(continued)

Whereas the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of non-native ("exotic") wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

Now Therefore Be It Resolved:

1. That the City of Richmond Hill hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native ("exotic") wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native ("exotic") wild animal population;
2. That this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario, Ontario Solicitor General, Ontario Minister for Natural Resources and Forestry, and Richmond Hill MPP's, AMO, AMCTO, and MLEOA.

Carried



The Corporation of the Town of Cobourg

Resolution

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

Delivered via email

Doug.fordco@pc.ola.org
premier@ontario.ca

May 5, 2025

RE: Ontario Works Financial Assistance Rates

Please be advised that the Town of Cobourg Council, at its meeting held on April 30, 2025, passed the following resolution:

THAT Council requests the Provincial Government to urgently:

- Increase Ontario Works rates to match the ODSP rate increases that have already been made and be indexed to inflation;
- Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen; and

FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and all Ontario Municipalities.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

Enclosure.

cc. Honourable Michael Parsa, Minister of Children, Community and Social Services;
Honourable Sylvia Jones, Minister of Health;
Honourable Rob Flack, Minister of Municipal Affairs and Housing;
Association of Municipalities of Ontario (AMO);
Ontario Municipal Social Services Association; and
All Ontario Municipalities

Report on Teeny Tiny Summit – May 1, 2025 by Jeannie Kelso

Suzanne our CAO and I attended this summit sponsored by OMAFRA and ROMA. There were approx. 150 attendees covering many topics. I feel this summit was timely as we prepare to set our priorities and work on our strategic plan soon. We have done very little in the way of economical development and with a very small investment we could see major dividends.

Held in beautiful Picton, in Prince Edward County we were welcomed by the organizer and her committee. It was top notch and they should be congratulated on their efforts to put on such a friendly and informative summit.

The day began with keynote speaker, Peter Kenyon, whose has been a leader in this field for over 20 years. There are links at the end of my report on Peter as well as the content of the summit.

The next item on the agenda was a panel of speakers covering “getting to rural affordable housing.” This was very informative.

After lunch we broke out into groups to have a more in depth discussion on our chosen area of interest. I attended “Strengthening Community” while Suzanne attended “Downtown Dynamics”. (see link below)

We had plenty of opportunity to network with both organizers and fellow attendees. I would be happy to chat with anyone that might have questions.

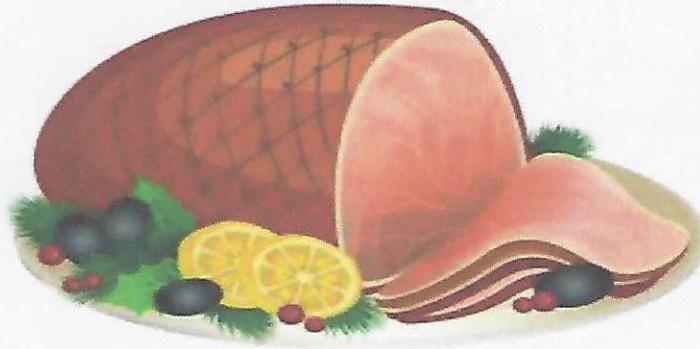
www.thecounty.ca/teeny-tiny-summit-2025/. Once here go to ROMA Teeny Tiny Summits for all the content

Thank you

Jeannie Kelso

It's that time of year again!

WATSON'S CORNERS HALL COMMUNITY HAM DINNER



Sunday June 8TH, 2025

4 pm to 6 pm

at the Watson's Corners Community Hall
(1132 3rd Concession, Dalhousie)

Adults - \$16, Children 6 to 12 - \$8

Children 5 and under - FREE

***Ham, Scalloped potatoes, Beans, Coleslaw,
Dessert, Coffee/Tea/Juice***

***Come out and support your community hall
See you there!***

Proceeds to the Watson's Corners Community Hall



GEORGINA

Legislative Services Department/Clerk's Division

April 7, 2025

Via email; premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
TORONTO, Ontario M7A 1A1

The Honourable Premier Ford:

Re: Resolution regarding Salt Management

Please be advised that Town Council adopted the following motion concerning Salt Management;

RESOLUTION NO. C-2025-0077

Moved By Councillor Neeson
Seconded By Regional Councillor Davison

WHEREAS road salt is a known toxic substance designated under the Canadian Environmental Protection Act because of tangible threats of serious and irreversible environmental and public health concerns associated with road salt; and

WHEREAS salt levels in Ontario's groundwater aquifers, creeks, rivers, and lakes have increasingly worsened since the 1970s, seriously affecting municipal drinking water sources and aquatic life; and

WHEREAS Lake Simcoe is our closest freshwater lake and is the 4th largest inland lake within Ontario, host to a number of functions including a biodiverse habitat for over 56 species of fish, the source water for municipal drinking water for hundreds of thousands of residents within the watershed, including 41,000 here in the Town of Georgina, and the many other recreational and commercial functions it serves; and

WHEREAS Lake Simcoe's salinity concentrations have increased over 500% since monitoring began over the past 50 years, with the primary contributor being runoff from the use of salt for winter maintenance; and

WHEREAS the Ontario and Canadian governments have taken many actions over the past 25 years including setting water quality guidelines, developing voluntary codes of practice, signing the Canada-Ontario Great Lakes Agreement, and holding workshops, yet still the salt problem continues to grow; and

WHEREAS numerous situation analyses have recommended salt solutions involving liability protection, contractor certification, government-approved Best Management Practices (BMPs) and salt management plans; and

WHEREAS increased numbers of slip and fall claims, and other injury/collision claims related to snow and ice, are resulting in salt applicators overusing salt beyond levels considered best practices; and

WHEREAS unlimited contractor liability is making it difficult or expensive for snow and ice management contractors to obtain insurance coverage, resulting in contractors leaving the business, thereby making it difficult for municipalities and private owners to find contractors; and

WHEREAS the Snow and Ice Management Sector (SMS) of Landscape Ontario is working with the Ontario government to institute a limited liability regime for snow and ice management, including enforceable contractor training/certification and government-approved BMPs for salt application; and

WHEREAS many Ontario municipalities have Salt Management Plans, but these often require updating in light of improved science and better salt management practices now available; and

WHEREAS The Town of Georgina shares fifty-two (52) kilometers of beautiful Lake Simcoe shoreline and all 288 square kilometers of the Town of Georgina are encompassed by sub-watersheds that drain into Lake Simcoe; and

WHEREAS road authorities that use salt, such as the Town of Georgina, must abide by, and benefit from, established provincial regulations around snow clearing and maintenance, whereas private contractors only have voluntary programs for salt use for private and commercial property management; and

WHEREAS the Town of Georgina has demonstrated great initiative in salt mitigation efforts including committing to the use of rock salt alternatives, installation of electronic spreader controllers on all material spreading units, reduced application rates when appropriate, use of pre-wet and brine when appropriate, and an updated salt management plan that outlines salt best management practices specific to the Corporation of the Town of Georgina's winter maintenance operations

NOW THEREFORE BE IT RESOLVED THAT:

1. That the Town of Georgina urges the Province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially endorsed standard Best Management Practices for snow and ice management; and

2. That the Town of Georgina urges the Province of Ontario to create and fund an expert stakeholder advisory committee to advise the province and municipalities on the best courses of action to protect freshwater ecosystems and drinking water from the impacts of salt pollution; and

3. That the Town of Georgina continues to commit to the reduction of the use of road salt as much as possible while meeting local service levels and maintaining safety on roads and sidewalks; and

4. That a copy of this resolution be sent to all municipalities in York Region, all Lake Simcoe Watershed municipalities; all municipalities in Ontario; The Chippewas of Georgina Island First Nation and The Lake Simcoe Region Conservation Authority requesting their endorsement; The Association of Municipalities of Ontario (AMO); all Lake Simcoe Watershed MPPs; Conservation Ontario; The Ontario Salt Pollution Coalition; The Rescue Lake Simcoe Coalition; Minister Todd McCarthy (MECP); Attorney General Doug Downey, and The Honourable Premier Doug Ford.

Accordingly, we respectfully request your consideration of this resolution.

Sincerely,
FOR THE TOWN OF GEORGINA,



Carolyn Lance
Council Services Coordinator

cc: Minister Todd McCarthy, Ministry of Environment, Conservation and Parks; todd.mccarthy@pc.ola.org
The Honourable Doug Downey, Attorney-General; doug.downey@pc.ola.org
York Region municipalities
Ontario municipalities
Lake Simcoe Watershed municipalities
Lake Simcoe Region Conservation Authority; r.baldwin@LSRCA.on.ca
The Chippewas of Georgina Island First Nation; sylvia.mccue@georginaisland.com
Association of Municipalities of Ontario; resolutions@amo.on.ca
Lake Simcoe Watershed MPP's
Conservation Ontario; info@conservationontario.ca
Ontario Salt Pollution Coalition; dani@waterwatchers.ca
The Rescue Lake Simcoe Coalition; rescuelakesimcoecoalition@gmail.com



Committee of the Whole

May 13, 2025

Staff Report: #FIN-2025-27

REPORT BY: Rhonda Whitmarsh, Treasurer

REPORT SUBJECT: 2025 Tax Rates

DEPARTMENT: Finance

RECOMMENDATION(S):

***“THAT** Council approve the 2025 tax rates as presented;
AND FURTHER THAT By-law 2025-1966 proceed to the 13 May 2025 Council meeting for approval.*

1. BACKGROUND

Council approved the 2025 budget at their meeting held on 22 April 2025. The tax rate by-law needs to be approved by Council in order to proceed with the final tax billing for 2025.

2. DISCUSSION

Annual tax rates are authorized under Section 312 of the Municipal Act. The rates are determined based on the tax revenue requirements established in the 2025 final budget. Passing of the annual tax rate by-law is required by Council prior to completing the 2025 final tax billing. In order to proceed with the preparations required in advance of the final tax billing, Staff are recommending that the tax rate by-law be approved at the Council meeting on 13 May 2025.

3. FINANCIAL IMPLICATIONS

None

4. OPTIONS CONSIDERED

None

5. STRATEGIC PRIORITIES

n/a

6. RELEVANT LEGISLATION AND POLICIES

Municipal Act, 2001

7. OTHERS CONSULTED

8. ATTACHMENTS

By-Law 2025-1966
Schedule B to By-Law 2025-1966

Prepared By: Rhonda Whitmarsh, Treasurer

Approved By: Suzanne Charbonneau-Dent, CAO

THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS

BY-LAW NO. 2025-1966

BEING A BY-LAW TO ADOPT THE TAX RATES FOR 2025

WHEREAS, pursuant to Section 312 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that the Council of a local municipality shall after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS, pursuant to Section 312 (6) of the said Act require tax rates to be established in the same proportion to tax ratios;

AND WHEREAS the tax ratios are set by the County of Lanark for the Township of Lanark Highlands by By-law are:

Residential/Farm Property Class (RT, RF, RH, RG, RP)	1.000000
New Multi-Residential (NT)	1.100000
Farmland Awaiting Development-Phase I	0.250000
Farmland Awaiting Development-Phase II	0.250000
Multi-Residential Property Class (MT, MF)	1.973331
Commercial Property Class (CT, CF, CG, C7, CU, CX, CZ, ST, SU, XT, XU)	1.842928
Industrial Property Class (IT, IU, IX, IH, JT, JU, IF, LT, LU)	2.531635
Landfill (LT, HF)	1.232450
Pipeline (PT)	2.007246
Farmland (FT)	0.250000
Managed Forest (TT)	0.250000
Aggregate Extraction (VT)	2.060008

AND WHEREAS the assessed value of all rate-able real property according to the revised assessment roll for the Township of Lanark Highlands amounts to \$959,634,354;

AND WHEREAS the municipal budget levy requirement for the Township of Lanark Highlands amounts to \$5,205,142 and the municipal policing levy amounts to \$1,118,226 (see attached Schedule "A") for 2025;

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

1. That the following tax rates be established and applied to the taxable assessments of the Township of Lanark Highlands for 2025 as follows and attached as Schedule "B":

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2025-1966**

Property Class	Municipal Tax Rate	Municipal Policing Tax Rate	County Tax Rate (as set out by County By-law)
Residential	.00555711	.00119384	.00410455
Multi-Residential	.01096602	.00235584	.00809964
Commercial	.01024135	.00220016	.00756439
Industrial	.01406857	.00302237	.01039122
Farmland	.00138928	.00029846	.00102614
Managed Forest	.00138928	.00029846	.00102614
Aggregate Extraction	.01144765	.00245931	.00845541
Landfill	.00684886	.00147135	.00505865

2. The assessments made in the year 2025, based on current values from January 1, 2016 under the provisions of the *Assessment Act*, Chapter A.31, R.S.O. 1990 as amended, shall be the assessment on which the final tax rates shall be fixed and levied.
3. The net amount of taxes levied by this By-law shall be due and payable in two (2) equal installments. The installment due dates for all taxes are Thursday, August 28, 2025 and Thursday, October 30, 2025.
4. If taxes are not paid on the due dates, a penalty of one and one-quarter percent (1.25%) of the unpaid taxes shall be levied on the first day of the calendar month following the due date and a further penalty of one and one-quarter percent (1.25%) on the first day of each calendar month thereafter for as long as the default continues, but not after December 31, 2025.
5. If taxes levied pursuant to this By-law remain unpaid as of January 1, 2026, interest at the rate of one and one-quarter percent (1.25%) of the unpaid taxes shall be charged on January 1, 2026 and on the first day of each calendar month thereafter for as long as the default continues.

BY-LAW READ, a First, Second and Third time short this 13th day of May, 2025.

Peter McLaren, Reeve

Nicole Guthrie, Clerk

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2025-1966**

SCHEDULE 'A'

Description	Dollars
Municipal Operations & Capital (Total Expenditures)	
Council	\$ 174,575
Corporate Services/IT	\$ 1,551,024
Fire Department	\$ 901,062
Police	\$ 1,131,016
Conservation Authority	\$ 45,411
Building Department	\$ 133,805
Emergency Measures	\$ 4,500
Animal Control/By-law/Livestock	\$ 25,650
Public Works	\$ 2,891,663
Recycling and Waste	\$ 1,038,759
Library	\$ 262,982
Cemeteries	\$ 13,925
Museums	\$ 17,500
Planning	\$ 165,315
Community Affairs/Recreation/Econ. Dev.	\$ 887,808
Transfer to Reserves	\$ 750,897
Capital	\$ 4,680,705
Total Expenditures	\$ 14,676,597
Funding for Municipal Operations & Capital	
Municipal Tax Levy/PIL	\$ 5,205,142
Policing Levy	\$ 1,118,226
Supps/Lanark Village	\$ 118,708
Long Term Financing	\$ 3,480,035
Federal/Provincial/County Grants	\$ 2,433,998
User Fees & Other Revenue	\$ 1,666,808
Reserves & Reserve Funds	\$ 653,680
Total Funding	\$ 14,676,597

The Corporation of the Township of Lanark Highlands													
Schedule 'B' to By-Law 2025-1966													
Tax Class	Qualifier	2016 CVA	Tax Ratio	2016 Weighted Assessment	2025 Municipal Tax Rate	Levy	2025 Policing Tax Rate	Levy	2025 Education Tax Rate	Levy	2025 County Tax Rate	Levy	Total Rate
Residential	RT/RG/RH/RP	889,449,514.00	1	889,449,514.00	0.00555711	4,942,768.79	0.00119384	1,061,860.41	0.00153	1,360,857.76	0.00410455	3,650,790.00	0.0123855
Multi Residential	MT	3,175,000.00	1.973331	6,265,325.93	0.01096602	34,817.11	0.00235584	7,479.80	0.00153	4,857.75	0.00809964	25,716.36	0.0229515
Commercial	CT	6,371,365.00	1.842928	11,741,966.96	0.01024135	65,251.40	0.00220016	14,018.03	0.0088	56,068.01	0.00756439	48,195.49	0.0288059
Commercial PIL	CF/CG/CP/CZ	2,819,200.00	1.842928	5,195,582.62	0.01024135	28,872.42	0.00220016	6,202.69	0.0088	24,808.96	0.00756439	21,325.53	0.0288059
Commercial Vacant L	CU	28,300.00	1.842928	52,154.86	0.01024135	289.83	0.00220016	62.26	0.0088	249.04	0.00756439	214.07	0.0288059
Commercial Small Sc	C7	7,300.00	1.842928	13,453.37	0.01024135	74.76	0.00220016	16.06	0.0088	64.24	0.00756439	55.22	0.0288059
Landfill	HF	389,100.00	1.23245	479,546.30	0.00684886	2,664.89	0.00147135	572.5	0.0088	3,424.08	0.00505865	1,968.32	0.02217886
Industrial	IT/IH	1,154,900.00	2.531635	2,923,785.26	0.01406857	16,247.80	0.00302237	3,490.53	0.0088	10,163.12	0.01039122	12,000.82	0.03628216
Industrial Excess Lan	IU	22,000.00	2.531635	55,695.97	0.01406857	309.51	0.00302237	66.49	0.0088	193.6	0.01039122	228.61	0.03628216
Aggregate Extraction	VT	3,553,600.00	2.0600008	7,320,418.84	0.01144765	40,680.37	0.00245931	8,739.41	0.00511	18,158.90	0.00845541	30,047.14	0.02747237
Farmland	FT	34,598,975.00	0.25	8,649,743.75	0.00138928	48,067.58	0.00029846	10,326.41	0.0003825	13,234.11	0.00102614	35,503.39	0.00309638
Managed Forest	TT	18,065,100.00	0.25	4,516,275.00	0.00138928	25,097.44	0.00029846	5,391.71	0.0003825	6,909.90	0.00102614	18,537.32	0.00309638
		959,634,354.00		936,663,462.86		5,205,141.90		1,118,226.31		1,498,989.46		3,844,582.28	



Committee of the Whole

May 13, 2025

Staff Report: #FIN-2025-28

REPORT BY: Rhonda Whitmarsh, Treasurer

REPORT SUBJECT: 2025 Waste Management By-law

DEPARTMENT: Finance

RECOMMENDATION(S):

***“THAT** Council direct Staff to provide the required public notice of Council’s intention to pass the 2025 Waste Management Charges By-law on 27 May 2025.”*

1. BACKGROUND

Council approved in principle the 2025 waste management charges as presented at the Committee of the Whole meeting held of 22 April 2025. As directed, Staff’s report on the proposed waste management charges was also forwarded to the Lanark Highland’s Waste Committee for comment.

2. DISCUSSION

The Waste Committee discussed the proposed 2025 waste management charges at their meeting held on May 8, 2025 with no concerns noted and that they agree with the user charges presented by Staff. Given that both the Waste Committee and Council support the user charges as presented, a By-law is required to be passed per Section 391 of the Municipal Act, 2001 and public notice of the intention to pass the by-law is also required.

3. FINANCIAL IMPLICATIONS

None, the expected revenues are included in the 2025 budget.

4. OPTIONS CONSIDERED

None

5. STRATEGIC PRIORITIES

6. RELEVANT LEGISLATION AND POLICIES

Municipal Act, 2001

7. OTHERS CONSULTED

Lanark Highlands Waste Committee

8. ATTACHMENTS

Draft Waste Management Charges By-law

Prepared By: Rhonda Whitmarsh, Treasurer

Approved By: Suzanne Charbonneau-Dent, CAO

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

BY-LAW NO. 2025-XXXX

**BEING A BY-LAW TO CHARGE AN ANNUAL RATE IN THE SAME MANNER
AND THE SAME TIME AS MUNICIPAL TAXES FOR WASTE COLLECTION,
REMOVAL, DISPOSAL OF WASTE, OTHER REFUSE AND RECYCLABLE
MATERIALS AT THE EXPENSE OF THE OWNERS, HOUSEHOLDERS OR
OCCUPANTS OF ANY BUILDING IN THE MUNICIPALITY**

WHEREAS, the *Municipal Act, 2001* (S.O. 2001, c.25) Section 391 (1) (a) provides the authority to municipalities to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it.

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 this by-law be short titled "Waste Management Charges By-Law"

1.1.1 THAT an annual rate of \$180.11 shall be charged to the owners, householders or occupants of any building within the Township of Lanark Highlands, except those owners, householders or occupants within the Lanark Village catchment area which rate shall be charged at \$289.90, and such rates shall be added to and collected in the same manner and at the same time as municipal taxes, *Municipal Act, 2001*, S.O. 2001, c.25, Section 391 (1) (a).

1.1.2 THAT the annual rate is comprised of recycling and collection (Lanark Village), and landfill site maintenance costs.

1.1.3 THAT any and all other By-laws or parts of By-laws inconsistent with this By-law are hereby repealed.

2. SEVERABILITY

If a court of competent jurisdiction declares any section or part of this bylaw invalid, it is the intention of Council that the remainder of the By-law shall continue in force.

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2025-XXXX**

3. ULTRA VIRES

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

4. EFFECTIVE DATE

This By-Law shall be deemed to be effective as of the date of passage.

ENACTED AND PASSED this xxth day of XXX, 2025

Peter McLaren, Reeve

Nicole Guthrie, Clerk



Committee of the Whole

May 13, 2025

Staff Report: #FIN-2025-29

REPORT BY: Rhonda Whitmarsh, Treasurer

REPORT SUBJECT: Use of Lanark Highlands Development Charges

DEPARTMENT: Finance

RECOMMENDATION(S):

***“THAT** Council direct Staff to reallocate the balance in the Development Charges Reserve Fund at 31 December 2024 of \$297,340.92 to capital and operating reserves as outlined in Staff Report FIN-2025-29;*

***AND FURTHER THAT** the transportation and public works allocation of \$235,493.86 be applied to the Sheridan Rapid’s Bridge project in 2025 to reduce the required long-term financing.*

1. BACKGROUND

Council passed By-law 2011-1156 on 15 December 2011, to establish development charges (DCs) for the Township. The By-law was in effect from 11 December 2011 to 27 October 2014 and has therefore been expired since this date. In subsequent years, the Township has not updated the background study nor passed a new development charges by-law.

2. DISCUSSION

Under the Development Charges Act and per Section 11 of By-law 2011-1156 a separate account shall be maintained and income received shall be credited to the development charges reserve fund account for the designated municipal service categories in relation to which the investment income applies. At 31 December 2024, the total amount in the development charges fund is \$297,340.92. No development charges have been collected since 27 October 2014; however, interest has accumulated and been added to the balance each year. For reference, the interest added in 2024 was \$17,057.57. These funds were intended to be spent on growth-related projects included in the development charges background study.

Staff have been unable to locate the original background study to determine which capital projects were included, as it has been purged. The Township’s records retention by-law 1998-10 indicates that reserve funds and financial documents be kept for six years. The development charges by-law is a permanent record but only provides the authority to collect development charges and does not reference the projects that these

charges were intended to fund. It is assumed that the projected growth that the projects identified in the background study were intended to support did not occur which is why monies remain in the development charges fund.

The service areas included in the study and the allocation of the fund balance is as follows:

Service Area	Proportion	Allocation
Studies	1.7%	\$5,054.80
Fire	13.3%	\$39,546.31
Transportation	39.2%	\$116,557.50
Public Works Housing	20.0%	\$59,468.18
Public Works Equipment	20.0%	\$59,468.18
Recreation	0.20%	\$594.86
Planning Services	2.30%	\$6,838.84
Library Services	3.30%	\$9,812.25
Totals	100.00%	\$297,340.92

Note: These allocations are from financial reports prepared by previous Treasurers. It is assumed that service area allocations mirror those found in the development charges background study.

Staff reached out to a leading consultant with respect to development charges, Watson & Associates Economists Ltd., to inquire whether a reallocation of the fund is allowable under the *Development Charges, Act*. Although the Act does not specifically address the use of unspent funds, this advice was provided:

“In cases where a municipality stops collecting DCs for a particular service, I believe the respective reserve fund can be transitioned to a general capital reserve fund for the same purposes for which the money in the reserve fund was collected. The Development Charges Act only spells this out for upper-tier municipalities that had a DC reserve fund established for a service that later became an ineligible service (e.g., Social Housing). However, I believe it would be reasonable to apply this by extension to the case where a lower-tier municipality stops collecting charges for a particular service.”

In the absence of specific legislative direction and based on the consultant’s advice, Staff recommend reallocating the balance in the reserve fund as at 31 December 2024 to capital and operating reserves to be used to fund projects in the future for the service areas for which the original charges were collected:

Service Area	Allocation	Reserve
Studies	\$5,054.80	Operating
Fire	\$39,546.31	Fire Capital
Transportation	\$116,557.50	Public Works Capital
Public Works Housing	\$59,468.18	Public Works Capital
Public Works Equipment	\$59,468.18	Public Works Capital
Recreation	\$594.86	Recreation Capital
Planning Services	\$6,838.84	Operating

Library Services	\$9,812.25	Operating
Totals	\$297,340.92	

3. **FINANCIAL IMPLICATIONS**

Development charge reserve funds are obligatory and can only be spent on the growth-related projects contained in the background study. Reallocating these funds to operating and capital reserves allows greater flexibility and is a source of future funding related to the above noted service areas.

4. **OPTIONS CONSIDERED**

Option 1- Reallocate development charge reserve funds to operating and capital reserves- and apply the transportation and public works share to the Sheridan Rapids Bridge in 2025 to reduce the long-term financing required for this project. (recommended)

Reallocating the development charges fund to capital and operating reserves provides another future funding source and greater flexibility as to the projects the funds can be allocated to.

The total of the transportation and public works allocation is 79.2% which translates to \$235,493.86. If Council allocates this funding to the Sheridan Rapids Bridge Project in 2025, the long-term financing implications will result in the avoidance of debt repayments totalling \$357,564 (principal and interest over 20 years @4.5%).

Option 2-Reallocate development charge reserve funds to the water and sewer reserve

The water and sewer reserve has been reduced significantly to fund capital projects included in the 2023 and 2024 budgets. This option would act as a partial replenishment of this reserve. This option is not recommended.

Option 3-Status Quo

The development charges reserve fund would continue with no changes. This means that there is a funding source for future projects that is not being utilized. This option is not recommended.

5. **STRATEGIC PRIORITIES**

6. **RELEVANT LEGISLATION AND POLICIES**

Development Charges Act

7. **OTHERS CONSULTED**

Watson & Associates Economists Ltd.

8. ATTACHMENTS

By-law 2011-1156

Prepared By: Rhonda Whitmarsh, Treasurer

Approved By: Suzanne Charbonneau-Dent, CAO

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

BY-LAW NO. 2011-1156

**BEING A BY-LAW TO ESTABLISH
DEVELOPMENT CHARGES**

WHEREAS, Section 2 (1) of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended, provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to where the by-law applies;

AND WHEREAS, a development charge background study has been completed as per Section 10 of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended;

AND WHEREAS, a public meeting was held on December 15th, 2011 as per Section 12 of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended;

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

1.0 TABLE OF CONTENTS

PART 1 – Definitions

2.0	Definitions.....	3
-----	------------------	---

PART 2 – Application

3.0	Designated Areas.....	8
4.0	Designated Services.....	8
5.0	Designated Uses of Land, Building or Structures.....	8

PART 3 – Development Charges

6.0	Development Charges.....	9
7.0	Cumulative Charges.....	10
8.0	Redevelopment.....	11

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2011-1156**

PART 4 – Administration

9.0	When Development Charge Payment is Due.....	12
10.0	Indexing.....	12
11.0	Reserve Fund.....	13
12.0	Reporting.....	13
13.0	Refunds for By-Law Amendment or Appeal.....	13
14.0	Exceptions and Exemptions.....	13
15.0	Other By-Laws and Regulations.....	13
16.0	Standard of Services.....	14
17.0	By-Law Registration.....	14
18.0	Schedules to the By-Law.....	15
19.0	Ultra Vires.....	15
20.0	By-Laws to be Repealed.....	15
21.0	Effective Date.....	15
	Schedule "A".....	16
	Schedule "B".....	17
	Schedule "C".....	18

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2011-1156**

**PART 1
DEFINITIONS**

2.0 DEFINITIONS

For the purposes of this By-law, the following definitions shall apply:

- 2.1 **Accessory** - means when used to describe a use, building or structure, that the use, building or structure is naturally or normally incidental, subordinate and exclusively devoted to a main use, building or structure located on the same lot therewith.
- 2.2 **Act** - means the *Development Charges Act, 1997, as amended*.
- 2.3 **Building** - means a structure having a roof supported by columns or walls or directly on the foundation and used for the shelter and accommodation of persons, animals or goods and without limiting the foregoing, includes buildings as defined in the *Building Code Act*.
- 2.4 **Capital Cost** - means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or under an agreement:
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including:
 - (i) rolling stock with an estimated life of seven years or more,
 - (ii) furniture and equipment other than computer equipment, and
 - (ii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*.
 - (e) to undertake studies in connection with any of the matters in clauses (a) to (d),
 - (f) to prepare a development charges background study, and
 - (g) for interest on money borrowed to pay for costs described in clauses (a) to (d) above.

- 2.5 **Commercial Use** - means any use permitted in a commercial zone other than a residential use as described by the zoning by-law of the municipality and any amendments thereto.
- 2.6 **Condominium Act** – means the *Condominium Act, 1998, S.O. 1998, c.19, as amended*.
- 2.7 **Council** - means the Council of the Corporation of the Township of Lanark Highlands.
- 2.8 **Designated Area (Benefiting Area)** - means an area defined by a map, by text, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction or purchase of a service or services.
- 2.9 **Development** - means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or change of use thereof, and includes redevelopment.
- 2.10 **Development Charge** - means a charge imposed against the land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the By-Law applies.
- 2.11 **Duplex** - means a building that is divided horizontally into two separate dwelling units, each of which has an independent entrance.
- 2.12 **Dwelling Unit** - shall mean one or more rooms in a building used or designed and intended to be used as a single, independent, and separate house-keeping establishment in which food preparation and sanitary facilities are provided and which has a private entrance from outside the building or from a common hallway or stairway inside the building, but does not mean or include a tent, sleeping cabin, hunt camp, recreational vehicle, or a room or suite of rooms in a boarding house, hotel, motel, motor hotel, or tourist home.
- 2.13 **Farm Building** - means a *building* or part thereof which does not contain a residential occupancy and which is associated with and located on land devoted to the practice of farming and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds, but excludes a manure storage facility and a silo.
- 2.14 **Front-Ending Agreement** - means an agreement made under section 44 of the *Development Charges Act, 1997*.
- 2.15 **G.S.T.** - means the Federal Government's Goods and Services Tax.
- 2.16 **Grade** - means the average level of proposed or finished ground adjoining a building at all exterior walls.

- 2.17 **Gross Floor Area** - means the total area of all floors above *grade* of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of any party wall that separates one occupancy from another.
- 2.18 **Hunt Camp** – means a building or structure intended to provide basic shelter and accommodation on a temporary basis for persons engaged in such activities as hunting, fishing, snowmobiling, hiking or other outdoor forms of recreation. The building or structure shall not exceed 41.8 m² [450 ft.²] in gross floor area and shall not be serviced with indoor plumbing nor wired to provide an electrical service. The building or structure shall not exceed the height required to accommodate one (1) storey and a sleeping loft.
- 2.19 **Industrial Building** - means a building used for or in connection with:
- (a) manufacturing, producing, processing, storing or distributing something;
 - (b) research or development in connection with manufacturing, producing or processing something;
 - (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed if the retail sales are at the site where the manufacturing, production or processing takes place;
 - (d) office or administrative purposes, if they are:
 - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
 - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution.
- 2.20 **Industrial Use** - means the use of land, building or structures for the purpose of manufacturing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, warehousing, or storage or adapting for sale of any goods, substances, article or thing, or any part thereof and the storage of building and construction equipment and materials as distinguished from the buying and selling of commodities and the supplying of personal services or as otherwise defined in the zoning by-law.
- 2.21 **Local Board** - means a local board as defined in the *Municipal Affairs Act*, other than a board defined in subsection 1 (1) of the *Education Act*.
- 2.22 **Local Services** - means those services related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under Section 51 or 53 of the *Planning Act*.

- 2.23 **Mobile Home** - means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer or trailer otherwise designed.
- 2.24 **Multiple Dwelling** - shall mean a residential use building containing more than two dwelling units.
- 2.25 **Municipality** - shall mean the Corporation of the Township of Lanark Highlands;
- 2.26 **Net Capital Cost** - means the capital cost less capital grants, subsidies and other contributions made to the *municipality* or that the Council of the *municipality* anticipates will be made, including conveyances or payments under Sections 51 and 53 of the *Planning Act* in respect of the capital cost.
- 2.27 **Non-Residential Uses** - means uses of land, buildings or structures for purposes other than a dwelling unit and shall include commercial, institutional, industrial, agricultural uses, parks and open spaces, and other such uses.
- 2.28 **Owner or Owners** - means the owner of land or a person who has made application for approval for the development of land upon which a development charge is imposed.
- 2.29 **Place of Worship** - means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*.
- 2.30 **Planning Act** – means the *Planning Act, 1990, R.S.O. c.P.13, as amended*.
- 2.31 **Recreational Vehicle** – means any vehicle so constructed that is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for living, sleeping, eating or accommodation of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed. Examples include a motor home, tent trailer, a camper trailer, a recreational trailer, a fifth wheel or a bus converted into a motor home or a park model trailer, as defined. A recreational vehicle shall not be deemed to include a mobile home or a manufactured home. The definition of a recreational vehicle shall not be interpreted to include recreational equipment such as boats, boat or vehicle trailers, personal water craft, snowmobiles, all terrain vehicles (ATVs) or other equipment used for recreational purposes and which are normally stored or parked on a lot.
- 2.32 **Residential Uses** - means uses of land, buildings or structures designed or intended to be used as living accommodations for any length of time for one or more individuals.

- 2.33 **Row Dwelling** - means a residential building that is divided vertically into three (3) or more dwelling units.
- 2.34 **Semi-Detached Dwelling** - means a residential building that is divided vertically into two dwelling units, each of which has an independent entrance.
- 2.35 **Services** - means municipal services designated in this By-Law or in an agreement made under Section 44 of the *Act*, as applicable.
- 2.36 **Single Detached Dwelling** - means a residential building consisting of one (1) dwelling unit and not attached to another structure.
- 2.37 **Silo** - means a building or structure designed and used for the storage of grain, fodder, feed or other food to be fermented and/or used as feed for livestock and shall include a cylindrical pit or tower, bunker or grain bin whether vertical or horizontal.
- 2.38 **Sleep Cabin** – means an accessory building or structure, located on the same lot as the principle building or structure, the accessory use being for sleeping accommodations in which sanitary facilities may be provided, but shall not contain cooking facilities.
- 2.39 **Square Metre or Square Foot** - means that portion of a building or structure (expressed in metres or feet or any fraction thereof) actually depicted, described or utilized for any use as illustrated in a site plan under the *Planning Act* or the *Building Code Act*.
- 2.40 **Standard of Services** - means those standards which govern the quantity, quality or form, method, delivery, operation or manner in which services are constructed or installed and which have been duly approved by Council and which comply with Section 5 (1) (4) of the *Development Charges Act, 1997*.
- 2.41 **Structure** - means anything constructed or erected, either permanent or temporary, the use of which requires location on the ground or attachment to something having location on the ground.

PART 2 APPLICATION

3.0 DESIGNATED AREAS

- 3.1 The designated area within which development charges are imposed by this by-law are all lands, buildings and structures within the geographic limits of the Township of Lanark Highlands.

4.0 DESIGNATED SERVICES

- 4.1 The municipal services for which development charges shall be imposed are as follows, and as set out in Schedules "A" and "B" attached to and forming part of this By-Law:

- 4.1.1 Transportation Services
- 4.1.2 Fire Services
- 4.1.3 Recreation and Cultural Services
- 4.1.4 Capital Studies

5.0 DESIGNATED USES OF LAND, BUILDINGS OR STRUCTURES

- 5.1 The uses of land, buildings or structures for which development charges are hereby imposed are as follows, and are also as set out in Schedule "A" attached to and forming part of this By-Law:

- 5.1.1 Residential uses as defined in Section 2.32 of this By-Law.

PART 3 DEVELOPMENT CHARGES

6.0 DEVELOPMENT CHARGES

- 6.1 Development charges shall apply to and shall be calculated and collected in accordance with the provisions this By-Law on land to be developed for residential development where, the development of the land would-increase the need for services and the development requires one or more of the following,
- (a) the passing of a zoning by-law or of an amendment thereto under section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under Section 50 (7) of the *Planning Act*;
 - (d) the approval of a plan of subdivision under Section 51 of the *Planning Act*;
 - (e) a consent under Section 53 of the *Planning Act*;
 - (f) the approval of a description under Section 50 of the *Condominium Act*;
 - (g) the issuing of a permit under the *Building Code Act*, in relation to a building or structure.
- 6.1.1 Where two or more of the actions described in Subsection 6.1 (a) to (g) are required in order to develop land, only one development charge shall be calculated and collected in accordance with the provisions of this By-Law.
- 6.1.2 Notwithstanding Subsection 6.1.1, if two or more of the actions described in Subsection 6.1 (a) to (g) occur at different times, and if the subsequent action has the effect of increasing the need for all or some of the services designated in Schedule "A", an additional development charge shall be calculated and collected in accordance with the provisions of this By-Law.

6.2 Residential Uses

The development charges in respect of net capital costs for services for residential uses shall be as set out in Schedule "B", attached to and forming part of this By-Law except that no charge shall apply as set out in Schedule "C" of this By-Law titled Exemptions and Exceptions.

7.0 CUMULATIVE CHARGES

- 7.1 The development charges shall be cumulative by adding together the calculated development charge for each of the applicable services to be used together with any interest charges, as set out in Schedule "A".
- 7.2 For multiple use buildings, the development charge shall be the cumulative total of the applicable charges for each respective land use within the building.

8.0 REDEVELOPMENT

8.1 Residential

An owner who has secured the necessary approvals may demolish and replace an existing residential use or a non-residential use is not be subject to the development charges set out in Schedule "B" with respect to the development being replaced.

PART 4 ADMINISTRATION

9.0 WHEN DEVELOPMENT CHARGE PAYMENT IS DUE

9.1 Payment of Development Charge

- 9.1.1 Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted by the Act, on the date that a building permit is issued in relation to a building or structure on land to which a development charge applies.
- 9.1.2 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- 9.1.3 Notwithstanding Subsections 9.1.1 and 9.1.2, an owner may enter into an agreement with the municipality to provide for the payment in full of one or more development charges before a building permit is issued or later than the issuing of a building permit.
- 9.1.4 *G.S.T.* shall not be collected as a surcharge to the payment of a *development charge*.

9.2 Collection of Unpaid Development Charges

If the development charge or any part thereof imposed by the municipality remains unpaid after the due date, the amount unpaid shall be added to the tax roll as taxes as per Section 32 of the *Development Charges Act, 1997*.

9.3 Complaints about Development Charges

An owner may complain in writing to the Council of the municipality in respect of the development charge imposed by the municipality on the owner's development subject to the provisions of Section 20 of the *Development Charges Act, 1997*.

10.0 INDEXING

- 10.1 Council may adjust the development charges in this by-law once annually in accordance with the "*Construction Price Statistics*" index as published by Statistics Canada quarterly (catalogue number 62-007). Such adjustments shall not require an amendment to this By-Law.

11.0 RESERVE FUND

- 11.1 A reserve fund for revenues received from development charges is hereby established and shall be called the development charges reserve fund.
- 11.2 The development charges reserve fund shall be used to meet the net capital costs for which the development charge was levied under this By-Law.
- 11.3 The Treasurer of the municipality shall maintain separate accounts under the development charges reserve fund including interest earned thereof for each municipal service category set out in Section 4.1 of this By-Law.
- 11.5 Income received from investments of the development charge reserve fund shall be credited to the development charges reserve fund account for the designated municipal service category (per Section 4.1 of this By-Law) in relation to which the investment income applies.

12.0 REPORTING

- 12.1 The Treasurer shall prepare an annual financial statement for the development charges fund, as prescribed under Section 12 of *Ontario Regulation 82/98* and to submit the statement for Council's consideration and within 60 days thereafter, to submit such statement to the Minister of Municipal Affairs and Housing.

13.0 REFUNDS FOR BY-LAW AMENDMENT OR APPEAL

- 13.1 The municipality shall pay interest on a refund as per the provisions of the *Act* at a rate not less than the Bank of Canada rate in effect on the date this Development Charges By-law comes into force.

14.0 EXCEPTIONS AND EXEMPTIONS

- 14.1 Exceptions and Exemptions are as set out in Schedule "C" of this By-Law.

15.0 OTHER BY-LAWS AND REGULATIONS

- 15.1 Nothing in this By-Law shall exempt any person from complying with the requirements of any other By-Law, agreement or legislation in force.
- 15.2 If an owner or former owner has, before the coming into force of this development charges by-law, paid all or any portion of a charge related to development pursuant to an agreement under section 51 or 53 of the *Planning Act* or a predecessor thereof with respect to land within the area to which the by-law applies, the municipality shall give a credit for the amount of the charge paid.
- 15.3 If an owner or former owner has, before the coming into force of this development charges by-law, provided services in lieu of the payment of all or any portion of a charge related to development pursuant to an agreement under section 51 or 53 of the *Planning Act* or a predecessor thereof with respect to land within the area to which the by-law applies, the municipality shall give a credit for an amount equal to the reasonable cost to the owner or to the former owner of providing the services.
- 15.4 Under this By-Law, the municipality may give a credit for work done against all or a portion of one or more services for which a development charge may be imposed and may allow the credit to be applied to a different service either at the time of entering into an agreement or afterwards, provided that the municipality has first agreed to allow a person to perform such work. However, no credit shall be given for any work that relates to an increase in the level of service that exceeds the ten (10) year average level of service as adopted by the municipality.
- 15.5 Any credit may only be used by the holder of the credit or the holder's agent and may not be transferred unless the holder and person to whom it is to be transferred have agreed in writing, and the municipality also agrees to the transfer and undertakes to transfer the paid credit or credits.
- 15.6 If a conflict exists between the provisions of this development charge by-law and an agreement referred to in Subsection 15.2 or 15.3, the provisions of the agreement prevail to the extent of the conflict.

- 15.7 If a conflict exists between the provisions of this development charges by-law and any other agreement between the municipality and an owner or former owner with respect to land within the area to which the by-law applies, the provisions of the agreement prevail to the extent that there is a conflict.

16.0 STANDARD OF SERVICES

- 16.1 The standards for services within the Corporation of the Township of Lanark Highlands shall be those as set out from time-to-time by Council and shall be the ten (10) year average level of service for any eligible service under the Act.

17.0 BY-LAW REGISTRATION

- 17.1 A certified copy of this By-law may be registered on title to any land to which this by-law applies and may be done at the sole discretion of the municipality.

18.0 SCHEDULES TO THE BY-LAW

- 18.1 The following schedules to this By-Law form an integral part of this By-Law:

Schedule "A" - Uses of Land, Buildings or Structures Subject to Development Charge

Schedule "B" - Development Charge for Designated Uses of Land, Buildings or Structures

Schedule "C" - Exceptions and Exemptions

19.0 ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

20.0 BY-LAWS TO BE REPEALED


THAT, By-Law No. 2009-1000 is hereby repealed and insofar as it applies to the services affected by this By-Law, any By-Laws previously passed under the *Development Charges Act* or its predecessor with respect to development charges are hereby repealed.

21.0 EFFECTIVE DATE

ENACTED AND PASSED this 15th day of December, 2011 to October 27th, 2014


Peter MaLaren, Mayor




Ross Trimble, Clerk

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2011-1156**

SCHEDULE "A"

**Uses of Land, Buildings or Structures Subject to Development Charges
Indicated by an "X"**

MUNICIPAL SERVICE		Residential Uses	Hunt Camp
1	Transportation Services	X	X
2	Fire Services	X	X
3	Recreation and Cultural Services	X	Nil
4	Capital Studies	X	Nil

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2011-1156**

SCHEDULE "B"

Development Charge for Designated Uses of Land, Buildings or Structure

Effective from December 15th, 2011 to October 27th, 2014

Development Charges for Residential Uses			
Municipal Service		Residential Charge per dwelling unit	Hunt Camp
1	Transportation	\$1405.97/dwelling unit	\$93.17
2	Fire Services	\$156.83/dwelling unit	\$156.83
3	Recreation and Culture	\$316.28/dwelling unit	Nil
4	Capital Studies	\$120.92/dwelling unit	Nil
Total Charge		\$2,000.00/dwelling unit	\$250.00

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2011-1156**

SCHEDULE "C"

14.0 EXCEPTIONS AND EXEMPTIONS

14.1 Residential Uses

- 14.1.1 for the creation of up to two additional dwelling units in a single detached dwelling provided that the gross floor area of the additional dwelling unit or dwelling units is less than or equal to the gross floor area of the dwelling unit already in the building;
- 14.1.2 for the creation of up to one additional dwelling unit in a semi-detached, duplex or row dwelling provided that the gross floor area of the additional dwelling unit is less than or equal to the gross floor area of the dwelling unit already in the building;
- 14.1.3 for the creation of up to one additional dwelling unit in any residential building not described in 14.1.1 or 14.1.2 provided that the gross floor area of the additional dwelling unit is less than or equal to the gross floor area of the smallest dwelling unit already in the building.



Committee of the Whole

May 13, 2025

Staff Report: #FIN-2025-31

REPORT BY: Rhonda Whitmarsh, Treasurer
REPORT SUBJECT: Procurement By-law and Policy
DEPARTMENT: Finance

RECOMMENDATION(S):

***“THAT,** Council approve Policy FIN-002 Procurement Policy as presented in report FIN-2025-31;*

***AND FURTHER THAT** Council approve By-Law 2025-XXXX being a by-law to define procurement policies and procedures.”*

1. BACKGROUND

The Township’s procurement policy has not been reviewed or updated since 2006 (By-law 2006-721 attached). The procurement policy should be reviewed periodically to ensure that it conforms to best practices, current legislative requirements and that the limits and values contained within are appropriate for the size of the Township.

2. DISCUSSION

The review and revision being proposed to the procurement policy and by-law were determined after reviewing the procurement policies of similar sized municipalities and those slightly larger than Lanark Highlands. Also included was a review of existing legislation, trade treaties and draft policies posted on the Municipal Finance Officers Association’s (MFOA) website. The Township Staff involved in procurement were afforded the opportunity to review and comment on the policy prior to it being presented to Council.

The largest change from the previous 2006 procurement policy is to the limits and values on purchasing. Also changed is the availability of electronic means to procurement and the use of procurement programs such as Local Authority Service (LAS) which is part of the Association of Municipalities of Ontario (AMO), Ontario Education Community Marketplace (OECM) and Ontario Public Buying Association (OPBA) among others. These groups provide an advantage by combining purchasing power with many other organizations. The policy encourages the use of these programs where possible.

During budget deliberations, Council expressed interest in purchasing “Canadian” where possible. The proposed procurement policy provides verbiage to promote the purchase of “Canadian” goods and services. The current economic environment involving tariffs from the United States that go against the Canada-Mexico-United States trade agreement, has resulted in many municipalities revising their procurement policies to ensure that sourcing from Canada as much as possible is allowable.

3. FINANCIAL IMPLICATIONS

None however the uncertainty surrounding tariffs may impact new contracts and procurements.

4. OPTIONS CONSIDERED

None

5. STRATEGIC PRIORITIES

6. RELEVANT LEGISLATION AND POLICIES

Municipal Act, 2001
Trade Treaties

7. OTHERS CONSULTED

Local Municipalities
MFOA
Senior Staff

8. ATTACHMENTS

Draft By-Law 2025-XXXX
By-Law 2006-721

Prepared By: Rhonda Whitmarsh, Treasurer

Approved By: Suzanne Charbonneau-Dent, CAO

THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS

BY-LAW NO. 2006-721

BEING A BYLAW TO ADOPT AN
'PROCUREMENT POLICY'

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

WHEREAS the Council of the Corporation of the Township of Lanark Highlands deems it expedient and in the public interest to adopt Policy to standardize procedures associated with the procurement of goods and services;

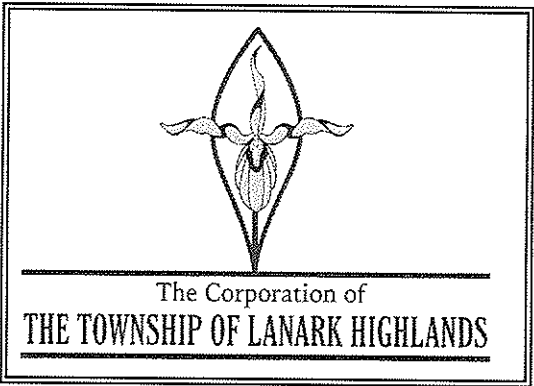
NOW THEREFORE the Corporation of the Township of Lanark Highlands enacts as follows:

1. **THAT** the Procurement Policy attached hereto as Schedule 'A' be and is hereby adopted.
2. **THAT** Schedule 'A' hereto shall be made part of this By-law as fully as if recited herein.
3. **THAT** this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
4. **THAT** amendments to the "Procurement Policy" shall not require an amendment to this By-law but may be approved by motion of Council.
5. **THAT** this By-law shall come into force and effect immediately upon the passage thereof.

READ a FIRST, SECOND and THIRD TIME Short this 26th day of September 2006.


Mayor – Lawrence McDermott


Clerk – Mary Kirkham



<i>Subject:</i>	<i>Procurement Policy</i>
<i>Policy No.:</i>	<i>FI-04-2006-pro</i>
<i>Approval Date:</i>	
<i>By-Law No.:</i>	<i>2006-721</i>
<i>Page No.:</i>	<i>1 of 31</i>
<i>Amendment:</i>	

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

PROCUREMENT POLICY

(Prepared August 12 2006)

INDEX

Section I	DEFINITIONS	Page 3
Section II	PROCUREMENT PRINCIPLES & GOALS	Page 8
Section III	GENERAL CONDITIONS	Page 9
Section IV	REQUIREMENT FOR APPROVED FUNDS	Page 10
Section V	SPECIFICATIONS	Page 11
Section VI	STANDARDIZATION	Page 12
Section VII	RESPONSIBILITIES AND AUTHORITIES	Page 12
Section VIII	METHODS OF PROCUREMENT	Page 13
Section IX	BID ANALYSIS	Page 19
Section X	REPORTING	Page 19
Section XI	DISPOSAL OF SURPLUS GOODS	Page 20
Section XII	CONFLICT OF INTEREST	Page 20

=====

Schedule A	EXEMPTIONS FROM PROVISIONS OF PURCHASING POLICIES	Page 21
Schedule B	BID IRREGULARITIES	Page 22
Schedule C	TENDER PROCESS	Page 25
Schedule D	REQUEST FOR PROPOSAL PROCESS	Page 27
Schedule E	LEASES	Page 29
Schedule F	CORPORATE CREDIT CARD	Page 31

SECTION I - DEFINITIONS

In this Policy,

1. **Acquisition**
means obtaining goods and services.
2. **Agreement**
means a legal document that binds the Township of Lanark Highlands and all other parties, subject to the provisions of the contract.
3. **Annual Aggregate Value**
means the total amount anticipated to be spent annually by all departments on a particular type of good or service
4. **Approval**
means authorization to proceed with the purchase or disposal of goods and/or services.
5. **Bid**
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection.
6. **Bid Irregularity**
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Appendix B).
7. **Bid Request**
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal.
8. **Blanket Order (Supply Contract)**
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand.
9. **Chief Administrative Officer (CAO)**
means the Chief Administrative Officer for the Township of Lanark Highlands.
10. **Clerk**
means the Municipal Clerk for the Township of Lanark Highlands.

11. **Contract**
means a legally binding agreement between two or more parties. Such agreements will consist in the form of a:
a. Formal agreement between two or more parties that creates an obligation to provide defined goods and/or perform defined services.
13. **Conflict of Interest**
refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Township of Lanark Highlands. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associates.
15. **Corporate Signing Officer**
means the Head of Council, and Municipal Clerk or other individuals designated by Council or this policy.
16. **Cost Effective Bid**
means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure.
17. **Council**
means the Council for the Township of Lanark Highlands.
18. **Co-op**
means a Co-operative acquisition venture
19. **Department Head**
means the person responsible for direction and operational control of a Department or authorized designate.
20. **Designated Signing Authorization**
provides the authority for members of staff to execute legally binding contracts, on behalf of the Township of Lanark Highlands. Thresholds governing signing authorizations are as follows:
- | | |
|---------------------------------|---|
| a. <u>Purchase Requisitions</u> | - Treasurer or CAO |
| b. <u>Agreements/Contracts</u> | |
| \$0 - \$10,000 | - as per Departmental signing authorization |
| \$10,001 - \$20,000 | - Treasurer, or where requested Head of Council and Municipal Clerk |
| over \$20,000 | - Head of Council and Municipal Clerk |

21. **Direct Appointment**
means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience.
22. **Direct Acquisition**
means the purchase of goods or services without the requirement of a contract or agreement.
23. **Disposal**
means the removal of materials owned by the municipality, which are deemed surplus, by sale, trade-in, auction, alternative use, gift, or destruction.
24. **Emergency**
means a situation where the purchase of goods and services requires immediate action to prevent or correct dangerous or potentially dangerous safety conditions, further damage, to restore minimum service or ensure the safety of the public.
25. **Execute**
means to legally bind the Township of Lanark Highlands to the terms and conditions defined within the Agreement.
26. **Expression of Interest**
means a situation where vendors are solicited by the Municipality to advise the Municipality of their ability or desire to undertake municipal requirements.
27. **Goods and/or Services**
includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
28. **List of Bidders**
means a list, retained by the Treasury Department of those vendors who are interested in submitting bids.
29. **Lowest Responsive Bid**
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted.
30. **Material Safety Data Sheets (MSDS)**
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures.

31. **Municipality**
means the Township of Lanark Highlands.
32. **Negotiation**
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy.
33. **Open Market Procedure**
means obtaining price quotations from vendors verbally or in writing.
34. **Privilege Clause**
means the standard clause used in bid documents and advertising that reads in part "the lowest or any tender may not necessarily be accepted"
35. **Procure/Procurement/Purchase**
means a goods, services or construction contract involving a purchasing, leasing, renting or exchange transaction arrived at by a competitive or non-competitive process. Procurement also includes material(s) management, contract management, advisory services and implementation and adherence to best practices.
36. **Professional and Consulting Services**
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the municipality.
37. **Proposal (Request for Proposal /RFP)**
means an offer to provide goods or services to the Municipality, where it is not practical to prepare precise specifications, or where "alternatives" to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
38. **Purchasing Co-ordinator**
means the Treasurer, who is responsible for the Municipality's centralized purchasing function and is hereby authorized to act as agent in all such matters pertaining thereto.
39. **Quotation (Request for Quotation/RFQ)**
means an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality.

40. **Real Property**
means land or buildings and any interest, estate or right of easement affecting same.
41. **Responsive and Responsible Vendor**
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources.
42. **Single Source**
means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services.
43. **Surety**
means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Municipality.
44. **Tender**
means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders sealed in an envelope.
45. **Treasurer**
is the Treasurer for the Township of Lanark Highlands.
46. **Verbal Quotation**
means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation and document the information on the requisition.

SECTION II - PROCUREMENT PRINCIPLES and GOALS

The purchasing principles of the Township of Lanark Highlands are as follows:

1. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
2. to encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors;
4. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Municipality as a whole prior to determining the appropriate acquisition method;
5. to co-ordinate purchases on a municipal-wide basis when appropriate in order to obtain available volume discounts and best possible price;
6. to monitor and report on the economic climate and legislative changes which may have an impact on the Township of Lanark Highlands and to determine the appropriate actions to be taken through purchasing policies and procedures;
7. to encourage the procurement of goods and services made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable;
8. to encourage the procurement of goods and services from suppliers within the geographical boundaries of Lanark Highlands when all other factors are considered equal;
9. this policy will be reviewed every 5 years or earlier, to evaluate its effectiveness.

SECTION III - GENERAL CONDITIONS

1. In the absence of the Purchasing Coordinator, the CAO shall act as the authorized designate.
2. The Township does not utilize a formal purchase order document. Written authorization on Township letterhead to a contractor to order goods or services will be provided as required.
3. Where a Department Head is authorized to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head's authorized designate. The designate must be an employee of the Township of Lanark Highlands.
4. Any commitments being made where it is recommended that a contract be executed by the Head of Council and the Clerk must first be approved by Council.
5. Where it is recommended that a contract be executed, it will be authorized:
 - For contracts over \$20,000
by the Head of Council and Clerk after being approved by Council
 - For contracts between \$10,001 and \$20,000
by the Treasurer or where requested the Head of Council and Municipal Clerk
 - For contracts under \$10,000
by a Department Head, or where requested the Head of Council and Municipal Clerk.
6. No expenditure or commitment shall be incurred or made and no account shall be paid by the municipality for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy.
7. The Purchasing Coordinator in consultation with the Department Head of the requisitioning department may remove a vendor's name from the list of bidders for a period of up to two years on the basis of documented poor performance, non-performance, or conflict of interest. A written notice of the decision will be provided to the vendor by the Purchasing Coordinator.
8. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process.
9. The Purchasing Coordinator will assist in developing evaluation criteria and submission analysis for all procurement needs.
10. Prior to awarding any procurement of goods and/or services, the user department will forward recommendations to the Purchasing Coordinator for final review and comments.

11. No employee or elected official shall purchase or offer to purchase, on behalf of the Municipality, any goods and services, except in accordance with this Policy.
12. For the purposes of this policy it is understood the term employee shall include all volunteers and designated committees of the Township.
13. Individual Elected Officials shall not approve nor acquire any goods and services on behalf of the Municipality.
14. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any section of this Policy, as amended from time to time, shall be subject to disciplinary actions in accordance with Municipal policies.
15. All petty cash purchases must exclude tendered goods and services.
16. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
17. A Department Head shall not award a contract where the Purchasing Coordinator has determined that the provisions of this policy have not been adhered to and has so advised the Department Head.
18. The Purchasing Coordinator shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
19. That Schedules A-E (attached hereto) may be amended provided such amendments have been approved by the Council and the amended Schedule(s) has been circulated to affected staff.

SECTION IV - REQUIREMENT FOR APPROVED FUNDS

1. Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 1/2 of the previous year's approved Operating Budget.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
 - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and

- b. the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.

The Purchasing Coordinator may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the Purchasing Coordinator that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the Purchasing Coordinator, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The Purchasing Coordinator will ensure that all lease commitments comply with the Municipal Act as amended and regulations made there under.

- 4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
 - a. all costs to be paid to the supplier under the contract, excluding GST
 - b. less any rebates.

SECTION V - SPECIFICATIONS

- 1. The Department Head whose budget provides for the procurement of goods and services shall be responsible, in consultation with the CAO for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
- 2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
- 3. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the Purchasing Co-ordinator shall be advised
- b. the contracted vendor will be considered as a consultant and paid for their services and will continue to be able to make an offer for

the supply of the goods and services. The consultant shall be advised that the provision of assistance with specifications does not guarantee award of contract.

- c. the detailed specification shall become the property of the municipality for use in obtaining competitive bids
4. Potential vendors shall not be compensated for any costs incurred in the preparation and submission of proposals, tenders or bids.

SECTION VI - STANDARDIZATION

It will be the policy of the Township of Lanark Highlands wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost
10. increased use of environmentally friendly products

SECTION VII - RESPONSIBILITIES AND AUTHORITIES

1. The Department Head has responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy and the requirements of this policy are met.
3. The Purchasing Co-ordinator is responsible for:
 - a. providing procurement advice and services to Department Heads,
 - b. monitoring compliance with this policy.
4. Department Heads, in consultation with Treasury staff and the CAO, shall inform Council of non-compliance with this policy has occurred.
5. For awards of value \$10,000 or less:
 - a. the Purchasing Co-ordinator shall execute all purchases provided that the requirements of this policy are met

- b. the Department Head shall execute all related agreements.
- 6. The CAO or Treasurer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Municipality.
- 7. The Municipal Clerk or Department Head is required to forward to the Purchasing Co-ordinator, a copy of all legally executed contracts relating to the procurement of optional goods and services.

SECTION VIII - METHODS OF PROCUREMENT

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Appendix "A" do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time. Procurement by means of a lease agreement is also addressed separately in Schedule E.

1. PROCUREMENT OF GOODS AND/OR SERVICES

Where the required product or service can be specified, (and such goods and services are not stocked in the central stores or covered by a Blanket Purchase Order), it shall be acquired by Purchase Requisition.

Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

- a. **\$0 to \$1,000**
Direct acquisition is acceptable.
- b. **\$1,001 to \$5,000**
The user department shall obtain 3 quotations, where possible and practicable.
No report to Council is necessary.
- c. **\$5,001 to \$10,000**
The initiating Department in consultation with the Purchasing Co-ordinator, shall obtain three (3) written quotations, where possible (using a Request for Quotation, invitational Request for Quotation, or other method).

No report to Council is necessary.
- d. **\$10,001 to \$20,000**
The Purchasing Coordinator, in consultation with the initiating Department Head, shall issue a Request for Quotation. A minimum of three quotations (where possible) are to be received before the municipality commits to a Vendor.

If only one quotation is received, the municipality may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

A report to Council is necessary.

e. \$20,000 and over

The Purchasing Co-ordinator in consultation with the requisitioning Department Head shall issue a Tender for all approved projects based on defined requirements (specifications are available to readily compare products).

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the CAO and are opened at a public tender meeting. If only one tender is received, the municipality has the option of not opening the bid and closing the call for tender.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists, action is taken according to the nature of the irregularity (see Appendix B).

A report initiated by the issuing Department Head and reviewed by the CAO shall be prepared for Council consideration and approval.

Upon Council's approval, the Purchasing Co-ordinator shall ensure that a legally binding agreement is executed by the Mayor and Clerk.

The Department Head is responsible for maintaining current insurance certificates and WSIB certificates, as called for in the bid documents.

**2. REQUESTS FOR PROPOSALS
(INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND
CONSULTING SERVICES)**

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified, the requirements of the municipality are best described in a general performance specification, and innovative solutions are sought. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The CAO shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities, and equipment. Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the Purchasing Co-ordinator, in consultation with the Department Head, has the option of not opening the proposal and closing the call for proposal. (SEE APPENDIX C)

Written quotations shall be acquired through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria.

A report to Council is required from the department issuing the RFP for Council consideration and approval.

Upon Council's approval, a contract must be executed by the Mayor and Clerk.

3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION

Used where bidders offer their interest in submitting a bid on a product or service.

Advertised publicly, information is requested to determine reference checks, past performance, and financial stability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the Treasury Department, signed by an Officer authorized to legally bind the Corporation.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared for a short list to invited pre-qualified bidders.

METHODS OF PROCUREMENT

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

METHOD OF PROCUREMENT	TYPE OF QUOTATION	SOURCE OF BIDS	TYPE OF CONTRACT	REPORTING STATUS
1. GOODS AND SERVICES				
a. under \$1000	none		Direct acquisition	No report to Council

				required
b. \$1001 - 5,000	Verbal or written	from the competitive marketplace where possible and practicable	Direct acquisition	No report to Council required
c. \$5,001 - 10,000	Written quotation required	from the competitive marketplace where possible and practicable	Direct acquisition	No report to Council required
d. \$10,001 – 20,000	Written quotation acquired by REQUEST FOR QUOTATION (RFQ)	Advertised on website and in local papers, as per Council's policy. May advertise in trade paper	Direct acquisition	Report to Council required
e. over \$20,000	Written quotation acquired by REQUEST FOR TENDER	Advertised on website and in local papers, as per Council's policy. May advertise in trade paper.	Executed Contract	Report to Council
2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)				
	Written quotations through REQUEST FOR PROPOSAL	Advertised on website and in local papers, as per Council's policy. May advertise in trade paper.	Agreement	Report to Council
3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION				
	Request for information only, followed by INVITATION TO BID or PREQUALIFIED TENDER.	Advertised on website and in local papers, as per Council's policy. May advertise in trade paper.	No contract. Followed by further request.	No report to Council required

4. EXCEPTIONS TO METHODS OF ACQUISITION

a. VOLATILE MARKET CONDITIONS

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Purchasing Co-ordinator will obtain competitive prices for short term commitments until such time as reasonable price protection and firm market pricing is restored.

b. SOLE SOURCE PROCUREMENT

Purchase by negotiation may be adopted, if in the judgment of the Purchasing Co-ordinator and in consultation with the requisitioning Department Head any of the following conditions apply:

- (i) goods and services are in short supply due to market conditions
- (ii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute
 - b. compatibility with an existing product, facility or service is required
 - c. specific standards are adopted by Council
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial (to a maximum of 10% of the original contract)
- (iv) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the municipality
- (v) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals
- (vi) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals
- (vii) where two or more identical bids have been received

c. EMERGENCY PROCUREMENT

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO to be:

- a threat to public health
- the maintenance of essential municipal services
- the welfare of persons or of public property or
- the security of the municipality's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids

The Department Head shall obtain the prior approval of the CAO. An information report shall be submitted to Council for purchases over \$10,000 explaining the actions taken and the reason(s) therefore.

d. CO-OPERATIVE OR JOINT VENTURES

The municipality may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the municipality to do so.

e. UNSOLICITED PROPOSALS

Unsolicited proposals received by the municipality shall be reviewed by the Department Head and Purchasing Co-ordinator. Any procurement activity resulting for the receipt of an unsolicited proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

f. PURCHASE OF USED EQUIPMENT

The department head may obtain a price from a know supplier of used goods. As the goods are in a certain condition and specifying the condition(s) would be difficult so as to enable other suppliers to bid or for comparison of bids, 1 price only may be obtained.

Purchases less than \$10,000 must be approved by the CAO upon receipt of a request for quotation completed by the supplier.

Purchases greater than \$10,000 must be approved by Council upon receipt of a completed tender form by the supplier.

g. GOODS OR SERVICES PURCHASED AT A TRADE SHOW

A Department Head may have the opportunity to attend trade shows where on occasion special pricing can be obtained on specific goods or services. The Department Head shall obtain 1 price from a known supplier of the goods or services in advance of the attendance at the trade show in order to ascertain that the price(s) obtained at the trade show are in fact competitive. The Department Head shall record the price obtained prior to and following attendance at the trade show on the appropriate form.

The CAO shall be advised prior to attendance at the trade show of the items that may be purchased. A copy of the price obtained from a known supplier prior to attendance at the trade show shall be provided to the CAO.

The Department Head shall have the approval to purchase the goods or services provided it is in accordance with this policy.

SECTION IX - BID ANALYSIS

The analysis of bid responses shall be as follows;

1. Tenders shall be tabulated and analyzed by the initiating department staff, and a recommendation forwarded to CAO for review
2. Bid responses dealing with the lease, rental or purchase of physical assets in excess of \$10,000 shall be tabulated and analyzed by the initiating department staff, and a recommendation forwarded to the CAO for review
3. All other bid responses shall be tabulated and analyzed by the Department Head in consultation with the initiating department staff.

SECTION X - REPORTING

Goods and Services and Professional and Consulting Services:

1. Where the;
 - a. value of the goods and services is less than \$10,000, and
 - b. procedures defined by this policy have been followed, and
 - c. acquisition is within the approved departmental net budget amount, and
 - d. lowest responsive bid is being recommended.

No report to Council is required and the Clerk shall arrange for a contract to be signed by the Corporate Signing Officer(s).

2. Council approval is required where the:
 - a. value of the goods and services is over \$10,000, or
 - b. purchase is for vehicles or heavy equipment, or

- c. purchasing policy is being waived, or
- d. acquisition exceeds the approved capital budget amount , or
- e. lowest responsive vendor submission is not being recommended,
or
- f. there was no provision in the budget for the item, or
- g. CAO requests that a report be presented for Council consideration
and approval

Based on the above criteria, a contract shall be executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

- 3. All contracts will be held by the Treasury Department with copies being sent to the issuing department.

SECTION XI - DISPOSAL OF SURPLUS GOODS

The Department Head or CAO shall obtain the approval of Council for the disposal and/or sale of surplus assets (excluding land). Surplus goods shall be sold by sealed bid.

SECTION XII - CONFLICT OF INTEREST

All vendors and consultants (eg: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head may, at its discretion, withhold the assignment from the vendor/consultant until the matter is resolved. And furthermore, if during the conduct of a municipal assignment, a vendor/consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the municipality.

Schedule "A"

GOODS AND SERVICES "EXEMPT"
from PROVISIONS OF THE PROCUREMENT POLICIES

- 1. Petty Cash Items**
- 2. Training and Education**
 - a) Conferences
 - b) Courses
 - c) Conventions
 - d) Memberships
 - e) Seminars
 - f) Periodicals
 - g) Magazines
 - h) Staff training
 - i) Staff development
 - j) Staff workshops
 - k) Subscriptions
- 3. Employee Expenses**
 - a) Advances
 - b) Meal allowances
 - c) Travel & Hotel accommodation
 - d) Entertainment
 - e) Miscellaneous – Non-Travel
- 4. Employer's General Expenses**
 - a) Payroll deduction remittances
 - b) Licences (vehicles, elevators, radios, etc.)
 - c) Debenture payments
 - d) Grants to agencies
 - e) Payments of damages
 - f) Tax remittances
 - g) Charges to/from other Government or Crown Corporations
 - h) Employee income
- 5. Professional and Special Services**
 - a) Committee fees
 - b) Witness fees
 - c) Court reporters' fees
 - d) Honoraria
 - e) Arbitrators
 - f) Legal settlements
- 6. Utilities**
 - a) Postage
 - b) Heat/Hydro
 - c) Telephone

Schedule "B"

BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A **"major irregularity"** is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The Purchasing Co-ordinator must reject any bid, which contains a major irregularity.

A **"minor irregularity"** is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Purchasing Co-ordinator may permit the bidder to correct a minor irregularity.

MATHEMATICAL ERRORS - RECTIFIED BY STAFF

The Purchasing Co-ordinator will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

ACTION TAKEN:

The Purchasing Co-ordinator and Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- ✓ major irregularity (automatic rejection)
- ✓ minor irregularity (bidder may rectify)
- ✓ mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids (by any amount of time)	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	bidders not attending mandatory site meeting	X		automatic rejection
8.	unsealed tender envelopes	X		automatic rejection
9.	proper response envelope or label not used		X	acceptable if officially received on time
10.	pricing or signature pages missing	X		automatic rejection
11.	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X		-where security is required and amount of security is specified in request, automatic rejection
12.	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
13.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection
14.	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
15.	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves

Created August 12 2006

23

				the right to waive initialling and accept bid
16.	uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
17.	alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
18.	unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
19.	other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
20.	pages requiring completion of information by vendor are missing	X		automatic rejection
21.	bid documents which suggest that the bidder has made a major mistake in calculations or bid	X	X	consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

NOTE: The above list of irregularities should not be considered all-inclusive. The Purchasing Co-ordinator, in consultation with the CAO and the requisitioning department will review minor irregularities not listed. The Purchasing Co-ordinator may then accept the bid, reject the bid or request that the bidder rectify the deviation.

Schedule "C"
TENDER PROCESS

Tenders will be called for all work, equipment, and materials with a value exceeding \$20,000 by way of public advertising or invitational bid, as outlined in the Municipal Purchasing Policy.

The Department Head will send a draft advertisement and tender documents to the CAO for review, providing the following information:

- ✓ dollar value
- ✓ account number & Council authority
- ✓ description of work
- ✓ closing date

The Department Head will forward plans and specifications to the CAO at least one day before the ad appears.

The Department Head will advertise and distribute tenders, and book a suitable room for the tender opening:

- ✓ all public tenders are advertised on the Municipal Website and in accordance with the Township's advertising policy. Additionally, at the discretion of the Department Head, tenders may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required)
- ✓ In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Reception Desk, Township of Lanark Highlands. The tender fee (if applicable) is paid to Treasury and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

TENDER PROCESS (continued)

All tender submissions must be addressed to the CAO, Township of Lanark Highlands, and returned in the envelope provided with the tender package. The Reception Desk will receive all sealed tender submissions and issue a date and time-stamped receipt.

The Reception staff will refuse to accept any tender submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the CAO by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at 3:00 pm on the appointed day, and are opened publicly at 3:15 pm. (unless otherwise specified in the tender documents).

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Appendix B).

Tenders are tabulated and evaluated by the issuing department.

A report initiated by the issuing Department Head and reviewed by the CAO shall be prepared for Council consideration and approval.

Following Council's approval, the Department Head shall ensure that a contract which legally binds the corporation is executed by the Mayor and Clerk.

Tender results, if requested, shall be made public by the Treasurer.

Schedule "D"

REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFP's) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Municipal Purchasing Policy:

- ✓ when requirements or services cannot be definitively specified, or
- ✓ when the requirements or services are non standard or specialized in nature, or
- ✓ the cost is only a minor component making up the award.

The User Department will initiate the RFP process by preparing documents, with input and assistance from the CAO as required.

Prior to printing, documents must be submitted to the CAO for review to ensure that all provisions other than specifications have been included in the proper format.

The Department Head will advertise and distribute RFP packages.

All public RFP's are advertised on the Municipal Website and in accordance with the Township's advertising policy. Additionally, at the discretion of the Department Head, RFP's may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required). Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

RFP's may also be forwarded directly to competent companies or firms identified by the Department Head.

The closing date is usually 14 calendar days after date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Public Request for Proposal document packages are available from the Reception Desk, Township of Lanark Highlands.

RFP's must be addressed to the CAO. The Reception staff will receive all sealed submissions and issue a date and time-stamped receipt, if requested.

The municipality will refuse to accept any submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after an RFP has been cancelled.

REQUEST FOR PROPOSAL PROCESS (continued)

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed the CAO by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened at 3:00 pm on the appointed day for registration of bids or at such time as may be set out in the RFP. Only names of bidders will be made public.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria established in the RFP.

RFP's require the CAO's review prior to issuance, and a report from the department to Council for consideration and approval prior to the award. Following Council's approval, a contract must be executed by the Mayor and Clerk.

Once an award is made by Council, the report recommending an award shall be a matter of public record.

RFP results, if requested, shall be made public by the Treasurer.

Schedule "E"

LEASES

Leases are to be negotiated by the Chief Administrative Officer and the Department Head. The recommendation will be forwarded to Council for approval. As a general principle, leases shall be considered when the following conditions are applicable:

- a. When the lease price of the goods or services is less than the purchase price of goods and services.
- b. When the replacement of goods or services will be required on an ongoing basis due to technology changes, extensive use of equipment etc.
- c. The residual payment on the lease is negligible or justification can be made to accept a residual payment that is higher.

Leases will be treated in the same manner as purchase, based upon the retail value of the lease payment.

At the expiration of a lease, a replacement goods or product be re-quoted or re-tendered. Automatic "roll-over" of a lease payment into a new product must be authorized by the Chief Administrative Officer and/or Council as appropriate.

The report to Council from the CAO recommending the entering into a lease agreement will require the following information:

- Value of product or service if being purchased
- Length of the lease
- Monthly and annual lease payments
- Residual Amount
- Interest

Once a lease has been negotiated and approved, a copy of the lease and documents must be forwarded to the Treasurer.

Schedule "F"

CORPORATE CREDIT CARD

Staff members may be provided with a Corporate Credit Card by making application to the Treasurer. The Treasurer will determine the appropriate credit limit applied to each card. Use of the Corporate Credit Card shall be subject to the following limitations:

- (i) The card will not be used to obtain cash advances
- (ii) The card will not be used for personal purchases.
- (iii) All purchase receipts will be forwarded to the Treasury department for the reconciliation to monthly statements.

THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS

BY-LAW NO. 2025-19XX

A BY-LAW TO DEFINE PROCUREMENT POLICES AND PROCEDURES

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate;

AND WHEREAS in accordance with the *Municipal Act 2001, S.O., Section 270 (1)* municipalities shall adopt policies with respect to the procurement of goods and services;

AND WHEREAS in accordance with Sections 5 and 6 of the *Integrated Accessibility Standards (Ontario Regulation 191/11)* municipalities as designated public sector organizations must incorporate accessibility criteria and features into procurement practices when procuring or acquiring goods, services or facilities;

AND WHEREAS the Corporation of Township of Lanark Highlands is committed to ensuring its procurement decisions are fair, open and transparent;

AND WHEREAS purchases made by the Corporation of the Township of Lanark Highlands should reflect best value for the taxpayer, protect the Corporation's financial interests and encourage competitive bidding;

AND WHEREAS the Corporation of the Township of Lanark Highlands must be prepared to manage extraordinary circumstances from time to time, and that such circumstances may require immediate procurement decisions that are necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of essential services or damage to public property or to respond to any emergency of the Corporation or as required under the provincial Emergency Management and Civil Protection Act (as amended);

AND WHEREAS effective planning, monitoring and control of public sector procurement are essential for maintaining public trust and confidence.


NOW THEREFORE the Corporation of the Township of Lanark Highlands enacts as follows:

1. **THAT** the Procurement Policy attached hereto as Schedule 'A' forming part of this by-law is hereby adopted.
2. **THAT** By-law No. 2006-721 is hereby repealed;
3. **THAT** this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
4. **THAT** amendments to the "Procurement Policy" shall not require an amendment to this By-law but may be approved by motion of Council.
5. **THAT** this By-law shall come into force and effect on the day of its passing.

ENACTED AND PASSED this XX day of XXXX, 2025.

Peter McLaren, Reeve

Nicole Guthrie, Clerk

	Policy:	Procurement
	No.:	FIN-002
	Effective Date:	
	By-Law No.:	
	Review Date:	

CONTENTS

1. PURPOSE	5
2. DEFINITIONS	6
3. APPLICATION	10
4. ROLES AND RESPONSIBILITIES.....	10
4.1 Council.....	10
4.2 Department Head.....	11
4.3 CAO and Treasurer.....	11
4.4 Purchasing Designate.....	11
5. GENERAL PROVISIONS.....	12
5.1 Split Purchasing	12
5.2 Staff, Council, and Purchasing Designates Ethical Procurement Practices	12
5.3 Conflict of Interest	12
5.4 Disclosure	12
5.5 Gifts, Favours or Gratuities	12
6. VENDOR CODE OF CONDUCT.....	13
6.1 Conflict of Interest and Non-Disclosure.....	13
6.2 Disclosure	13
6.3 Unethical Procurement Practices.....	13
6.4 Illegality	14
6.5 Gifts, Favours or Gratuities	14
6.6 Contract Management and Vendor Performance.....	14
6.7 Vendor Exclusion and Disqualification	14

6.8	Harassment and Abuse	15
6.9	Discrimination / Human Rights.....	15
7.	PROCUREMENT PROCESS.....	15
7.1	Unsolicited Bid	15
7.2	Market Research.....	15
7.3	Cooperative Purchasing.....	15
7.4	Competitive Procurement Process.....	16
7.5	TABLE “A”- STANDARD PROCUREMENT PROCESS	16
7.6	Risk Management.....	17
7.7	Standing Offers and Prequalified Vendor Lists	17
7.8	Advertising and Bid Submissions.....	17
7.9	Bid Evaluation	18
7.10	Cancellation	18
7.11	Contract Award	18
7.12	Vendor Debrief.....	18
7.13	Procurement Protests	18
7.14	Non-Competitive Procurements	18
7.15	Environmental Procurement.....	18
7.16	Disposal of Surplus Goods.....	19
8.	ACCESSIBILITY	19
9.	SCHEDULES	19
	SCHEDULE “A” – EXEMPTIONS TO PROCUREMENT	20
	SCHEDULE “B” - SPENDING AUTHORITY.....	22
	SCHEDULE “C”– NON-COMPETITIVE PROCUREMENT	23
	SCHEDULE “D” – TRADE TREATIES.....	25
	<u>SCHEDULE “E” – BID IRREGULARITIES.....</u>	257
	<u>SCHEDULE “F” – STATEMENT OF ETHICS.....</u>	30

1. PURPOSE

This policy outlines the Township's principles and objectives in relation to its procurement program.

This document describes the roles, responsibilities and authorities of the Township's employees, officers and elected officials in carrying out the Township's procurement operations.

The Chief Administrative Officer (CAO) and/or Treasurer are authorized to implement detailed procurement procedures and protocols that are consistent with this policy and to supplement and amend those procedures and protocols as and when deemed necessary to meet the present and future needs of the Township.

This policy complies with the requirements of Section 270 (1) of the Municipal Act, 2001 as amended.

Policy Statement (s)

Procurement is the process by which the Township acquires goods, services and construction. Effective procurement is a critical function of local governments as they responsibly manage public funds. The objective of this policy is to ensure that the Township conducts procurement processes that conform to the following principles:

- (a) Compliance with applicable laws, regulations, by-laws, policies and procedures;
- (b) Consistency with other Municipal by-laws, policies and procedures;
- (c) Open, fair and transparent procurement that affords equal access to all qualified suppliers. Preference may be given to Canadian suppliers;
- (d) Encourage the procurement of goods and services made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable.
- (e) Reciprocal non-discrimination and geographic neutrality with respect to Ontario's trading partners and avoidance of preference for local suppliers;
- (f) Achieving best value for the Township for the expenditure of public funds through consideration of the full range of procurement formats and the adoption of commercially reasonable business practices;
- (g) Effective balance between accountability and efficiency; and
- (h) Ensuring adherence to the highest standards of ethical conduct, including compliance with any applicable policies relating to ethics and/or Code of Conduct.

2. DEFINITIONS

Acting in good faith of trade treaties means that the respective country is honouring the terms of its trade treaty and not applying additional tariffs.

Agreement means a legal document that binds the Township of Lanark Highlands and all other parties, subject to the provisions of the contract including terms of reference, terms of payment, respective responsibilities, etc.

Bid means the response submitted by a bidder in response to a Call Document.

Bidder means any legal entity or individual that submits a bid in response to a Call Document which is subject to acceptance or rejection.

Bid Irregularity means a deviation between the requirements (terms, conditions, specifications, special instructions) of a Call Document and the information provided in a bid response (See Schedule “E”)

Call Document means the procurement document issued by the Township to solicit bids from bidders and includes, but is not limited to:

- a) Request for Quotation;
- b) Request for Quotation-Invitational;
- c) Request for Tender;
- d) Request for Proposal, and
- e) Request for Pre-Qualification.

CAO means the Chief Administrative Officer of the Township of Lanark Highlands.

Clerk means the Municipal Clerk of the Township of Lanark Highlands.

Commodity Market means traded commodity products.

Competitive Procurement Process means the process of soliciting bids from competing bidders using an “Open Competitive” or “Invitational Competitive” procurement process.

Conflict of Interest means a situation in which private interests or personal considerations may affect and employee’s judgement in acting in the best interests of the Township. It includes an employee’s position, confidential information or corporate time, material or facilities for private gain or advancement. A conflict may occur when an interest benefits any member of the employee’s family or business associates.

Construction means the process of utilizing labour to carry out construction operations to build, alter, repair, improve, partially or fully demolish any structure, building or land.

Contract means a legally enforceable agreement between the Township and a vendor for the procurement of goods and services, which may be in the form of a written agreement executed by the parties, or a Purchase Order issued by the Township to a vendor.

Contract Award means a formal written notice in acceptance of a bid or proposal to enter a contract for goods or services.

Consulting Services means the provision of expertise or strategic advice that is provided by individuals or organizations who possess specific knowledge, technical skills, or unique abilities, and may include architects, engineers, designers, surveyors, geo-technical consultants, planners, technology consultants and any other professional services which may be required by the Township.

Cooperative Purchasing means a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same vendor(s) or contractor(s) using a single competitive process, including but not limited to, Ontario Education Collaborative Marketplace (OECM), Local Authority Service (LAS), Canoe and Ontario Buys.

Corporate Signing Officer means the Head of Council and Municipal Clerk, or other individuals designated by Council or this policy.

Cost effective Bid means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selection procedure.

Council means the Council for the Township of Lanark Highlands.

Department means the Township's department requesting the purchase of goods or services.

Department Head means a person responsible for direction and operational control of a department, or an authorized designate.

Designated Signing Authorization means members of staff have the authority to execute legally binding contracts on behalf of the Township as follows:

- Purchasing/Requisitions-Treasurer or CAO
- Agreements/Contracts-CAO or Mayor and Clerk

Direct Appointment means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience.

Disposal means the removal of materials owned by the Township which are deemed surplus by trade-in, sale, auction, alternative use or destruction.

Electronic Portal means an electronic-based system that provides vendors with access to information related to open competitive procurements.

Emergency means a situation where a purchase of goods or services requires immediate action and the competitive bidding process is waived, modified or simplified to address any of the following unexpected circumstances:

- An imminent or actual danger to the life, health welfare or safety of Council, Staff or the public.
- An imminent or actual danger of injury to or destruction of real or personal property belonging to the Township, for which the Township would be liable.
- An unexpected interruption or threat of an interruption of an essential public service.
- An emergency as defined by the *Emergency Management Act*.
- A spill of a pollutant or contaminant as identified in the *Environmental Protection Act*.
- An emergency so declared by the Reeve in accordance with the *Emergency Management and Civil Protection Act*.

Goods means moveable property, including supplies, equipment, materials, products, software, furniture, structures, and fixtures, and does not include real property.

Invitational Competitive Process means a competitive process where the Township invites selected suppliers to submit bids without public advertisement.

List of Bidders means a list retained by the respective departments of those vendors who are interested in submitting bids.

Lowest Responsive Bid means the lowest price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted.

Non-Competitive Procurement Process means the goods, services or construction acquired directly from a particular vendor without conducting a competitive process.

Medium Order Purchases (MO) means the purchase of goods, services or construction between amounts specified in the procurement policy and when the requirements are clearly defined.

Open Competitive Procurement Process means the solicitation of bids by public advertisement on an open electronic portal such as the Township's website or on such other tendering websites established to facilitate compliance with applicable trade agreements.

Privilege Clause means the standard clause used in bid documents and advertising that reads "the lowest or any bid may not necessarily be accepted."

Procurement means the purchase of goods, services or construction through buying, renting or leasing.

Purchasing Designate means a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to this policy.

Real property means a parcel of land and structures that are permanently attached to the land.

Request for Expressions of Interest (EOI) means a document issued by the Township during the very early stage of the procurement planning process to provide potential vendors with an option to register their interest in being involved in a particular project or providing specific goods or services.

Request for Information (RFI) means a document issued by the Township during the very early stage of the procurement planning process to solicit useful information or input from potential vendors.

Request For Quotation (RFQ) means an open competitive procurement process in which the Township seeks non-binding quotes for goods, services or construction through an open and public procurement process.

Request For Quotation-Invitational (RFQ-I) means an invitational competitive procurement process in which the Township seeks quotes for goods, services or construction from at least three (3) vendors by invitation.

Request for Prequalification (RFPQ) means a pre-qualification process issued by the Township to obtain information from vendors interested in submitting bids for a particular Project, or to be placed on an “approved vendor” list. Only those successful bidders who meet the qualification criteria will be included in the subsequent procurement process.

Request for Proposal (RFP) means the non-binding process used to solicit proposals for the purchase of goods, services or construction where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements, the expectation is the Award will be made to the highest-ranking vendor (proponent) meeting the requirements of the RFP Call Document. An RFP may include provisions to negotiate terms and price (best and final offer) prior to contract Award.

Request for Tender (RFT) means the request for bids where the specifications are clearly defined, and the expectation is the Award will be made to the lowest qualified bidder meeting the requirements of the RFT document.

Services means all services, including construction and consulting services, unless otherwise specified.

Single Source means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular good or service.

Small Order Purchase (SMO) means the purchase of goods, services or construction up to an amount specified in the procurement policy and when the requirements are clearly defined.

Staff means an employee of the Township of Lanark Highlands.

Standing Offer means an agreement to purchase goods from a specific vendor over a defined period of time, up to a maximum dollar value. Quantities are specified and shipments are to be made on the delivery dates specified by the Township.

Surplus Goods means goods or materials that are obsolete or no longer needed by the Township and are designated for disposal.

Township means the Corporation of the Township of Lanark Highlands.

Treasurer means the Treasurer of the Township of Lanark Highlands.

Verbal Quotation means the requisitioning department will receive pricing via telephone, in person, via websites, etc. and will document the quotes received.

Vendor means any person or enterprise supplying goods, services or construction to the Township.

3. APPLICATION

- 3.1 This policy governs the procurement of goods and services, whether by purchase, lease or rent using Township funds from all resources and applies to all Departments and Committees;
- 3.2 This policy does not apply to the items listed in Schedule “A”; and
- 3.3 The CAO has overall responsibility administering this policy.

4. ROLES AND RESPONSIBILITIES

Specific responsibilities pertaining to all stages of a procurement process, from the initial budget approval, identification of requirements through to the management of contracts with vendors, are detailed in this policy and the Township’s procurement procedures. In addition to those specific responsibilities, outlined below are the general roles and responsibilities delegated to Township Council, Staff and Purchasing Designates.

4.1 Council

- 4.1.1 Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. The

Treasurer cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. Council cannot directly approve or acquire any goods or services on behalf of the Township.

- 4.1.2 Resolutions approving budget amendments, capital expenditures or special appropriations shall reference the purpose of the expenditure, cost estimates or expenditure limitation, as well as the fund in which the appropriation has been provided.

4.2 Department Head

Preceding the procurement of any goods, services or construction, it is the responsibility of the Department Head to ensure the budget is approved for such expenditure. The Department Head shall also ensure that:

- 4.2.1 Their authority is exercised for all procurement activity within the prescribed limits of this policy.
- 4.2.2 All staff included in the Procurement process receive adequate training.
- 4.2.3 Procurement plans are established and allow sufficient time to complete the procurement as stipulated in the associated Call Document procedure while considering applicable laws and trade agreements.
- 4.2.4 Unbudgeted capital projects are approved by Council prior to procurement planning.
- 4.2.5 Capital projects that exceed the budgeted amount receive Council approval.
- 4.2.6 All contract expenditures are monitored to ensure compliance with budget limits.
- 4.2.7 Contracts are managed in accordance with this policy and all applicable procedures and protocols to ensure that both the Township and the vendor fulfil their contract requirements.
- 4.2.8 Vendor performances are documented and monitored in accordance with applicable procedures. References are obtained for new vendors.
- 4.2.9 The Treasurer is notified in writing regarding the name of any Purchasing Designate.

4.3 CAO and Treasurer

Notwithstanding any other provisions of this policy, the CAO and Treasurer have the authority to:

- 4.3.1 Require that certain procurements receive Council approval; and
- 4.3.2 Provide additional restrictions concerning procurements where they consider such action to be necessary and in the best interests of the Township.

4.4 Purchasing Designate

- 4.4.1 A Purchasing Designate is a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to this policy. This role may be assigned to any staff or other agent of or assigned by the Township; and

4.4.2 The Purchasing Designate must clearly understand their roles and responsibilities and must be qualified to administer all procurement functions under this policy and procurement procedures.

5. GENERAL PROVISIONS

5.1 Split Purchasing

No staff member of the Township shall divide, stagger, or alter any contract or purchase to avoid any requirements of this policy.

5.2 Staff, Council, and Purchasing Designates Ethical Procurement Practices

All staff, or Purchasing Designates of the Township authorized to purchase goods and services on behalf of the Townships shall:

5.2.1 Act with integrity and transparency by ensuring open and honest dealings with everyone involved in the procurement process;

5.2.2 Administer fair and impartial competitive procurement processes and make unbiased contract award recommendations. This means that the Township shall treat all vendors equally and shall not extend preferential treatment to any vendor, including local companies;

5.2.3 No Staff shall purchase or offer to purchase on behalf of the Township any goods, services or construction except in accordance with the policy.

5.3 Conflict of Interest

Where a Staff or Purchasing Designate, either on their behalf or while acting for, by, with or through another, has any interest, directly or indirectly in any procurement matter, such individual:

5.3.1 Shall not take part in the procurement process for which the conflict exists;

5.3.2 Shall, prior to any discussion or consideration of the matter at any meeting, disclose the interest and the general nature thereof; and

5.3.3 Shall not attempt in any way whether before, during or after the meeting to influence the voting in respect of the matter.

5.4 Disclosure

All Staff, or Purchasing Designates authorized to purchase goods, services and/or construction on behalf of the Township shall not provide to any particular vendor information that might prejudice fair competition between bidders.

5.5 Gifts, Favours or Gratuities

The Township prohibits the acceptance of gifts, favours or gratuities directly or indirectly, by Township's Staff, Council, or Purchasing Designates, in return for business or the consideration of business. Refer to the Township's Code of Conduct.

6. VENDOR CODE OF CONDUCT

The Township is committed to conducting business in a lawful and ethical manner and requires that all Vendors abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the Township to exercise its rights to terminate any business relationship with Vendors. Vendors and their sub-contractors must comply with all applicable municipal, provincial and federal laws and regulations.

6.1 Conflict of Interest and Non-Disclosure

All vendors shall disclose any potential conflict of interest to the Township when submitting a bid and prior to entering into a contract. The Township may choose not to accept a bid or enter into a contract unless and until the potential conflict can be satisfactorily resolved. Such potential conflicts of interest include but are not limited to:

- 6.1.1 Engaging any family members, friends or private business associates of any Council member, Staff, or Purchasing Designate which may have, or appear to have influence on the procurement process;
- 6.1.2 Any involvement by the vendor or affiliated persons in developing the technical specifications or other evaluation criteria or component for the Call Document; and
- 6.1.3 Access to confidential project information by the vendor, or affiliated persons, that is materially related to the Call Document and that was not readily accessible to other prospective vendors.

6.2 Disclosure

- 6.2.1 Vendors shall maintain confidentiality of any confidential Township information disclosed to the vendor as part of the procurement process; and
- 6.2.2 All vendors' bid information shall be subject to the confidentiality and disclosure requirements of the Municipal Freedom of Information and Protection of Privacy Act, 1990.

6.3 Unethical Procurement Practices

Unethical bidding practices includes:

- 6.3.1 Bid-rigging, price-fixing, bribery, coercion, collusion (bid coordination) or other conduct or practices prohibited by provincial or federal laws;
- 6.3.2 Attempting to gain favour or advantage by offering gifts, incentives or gratuities to Township's Staff, members of Council or any other representative of the Township during a procurement process;
- 6.3.3 Lobbying members of Council, Staff, or Purchasing Designates or engaging in any prohibited communications during a procurement process;
- 6.3.4 Intentionally submitting inaccurate or misleading information in response to a procurement opportunity; and
- 6.3.5 Participating in any other activity that compromises the Township's ability to run a fair procurement process.

6.4 Illegality

Prior to submitting a bid, a bidder shall advise the Township of any previous convictions of itself or its affiliated persons for any unethical bidding practice or other similar conduct under the Criminal Code, the Competition Act or other applicable laws, for which a pardon has not been granted. The Township shall not consider or accept any bid for goods, services or construction from bidders to which a pardon has not been granted for any previous convictions relative to any unethical bidding practices or similar conduct punishable by law. Documentation shall be maintained by the purchaser for all procurements greater than \$20,000.

6.5 Gifts, Favours, or Gratuities

To avoid any appearance or assumptions of favoritism, in return for business or the consideration of business, the Township prohibits vendors from offering gifts, favours or gratuities directly or indirectly, to Staff, Council, Purchasing Designates or any other representatives of the Township.

6.6 Contract Management and Vendor Performance

- 6.6.1 Department Heads or Purchasing Designates are responsible for managing contracts and monitoring the performance of vendors in accordance with applicable procedures;
- 6.6.2 Vendor performance evaluations may be undertaken during or at the end of a contract and documented for future reference;
- 6.6.3 The Department Head may take actions for unsatisfactory performance such as vendor suspension from future procurement opportunities, in instances where vendors do not fulfill their contract obligations with the Township; and
- 6.6.4 A contract may only be terminated prior to its expiration date with the approval of the CAO in accordance with applicable procedures.

6.7 Vendor Exclusion and Disqualification

Without limiting or restricting any other right or privilege of the Township and regardless of whether or not a bid otherwise satisfies the requirements of a bid document the Township may reject any bid from a vendor if:

- 6.7.1 The vendor is currently or has previously engaged in a legal dispute, unethical billing practices, refused to enter into a contract after the award, failed to submit securities, misrepresented the goods supplied, or submitted false or misleading information, with the Township relating to a procurement process or a contract for the supply of goods or services;
- 6.7.2 The Township has determined that the vendor's performance under one or more prior contracts with the Township was unsatisfactory, and the vendor has failed to rectify the Township's concerns regarding the past performance;
- 6.7.3 The vendor has a conflict of interest, or the vendor has failed to disclose any actual or potential conflict of interest; and

6.7.4 The vendor or its affiliated persons have engaged in illegal or unethical procurement practices for which a pardon has not been granted.

6.8 Harassment and Abuse

Vendors shall ensure all workers are treated with respect and dignity. No forms of discipline involving corporal punishment, abuse, or harassment (whether psychological, sexual or verbal) is permitted. Disciplinary measures shall comply with local laws and internationally recognized human rights. No vendor, employee or worker raising a complaint based on this Vendor Code of Conduct, or based on applicable laws, shall be subject to disciplinary action or reprisal.

6.9 Discrimination / Human Rights

The Township shall not knowingly contract with any vendor that engages in discrimination prohibited under the *Canadian Human Rights Act*.

7. PROCUREMENT PROCESS

7.1 Unsolicited Bid

7.1.1 All unsolicited bids, including any offers for presentations or product/service trials submitted to the Township with the expectation on the part of the submitter of obtaining consideration for an ensuing contract or purchase by the Township shall be directed to the respective Department Head and the CAO for review and approval for acceptance.

7.1.2 In the event an actual goods/services product presentation or demonstration would be required in advance of a purchase decision, such presentation or demonstration should be included as part of the formal competitive bid process.

7.1.3 Any procurement resulting from the receipt of an unsolicited bid shall comply with the provisions of this Procurement policy.

7.1.4 In the absence of a competitive process, a contract may only be awarded in respect of an unsolicited proposal if a Non-Competitive Procurement is permitted in accordance with this policy and all applicable protocols.

7.2 Market Research

If the Township requires information about required goods and services or the availability of vendors in the market, a Department Head may conduct a Request for Information (RFI) or Request for Expression of Interest (REOI) process. The RFI or REOI process shall be publicly advertised to gather market research from any prospective vendors. These processes do not create any obligation between the Township and potential vendors.

7.3 Cooperative Purchasing

The Township may participate with other government entities, their agencies or public authorities in cooperative purchases when such purchases are considered to be most advantageous and in the best interest of the Township.

7.4 **Competitive Procurement Process**

Competitive procurement processes include but are not limited to:

7.4.1 Making Medium Order Purchases

7.4.2 Soliciting bids using an Invitational Competitive Process from a minimum of three (3) vendors (See RFQ-I);

7.4.3 Using cooperative procurement sources or

7.4.4 Conducting an Open Competitive Process by publicly advertising and posting the Call Document using one (1) of the following procurement methods:

- a) Request for Quotation (RFQ)
- b) Request for Tender (RFT)
- c) Request for Proposal (RFP)
- d) Request for Pre-Qualification (RFPQ)

7.5 **TABLE "A"- STANDARD PROCUREMENT PROCESS**

Estimated Value	Procurement Process
Up to \$20,000	Small Order Purchase Preference should be given to Canadian suppliers or to vendors that use Canadian-made products or Canadian-based services, where possible.
\$20,000 to \$50,000	Medium Order Purchase Staff will attempt to obtain more than one (1) written quote by email, or online or utilize cooperative purchasing organizations. Documentation of the source(s) shall be saved. Preference should be given to Canadian suppliers or to vendors that use Canadian-made products or Canadian-based services, where possible.
\$50,000 to \$100,000	Invitational Competitive Process Solicit bids by issuing a Call Document to three (3) or more potential bidders. (RFQ-I) Utilize Cooperative Purchasing organizations OR Open Competitive Process Solicit bids by publicly advertising and posting a Call Document. (RFQ, RFP)

	Preference should be given to Canadian suppliers or to vendors that use Canadian-made products or Canadian-based services, where possible.
Greater than \$100,000	<p>Open Competitive Process</p> <p>Solicit bids by publicly advertising and posting a Call Document. (RFP, RFT)</p> <p>Bids submitted by suppliers that are located wholly outside of Canada and in countries not acting in good faith of trade treaties will not be considered, unless deemed in the discretion of the CAO to be essential for the operation of the Township or if no other viable Bids, as determined in the discretion of the CAO, are submitted.</p>

7.6 **Risk Management**

7.6.1 All Invitational and Open competitive procurements shall include both insurance and WSIB requirements.

7.7 **Standing Offers and Prequalified Vendor Lists**

7.7.1 Where the Township anticipates it will have a recurring need for specific goods or services but is unable to commit to specific quantities in advance, the Township may conduct an Open Competitive Process to establish Standing Offers with one or more vendors.

7.7.2 The Township may also conduct an Open Competitive Process to establish a list of prequalified vendors for the purposes of future purchases of specific goods or services. Once a prequalified vendor list is established, an Invitational Competitive Process may be used to purchase the goods or services from the prequalified vendors. Unless the prequalified vendor list remains open to new vendors, it must be refreshed every three (3) years.

7.8 **Advertising and Bid Submissions**

All Open Competitive Processes shall be advertised on an electronic portal such as the Township's website and on such other tendering website established to facilitate compliance with trade agreements. Procurements shall be advertised for reasonable time periods taking into account:

- a) The nature and complexity of the procurement;
- b) The extent of subcontracting anticipated; and
- c) Bids are to be submitted electronically by email or on such other means as specified in the Call Document.

7.9 Bid Evaluation

Bids shall be evaluated in accordance with the evaluation method described in the Call Document. When using a Request for Proposal, an Evaluation Team consisting of at least two (2) people shall evaluate and score the bids based on the Evaluation Criteria that are disclosed in the Call Document.

7.10 Cancellation

The Township shall have the unfettered right to cancel any procurement process at any stage and shall not be obliged to accept any bid or award any contract.

7.11 Contract Award

The authority to approve the award of a contract is based on the Department Head's level of spending authority (Reference the attached Schedule "B"). Execution of agreements of \$20,000 or more shall be performed by the CAO.

When a contract contains an option for renewal, the CAO may authorize the renewal provided that the suppliers' performance met the requirements of the contract, the renewal is in the best interests of the Township and funds are available in the appropriate accounts to meet the proposed expenditure.

7.12 Vendor Debrief

Where the Township has conducted a competitive procurement process, unsuccessful bidders may request a debrief.

7.13 Procurement Protests

Vendors may formally protest the outcome of a procurement process. Formal protests shall be made by vendors and responded to by the CAO. A vendor debrief is a pre-requisite to filing a formal Procurement Protest.

7.14 Non-Competitive Procurements

The Township shall make every attempt to obtain goods, services and construction using a competitive procurement process. However, there are instances when the Town may allow the purchase of goods, services, or construction without seeking pricing from alternate vendors competitively. Schedule "C" of this policy describes circumstances where the Township may permit a Non-Competitive Procurement to acquire goods, services, or construction.

7.15 Environmental Procurement

The Township is committed to the purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and services.

7.16 Disposal of Surplus Goods

Department Heads shall dispose of surplus goods by either transferring them to other departments or agencies, or by selling (to the highest bidder), donating, recycling, scrapping or disposing of them.

Funds received from the sale of surplus goods shall be applied to any replacement goods or be placed in a Department's Capital Reserves.

8. ACCESSIBILITY

- a) The Township shall comply with the requirements of the Ontario Human Rights Code, the *Accessibility for Ontarians with Disabilities Act, 2005* and its associated standards enacted through regulation when procuring goods and services.
- b) The Township is committed to considering accessibility for people with disabilities and incorporating accessibility features when developing specifications for required goods and services.
- c) The Township requires that vendors who deal with members of the public on behalf of the Township be adequately trained and comply with accessibility standards.

9. SCHEDULES

- a) Schedule "A" to this Policy – Exemptions to Procurements forms an integral part of this policy and is attached hereto;
- b) Schedule "B" to this Policy – Procurement Threshold, Contract Amendment and Spending Authority, forms an integral part of this policy and is attached hereto; and
- c) Schedule "C" to this Policy – Non-Competitive Procurement forms an integral part of this policy and is attached hereto.
- d) Schedule "D" to this Policy – Trade Agreements forms an integral part of this policy and is attached hereto.
- e) Schedule "E" to this Policy-Bid Irregularities forms an integral part of this policy and is attached hereto.
- f) Schedule "F" to this Policy-Statement of Ethics forms an integral part of this policy and is attached hereto.

SCHEDULE “A” – EXEMPTIONS TO PROCUREMENT

Notwithstanding the above, adherence to this Procurement Policy is not required with respect to those items listed below, or to any other transaction specifically authorized by resolution of Council to be exempt from this policy:

1. Acquiring the following goods or services:
 - a. Goods purchased on a commodity market.
 - b. Payments to the Federal, Provincial, or other municipalities, boards or agencies for goods or services provided to the Township.
 - c. Any Federal, Provincial or Municipal mandated programs
 - d. Goods or services for which the supply is controlled by a statutory monopoly.
 - e. Ongoing services being provided to the Town that were not obtained through a competitive process prior to the enactment of this policy. Department Heads may recommend to Council that the service be continued, or that a Call document be issued or that quotations be obtained at the time of renewal.
 - f. Work to be performed on property under the provisions of a lease, warranty or guarantee held in respect of the property or the original work.
2. This policy does not apply to the payment of the Township's general expenses, including but not limited to:
 - a. employment contracts and refundable staff and Council expenses (e.g., meal allowances, travel, miscellaneous)
 - b. Petty cash items
 - c. Staff training and education including subscriptions to magazines, newspapers, conferences, courses, seminars, facilitators or hosts, memberships, computer software for educational purposes
 - d. Payroll deductions
 - e. Human Resources consulting fees with respect to staff matters
 - f. Staff benefits
 - g. Damage claims
 - h. Claim settlements
 - i. Adjuster services
 - j. Debenture payments
 - k. Grants and donations
 - l. Refunds
 - m. Legal settlements
 - n. Licenses (including hardware and software licenses and maintenance contracts)

- o. Hardware and software required to maintain existing products and systems originally obtained in accordance with the Procurement Policy
- p. Utilities , postage, office supplies, telephone, program supplies
- q. Lawyers, Investment managers, professional honorariums, notaries

SCHEDULE "B" - SPENDING AUTHORITY

ESTIMATED VALUE	COMPETITIVE	NON-COMPETITIVE
Up to \$20,000	Department Head (or designate)	Department Head (or designate)
\$20,000-\$100,000	Department Head	Treasurer and CAO
Greater than \$100,000	CAO	Treasurer and CAO

- a. A report to Council is required when the good or service procured is over the approved budget
- b. A report to Council is required when the purchase is not included in the approved budget.
- c. All contract documents with a value greater than \$20,000 per year shall be signed by the CAO or designate.
- d. Results for all tender/quote awards valued up to \$100,000 and within budget shall require a report to the CAO to be included in the CAO's delegated authority report to Council. Results for tender/quote awards over \$100,000 shall require a report to Council.
- e. Details regarding procurement results that exceed the budget by any amount shall be communicated to the Treasurer for inclusion in financial reports to Council.
- f. Where savings to the Township total \$5,000 or more, details regarding procurement results that were less than the budgeted amount shall be communicated to the Treasurer for inclusion in financial reports to Council.
- g. Notwithstanding Schedule "C", the CAO or Treasurer may require competitive purchasing where they deem appropriate.

SCHEDULE “C”– NON-COMPETITIVE PROCUREMENT

Goods, Services and Construction may only be acquired through a non-competitive procurement process if any of the following apply:

1. During the competitive process conducted under this policy and applicable procedures:
 - a) No bids were submitted or no vendors requested participation;
 - b) No compliant bids that conform to the mandatory requirements of the bid document were submitted;
 - c) No vendors satisfied the conditions for participation; or
 - d) The submitted bids were collusive.
2. The goods, services or construction can only be supplied by a particular vendor and no reasonable alternative or substitute goods or services exist for any of the following reasons included but not limited to:
 - a) The protection of patents, copyrights, or exclusive rights; and
 - b) To ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative.
3. Additional deliveries are required for a project by the original vendor of goods, services or construction that were not included in the initial Call Document, and a change of vendor for such additional goods or services cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement and would cause significant inconvenience or substantial duplication of works or costs for the Township.
4. For any reasons of urgency brought about by events unforeseeable by the Township or during an emergency, the goods or services could not be obtained in time using an open or invitational competitive procurement process.
5. If the Township procures a prototype or a first good or service that is developed in the course of, and for, a particular contract for research, experiment, study, or original development.
6. For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, bankruptcy, or other government organizations, but not for routine purchases from regular suppliers.
7. If a contract is awarded to a winner of a design contest provided that the contest has been organized in a manner that is consistent with the principles of this policy in particular relating to the publication of a Call Document notice and the participants are judged by an independent jury with a view to a design contract being awarded to a winner.

8. If goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open Competitive Procurement Process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.
9. To bridge or use as an extension to an existing contract to deliver goods, services or construction beyond the contract original end date in cases where a new procurement for the same deliverables is underway and additional time is needed to complete the procurement process and award a new contract.
10. For professional services less than \$100,000 per project.

SCHEDULE “D” – TRADE TREATIES

The Township shall abide by trade treaties in setting the open competition procurement thresholds. The Canadian government has trade treaties, both internally within Canada and internationally. To ensure the Town meets the requirements of the trade treaties, the open competition threshold in the Procurement By-law shall align with them. Table 1 shows the trade treaties and the applicable thresholds for goods, services and construction contracts.

TREATY	GOODS	SERVICES	CONSTRUCTION
Canadian Free Trade Agreement (CFTA) – Canada only	\$33,400	\$133,800	\$133,800
Canada – Chile Free Trade Agreement	\$134,300	\$134,300	\$8,800,000
Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)	\$229,600	\$229,600	\$8,800,000
Canada-Colombia Free Trade Agreement	\$134,300	\$134,300	\$8,800,000
Canada-European Union Comprehensive Economic and Trade Agreement (CETA)	\$229,600	\$229,600	\$8,800,000
Canada-Honduras Free Trade Agreement	\$134,300	\$134,300	\$8,800,000
Canada-Korea Free Trade Agreement	\$100,000	\$100,000	\$8,800,000

Canada-Panama Free Trade Agreement	\$134,300	\$134,300	\$8,800,000
Canada-Peru Free Trade Agreement	\$167,800	\$167,800	\$8,800,000
Canada-Ukraine Free Trade Agreement	\$229,600	\$229,600	\$8,800,000
Canada-United Kingdom Free Trade Agreement	\$229,600	\$229,600	\$8,800,000
World Trade Organization-Agreement on Government Procurement (WTO GPA)	\$229,600	\$229,600	\$8,800,000

Source: <https://www.canada.ca/en/treasury-board-secretariat/services/policy-notice/contracting-policy-notice-2023-6-trade-agreements.html>

SCHEDULE “E” – BID IRREGULARITIES

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as “major irregularities” and “minor irregularities.”

Major Irregularity means a deviation from the bid request that affects price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer must reject any bid which contains a major irregularity.

Minor Irregularity means a deviation from the bid request, which affects form, rather than the substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer may permit the bidder to correct a minor bid irregularity.

Mathematical Errors will be corrected by the issuing Department Head, the CAO or Treasurer related to extensions and/or taxes, unit prices in the bid will govern.

Action Taken

The CAO or Treasurer and the issuing Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity as follows:

- Major Irregularity-automatic rejection
- Minor Irregularity-bidder may rectify
- Mathematical Error (additions or extensions)-as above

In the event the bidder withdraws their bid due to the identification of a major irregularity, the Township may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

BID IRREGULARITIES SUMMARY

ITEM	MAJOR	MINOR	ACTION
Late bids (by any amount of time)	X		Automatic Rejection
Bids completed in pencil	X		Automatic Rejection
Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such a surety is required	X		Automatic Rejection
Bid Securities missing signatures/seals/not certified	X		Automatic Rejection
Bidders fail to attend mandatory site meetings	X		Automatic Rejection
Unsealed tender envelopes	X		Automatic Rejection
Proper response envelope or label not used		X	Acceptable if received on time
Pricing or signature page missing	X		Automatic Rejection
Bids received on documents other than those provided	X		Not acceptable unless specified otherwise in the request
Execution of bid document proof of authority to bind is missing	X		Automatic Rejection
Part bids (all items not bid)	X or	X	Acceptable unless complete bid has been specified in the request
Bids containing minor clerical errors		X	Bidder has two (2) working days to correct and initial errors. The

			Township reserves the right to waive initialling and accept the bid
Uninitialed changes to the request documents which are minor (e.g. the bidder's address is amended by overwriting but not initialed)		X	Bidder has two (2) working days to correct and initial errors. The Township reserves the right to waive initialling and accept the bid
Alternate items are bid in whole or in part		X	Available for further consideration unless specified otherwise in request
Unit prices in the schedule of prices have been changed but not initialed		X	Bidder has two (2) working days to correct and initial errors. The Township reserves the right to waive initialling and accept the bid
Other mathematical errors which are not consistent with the unit prices		X	Unit prices will govern
Pages requiring completion of information by vendor are missing	X		Automatic Rejection
Bid documents which suggest that the bidder had made a major mistake in calculations or bid			Consultation with a Solicitor on a case-by- case basis and referenced within a Staff report if applicable

The above list of irregularities should not be considered all-inclusive. The CAO or Treasurer, in consultation with the requisitioning department will review minor irregularities not listed. The CAO or Treasurer may then accept the bid, or request that the bidder rectify the deviation.

“Working days” is from the hour the bidder is notified by Staff of the irregularity

SCHEDULE “F” – STATEMENT OF ETHICS

The following ethical principles shall govern the conduct of every Municipal employee with the authority to procure:

- Believes in the dignity and worth of the services rendered by the Township and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honour and integrity in order to merit the respect and inspire the confidence of the Township and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Keeps the Township informed through appropriate channels on problems and progress of applicable operations by emphasizing the importance of the facts.
- Follows the lawful instructions or laws of the Township.
- Understands the authority granted to them by the Township.
- Avoids activities which would compromise or give the perception of compromising the best interests of the Township.
- Reduces the potential for any chance of preferential treatment by actively promoting the concept of competition.
- Obtains the maximum benefit for funds spent as agents of the Township.
- Maintains and practices to the highest degree possible, business ethics, professional courtesy and competence in all transactions with suppliers.
- Purchases without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Preclude from showing favouritism or be influenced by vendors through acceptance of gifts, gratuities, loans or favours.
- Adhere to and protect suppliers' business and legal rights to confidentiality for trade secrets and other proprietary information.
- Remain free of any and all interests and activities which are or could be detrimental or in conflict with the best interests of the Township.
- Refrain from engaging in activities where a Township employee has a significant personal or indirect financial interest.
- Exercise discretionary authority on behalf of the Township
- Avoid acquiring interest or incurring obligations that could conflict with the interests of the Township.



Committee of the Whole

May 13, 2025

Staff Report: #COR-2025-31

REPORT BY: Nicole Guthrie, Clerk

REPORT SUBJECT: Council Remuneration and Expense Policy

DEPARTMENT: Corporate Services

RECOMMENDATION(S):

***“THAT,** Council approve Policy GOV-03 Council Remuneration and Expense Policy as presented in report COR-2025-31;*

***AND FURTHER THAT** Council approve By-Law 2025-XXXX being a by-law to adopt a Council Remuneration and Expense Policy.”*

1. BACKGROUND

The Township’s current Council Remuneration Policy was adopted in 2022 and outlines the compensation structure for members of Council, including base remuneration and eligible expenses. Periodic review of this policy ensures compensation remains fair, transparent, and in line with current municipal standards and public expectations.

As part of good governance and in alignment with Council’s commitment to accountability, the remuneration policy should be reviewed at minimum once per Council term, or sooner if directed.

2. DISCUSSION

Key Revisions

With the 2025 budget now approved, staff have taken the opportunity to review the Council Remuneration Policy for clarity and alignment with current practices. The policy has been updated to reflect the new remuneration rates approved in the 2025 budget and reformatted using the standardized municipal policy template. The following minor changes are proposed:

Section	Change
Policy #	As part of ongoing efforts to improve policy organization and clarity, the Council Remuneration Policy will be renumbered using a GOV extension to reflect its governance-related nature. This adjustment aligns with a broader initiative to categorize policies by functional area,

	ensuring easier identification and access. Other policies within the current Council suite will also be updated to the .GOV extension as they come forward for review or amendment over time. This change is administrative in nature and does not alter the content or applicability of the policies.
5.4	Updated to clarify that Members of Council will be reimbursed for travel expenses incurred while conducting Township business.
5.6/5.7	The section on computer allowances has been removed, as this is not a current practice of the Township.

3. **FINANCIAL IMPLICATIONS**

The amendments to section 5.1 are included in the 2025 budget.

4. **OPTIONS CONSIDERED**

Option 1 – Approve the Updated Council Remuneration Policy (Recommended):

Council may choose to approve the revised Council Remuneration Policy as presented, incorporating the updated remuneration rates, clarified language, formatting improvements, and policy number adjustment.

Option 2 – Maintain the Existing Policy:

Council may choose to take no action at this time, in which case the existing Council Remuneration Policy would remain in effect with updates only to the rate of remuneration per current policy section 3.1.3.

5. **STRATEGIC PRIORITIES**

N/A

6. **RELEVANT LEGISLATION AND POLICIES**

Current Policy – C-02-2022
Current By-Law – 2022-1755

7. **OTHERS CONSULTED**

Rhonda Whitmarsh, Treasurer

8. **ATTACHMENTS**

Appendix A – GOV-03 Council Remuneration and Expense Policy

Prepared By: Nicole Guthrie, Clerk

Approved By: Suzanne Charbonneau-Dent, CAO

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

BY-LAW NO. 2025-19XX

**BEING A BYLAW TO ADOPT A
COUNCIL REMUNERATION & EXPENSE POLICY**

WHEREAS Sections 8 and 9 of the *Municipal Act, 2001* provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate; and

WHEREAS the Council of the Corporation of the Township of Lanark Highlands deems it expedient and in the public interest to adopt Policy to recognize the efforts made by members of Council in serving their constituency and acknowledges that there are costs/expenses associated with fulfilling these duties.


NOW THEREFORE the Corporation of the Township of Lanark Highlands enacts as follows:

1. **THAT** the Council Remuneration & Expense Policy attached hereto as Schedule 'A' be and is hereby adopted.
2. **THAT** Schedule 'A' hereto shall be made part of this By-law as fully as if recited herein.
3. **THAT** By-law No. 2022-1755 is hereby repealed.
4. **THAT** this By-law shall supersede any and all By-laws and/or policies deemed to be inconsistent.
5. **THAT** this By-law shall come into force and effect immediately upon the passage thereof.

BY-LAW READ, ENACTED AND PASSED this XX day of XXX 2025.

Peter McLaren, Reeve

Nicole Guthrie, Clerk

	Policy:	Council Remuneration and Expense Policy
	No.:	GOV-03
	Effective Date:	
	By-Law No.:	
	Review Date:	

1.0 POLICY STATEMENT

The Township of Lanark Highlands recognizes the efforts made by members of Council in serving their constituency and acknowledges that there are costs and expenses associated with fulfilling these duties.

The purpose of this policy is to consolidate remuneration amounts and formalize expense reimbursement and reporting procedures for members of Council.

2.0 SCOPE

This policy applies to all members of Council.

3.0 DEFINITIONS

In this policy:

Council shall mean the duly elected Municipal Council of the Township.

Township shall mean The Corporation of the Township of Lanark Highlands.

4.0 ROLES AND RESPONSIBILITIES

Council and Chief Administrative Officer

4.1 The Council and Chief Administrative Officer are responsible for ensuring compliance with this policy.

5.0 SPECIFIC DIRECTIVES

Annual Remuneration

5.1 The base remuneration for members of Council for the Corporation of the Township of Lanark Highlands shall be, commencing January 1st, 2022 **2025**, as follows:

Reeve	\$25,422.87	28,769.87
Deputy Reeve	\$46,303.01	18,449.34
Councillor	\$ 14,351.87	16241.29

- 5.2 The annual remuneration shall be all inclusive, but not necessarily be limited to, attendance at all Council, Committee, Board or other Township meetings as required.
- 5.3 The Council remuneration will automatically change (on an annual basis) in accordance with the previous year's Ontario Consumer Price Index (O.C.P.I). The prior year's calculation will be done on an October to October basis.

Travel Expenses

- 5.4 Members of Council shall ~~receive an allowance~~ **be reimbursed for** travel expenses incurred while ~~on~~-conducting Township business. ~~Said rate is to be set~~ Reimbursement shall be provided in accordance with the Township's Human Resources Policy (~~Schedule "I"~~), as amended from time to time.
- 5.5 Examples of **eligible** Township business include, but ~~shall~~ are not limited to, attendance at municipal meetings, site visits with constituents, or other duties carried out on behalf of the Township, whether within or outside its geographic boundaries, ~~etc.~~

Computer Allowance

- 5.6 ~~The Township recognizes that members of Council require the aid of a computer and associated resources in order to fulfill their municipal duties.~~
- 5.7 ~~Members of Council shall receive an annual computer allowance an amount determined during the annual budget process. Said allowance shall be paid to Council members at the completion of the annual budget exercise.~~

Convention/Seminar/Training Session Attendance

- 5.8 Council members shall, prior to attending any conference, seminar or training session, advise Council of their intentions accordingly. Notice of attendance shall be given by the member attending the conference/seminar or training session at a regular or special meeting of Council or the Committee of the Whole.

Convention/Seminar Expense

- 5.9 Members of Council shall receive a daily expense allowance of \$225.00 per full or part day attendance while engaging in Township business or participating in a conference or other training session.
- 5.10 Spouses or others shall not be reimbursed for any expenses associated with attendance at any event with a member of Council.
- 5.11 In addition to the daily expense allowance of \$225.00, the following expenses shall be eligible for reimbursement:
- a) Travel, either by commercial carrier or by the member's personal vehicle, reimbursed at the rate set out in Schedule "I" of the Township's Human Resources Policy;

- b) Taxi transportation while at the location;
- c) Reasonable accommodation costs, comparable to the conference / seminar hotel rates;
- d) Conference, seminar or other training fees;
- e) Any expenses related to text and course materials;
- f) Necessary sundry items;

5.12 Receipts shall be required to support the Council members claim for reimbursement of any of the above expenses, other than the daily expense allowance of \$225.00 and any claim for mileage.

Convention/Seminar Reporting

5.13 A "Round-table" discussion led by the conference / seminar / training session attendee will be held at the Committee of the Whole meeting following the conference / seminar session.

5.14 If requested, conference / seminar attendees will make available any hand-outs and other materials obtained at the conference or seminar.

OMERS

5.15 Unless ineligible for any reason, members of Council shall participate in the Ontario Municipal Employees Retirement System (OMERS) as set out by By-law No. 2003-444.

Monthly Expense Claims

5.16 Regular expense claims shall be submitted monthly, within ten (10) working days of the end of the previous month, to the Accounts Payable / Payroll / Benefits Clerk.

5.17 Expense claims shall be submitted using the template provided by the Township or an approved alternative.

5.18 Eligible expenses shall generally be reimbursed within thirty (30) days of receipt in the format chosen by the Council member. Routine in-kind contributions that fall within Township capacity may be approved by staff.



Committee of the Whole

May 13, 2025

Staff Report: #COR-2025-32

REPORT BY: Nicole Guthrie, Clerk

REPORT SUBJECT: Delegation of Authority By-law

DEPARTMENT: Corporate Services

RECOMMENDATION(S):

***“THAT** staff report COR-2025-32, Delegation of Authority, dated May 13, 2025, be received; and*

***THAT** Council considers the adoption of the proposed By-law (as outlined in Appendix A to this Staff Report) setting out the various Administrative and Signing Authorities to allow for the expeditious consideration of routine matters.”*

1. BACKGROUND

Delegation of authority is a governance tool that supports efficient municipal operations while preserving accountability and legislative compliance. The *Municipal Act, 2001*, under Section 23.1, permits a municipality to delegate its powers and duties to officers, employees, or committees, with some exceptions. This includes administrative decisions, legal agreements, and financial transactions within approved parameters.

In addition to the general delegation provisions under the *Municipal Act*, specific authorities are granted under other legislation, including:

- **Section 41 of the *Planning Act*** – delegation of site plan control;
- **Section 36** – lifting of holding provisions;
- **Section 39** – approval of temporary use by-laws;
- **Section 53(1)** – consent-granting authority, where permitted by upper-tier delegation or where no zoning amendment is required;
- **Building Code Act, Fire Protection and Prevention Act**, and others, which provide for operational delegation of technical functions.

Council remains the decision-making body for key policy, financial, and legislative matters, including the adoption of the budget, the levying of taxes, and the enactment of by-laws. Delegation allows administrative and operational matters to proceed without delay, improving service delivery and responsiveness to residents.

This work is aligned with the Township's recent approach to policy modernization, including the consolidation of all municipal fees into a single Fees and Charges By-law. That initiative demonstrated the benefits of clarity, transparency, and consistency across municipal documents and decision-making processes.

2. DISCUSSION

The proposed Delegation of Authority By-law (attached) will provide a consolidated and transparent framework for staff decision-making under clear conditions and limits. It will:

- Clarify which decisions are delegated and to whom (e.g., CAO, Clerk, Treasurer, Managers);
- Outline thresholds and conditions (e.g., financial limits, reporting requirements);
- Identify areas where delegation is not permitted by legislation and must remain with Council;
- Codify existing practices that have previously been authorized by motion, policy, or contract.

The by-law will cover areas such as procurement, property management, financial administration, personnel matters, planning approvals, and general operational decisions. It will also incorporate reporting requirements to ensure Council remains informed on decisions made under delegated authority.

The intent is to streamline operations while maintaining oversight and legislative compliance. It also provides consistency across departments and should help reduce the volume of administrative items on Council agendas.

In preparing the proposed by-law, staff reviewed several examples from other municipalities to ensure consistency in structure, scope, and language. Notably, by-laws from the Town of Carleton Place and the Township of Woolwich were referenced as comparators, both of which provide clear frameworks for administrative and planning-related delegations.

3. FINANCIAL IMPLICATIONS

There are no direct costs associated with the preparation or implementation of the Delegation of Authority By-law. The anticipated outcome is increased administrative efficiency and reduced staff and Council time spent on routine approvals.

4. OPTIONS CONSIDERED

Option 1 – Approve as Presented (Recommended)

THAT Council considers the adoption of the Delegation of Authority By-law as presented;

Option 2 – Revise or Amend

THAT Council direct staff to revise the proposed Delegation of Authority By-law based on feedback provided at this meeting;
AND FURTHER THAT an amended version of the by-law be brought back for Council's consideration at a future meeting.

5. STRATEGIC PRIORITIES

N/A

6. RELEVANT LEGISLATION AND POLICIES

[Municipal Act, 2001, S.O. 2001, c. 25](#)
[Planning Act, R.S.O. 1990, c. P.13](#)

7. OTHERS CONSULTED

Senior Management Team

8. ATTACHMENTS

Draft By-law

Prepared By: Nicole Guthrie, Clerk

Approved By: Suzanne Charbonneau-Dent, CAO

THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS

BY-LAW NO. 2025-19XX

BEING A BY-LAW TO DELEGATE AUTHORITY TO STAFF

WHEREAS Section 5 (3) of the *Municipal Act 2001 S.O. c. 25 as amended* states that the powers of a municipality shall be exercised by by-law;

AND WHEREAS Section 23.1 of the *Municipal Act 2001 S.O. c. 25 as amended* provides that sections 9, 10 and 11 authorize a municipality to delegate its powers and duties under any Act to a person or body subject to listed restrictions;

AND WHEREAS Section 11(1) of the *Municipal Act, 2001 S.O. 2001, c.25 as amended* authorizes a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Section 275 of the *Municipal Act, 2001, c.25 as amended* restricts acts that Council can take after nomination Day and after Voting Day if the Council is a lame duck position; and

AND WHEREAS section 5 of the *Planning Act, R.S.O. 1990, c.P13 as amended*, authorizes a municipal council to delegate authority, by by-law, except for the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans;

AND WHEREAS section 39.2 of the *Planning Act, R.S.O. 1990, c.P13 as amended* provides that the council of a local municipality may, by by-law, delegate authority to pass by-laws under section 34 that are minor in nature to: (a) a committee of council; or (b) an individual who is an officer, employee, or agent of the municipality; and

AND WHEREAS it is deemed expedient to delegate certain authority to senior staff;

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** Council delegates its authority to staff in accordance with Schedule A.

2. BY-LAWS TO BE REPEALED

2.1 **THAT** By-law No. 2002-377 and 2023-1843 shall be and are hereby repealed.

2.2 THAT, 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.

3. EFFECTIVE DATE

3.1 This by-law shall come into force and effect on the day of its passing.

3.2 ENACTED AND PASSED this xxth day of XXX, 2025

Peter McLaren, Reeve

Nicole Guthrie, Clerk

SCHEDULE "A" TO BY-LAW 2025-XXXX

Chief Administrative Officer		
Delegated Authority	Delegate	Delegation and Legislative Limits
Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality.	CAO	
Establish the structure of the municipality, including the establishment, merger and elimination of divisions and departments and establishing a managerial hierarchy.	CAO	
Approve and amend Policies and Procedures related to the administration of employees.	CAO	
<p>Dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;</p> <p>Hire or dismiss any employee of the municipality; and</p> <p>Make any expenditure or incur any other liability which exceeds \$50,000.</p>	CAO	<p>Delegation only applies if Council is restricted from taking action after nomination day under section 275 of the Municipal Act, during "lame duck".</p> <p>The CAO will consult with legal counsel and/or Treasurer, where appropriate, prior to exercising the delegated authority.</p> <p>The CAO shall report action taken or decisions made in accordance with the delegated authority given during periods outlined in this by-law to Council, at its next regularly scheduled meeting or at an additional meeting convened by Council.</p>

Tender/quote awards – within budget, less than \$100,000 and offered to the lowest bidder.	CAO	<p>Tenders that will be awarded prior to the finalization of the budget will require pre-budget approval.</p> <p>All tenders above \$100,000</p>
Award Requests for Proposals that are within budget up to \$100,000 in value.	CAO	
Hire Full-Time Employees within budget.	CAO	
Allow spending of up to the prior year's approved operating budget until such time as Council has passed its budget for the year.	CAO	
Approve and enact by-laws to remove holding ("H") provisions from zoning by-laws, where the prescribed conditions for lifting the holding symbol have been satisfied and no public meeting is required.	CAO with input and advice of Manager of Planning, Planning Consultant or Township delegate	<p>The removal shall be deemed a minor and routine planning matter.</p> <p>The delegated authority applies only where no outstanding objections have been received from the public or agencies.</p> <p>A record of the CAO's decision shall be maintained, and Council shall be notified of all such approvals through an information item in the next regular Council meeting agenda.</p>
Approve and enact temporary use by-laws for a period not exceeding three (3) years, to permit the temporary use of land, buildings, or structures for any purpose otherwise prohibited by the zoning by-law. (e.g. plowing match, festival)	CAO with input and advice of Manager of Planning, Planning Consultant or Township delegate	<p>The authority applies only to applications deemed minor in nature by the Planning Department and where no public meeting is required under the Planning Act.</p> <p>Temporary use by-laws must conform to the Official Plan and not conflict with any applicable Provincial Policy Statements or regulations.</p> <p>The CAO may impose conditions as necessary to</p>

		<p>ensure the orderly development of the land.</p> <p>A record of the CAO's decision shall be maintained, and Council shall be notified of all such approvals through an information item in the next regular Council meeting agenda.</p>
Approve site plans, drawings, and related submissions and to enter into site plan agreements under the By-law 2012-1181 Site Plan Control.	CAO	<p>The authority includes the approval of minor amendments to site plans and associated agreements.</p> <p>The delegated authority shall be exercised in consultation with the Manager of Planning & Building Services, Planning Consultant or Township delegate, as appropriate.</p> <p>Agreements may include conditions required for the development or redevelopment of the subject lands in accordance with applicable Township standards, by-laws, and policies.</p> <p>The CAO is authorized to execute all necessary documents to implement approved site plans and agreements.</p> <p>Council shall be notified of all site plan approvals through an information item on the next regular Council meeting agenda.</p>
Waive notice requirements	CAO	<p>For specific matters as set out in By-law 2007-820 (Public Notice Policy). Matters that are urgent, time sensitive or impact health and well-being.</p>

DRAFT

Treasurer		
Delegated Authority	Delegate	Delegation and Legislative Limits
Adjust mileage rates for Council and staff upon an annual review of the Canada Revenue Agency's lower mileage amount (rate over 5,000 km).	Treasurer	
Adjust tax accounts including interest, and write-off other receivables as uncollectible up to \$3,000.	Treasurer	
Make all allowable tax adjustments under the Municipal Act including Section 354 after an unsuccessful tax sale.	Treasurer	
Authorize and execute minutes of settlement between the Municipality and the Municipal Property Assessment Corporation and/or the Assessment Review Board.	Treasurer	
Transfer funds between Town accounts to maximize interest earned.	Treasurer	
Make any proposed tax adjustments arising from applications under Sections 354, 357, 358, and 359 of the Municipal Act, 2001 and the apportionment of unpaid taxes in accordance with Section 356 of the Municipal Act, 2001 except for applications made under 357(1).	Treasurer or designate	

Managers		
Delegated Authority	Delegate	Delegation and Legislative Limits
Close municipal highways temporarily for emergencies or for the purpose of construction.	Fire Chief, Manager of Public Works	
Hiring Part-time Employees <ul style="list-style-type: none"> • within budget • approve step commencement 	Senior Management Team	
Hiring Summer Students <ul style="list-style-type: none"> • within budget • approve step commencement 	Senior Management Team	
Release final securities for development agreements based on recommendations from the respective Senior Managers.	Senior Management Team	
Tenders/quote awards within budget, less than \$30,000 and offered to the lowest bidder.	Senior Management Team	Tenders that will be awarded prior to the finalization of the budget will require pre-budget approval.
Installation of municipal signage – non-legal e.g. “No Loitering” and temporary signs for festivals and events.	Senior Management Team	
Designation of Community Festivals and for events required to be deemed “municipally significant” e.g. Canada Day.	Manager of Facilities and Community Affairs	Designations for new events will require Council approval and once approved by Council, authority is delegated to the Department Head for ongoing annual events.
Authorize temporary road closures and road uses for festivals and events.	Manager of Facilities and Community Affairs	
Issue excavation permits.	Manager of Public Works	
Issue blasting permits.	Manager of Public Works	
Approve or refuse applications for development permits, issue development permits, attach conditions to the approval of development permits or enter into	Manager of Planning, Planning Consultant, Chief Building Official,	

agreements with respect to development permits.	or Township delegate	
Approve the clearance of subdivision conditions.	Manager of Planning, Planning Consultant, Chief Building Official, or Township delegate	Upon input from Chief Building Official and Public Works Manager or designate.
<p>Submit comments to the County of Lanark on behalf of the Township for consent applications that meet the intent and policies of the Town's Official Plan and Zoning By-law except for those that need special consideration by the Committee of the Whole and Council.</p> <p>Consent applications that involve any of the following conditions, as identified during the pre-consultation or application review process, be brought forward to Council for consideration:</p> <ul style="list-style-type: none"> • A zoning by-law amendment or minor variance is required to implement one or more proposed conditions of consent. • That the consent involves the utilization of a Township asset through agreement (i.e. road use). • That the consent is in an area where there are known pre-application concerns or issues with neighboring properties. • That the consent application resulted in pre-application concerns or objections by commenting agencies. 	Manager of Planning, Planning Consultant, Chief Building Official, or Township delegate	<p>*Notice of consent applications and respective comments provided to the County of Lanark Land Division Committee shall be posted on the Township's website until it is heard by the Land Division Committee.</p> <p>*Comments provided to the County of Lanark Land Division Committee shall also be provided to the applicant/agent indicated on the consent application.</p>
Exercise the powers and duties as head under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (section 3, subsection 49(1)).	Clerk	

Execute agreements required as a condition of approval for consent (Section 53) or minor variance (Section 45) applications, where such agreements have been approved by designated approval authority.	Clerk and Reeve	<p>Applies only to agreements that are standard in form and substance, such as those related to servicing, access, drainage, road widening, or notice on title.</p> <p>Agreements must be prepared or reviewed by Manager of Planning & Building Services, Planning Consultant or Township delegate or legal counsel.</p> <p>Execution shall occur only after all necessary approvals have been granted and any preconditions have been met.</p> <p>A copy of the executed agreement shall be retained in the municipal records and made available to Council for review upon request.</p>
Authority to make minor corrections to By-laws. Limited to non-material matters such as numbering of By-laws, spelling, etc.	Clerk	
Enter into encroachment agreements on behalf of the Township.	Mayor and Clerk	
Enter into contracts with various Federal, Provincial or other agencies i.e. Trillium Foundation for grant purposes.	Mayor and Clerk	



Committee of the Whole

May 13, 2025

Staff Report: #RDS-2025-04

REPORT BY: Kathryn Maton, Manager of Public Works

REPORT SUBJECT: Award Tender PW-2025-03 for the Sheridan Rapids Bridges Replacement

DEPARTMENT: Public Works

RECOMMENDATION(S):

***“THAT,** Council authorize staff to award the Tender for the ‘Sheridan Rapids Bridges Replacement’ to KB Civil Constructors Inc. for \$1,410,602.83 (including non-refundable HST, Tariffs and contingency) as identified in Report RDS-2025-03*

***AND THAT,** the Public Works Manager is authorized to issue any and all change orders as required including a 10% contingency and Tariffs to prevent delays and claims against the Township with a status update provided to Council”*

1. BACKGROUND

The Sheridan Rapids South Bridge is a 19.2m span x 5.6m wide (total deck width) single span steel pony truss bridge constructed circa 1930, with last major rehab undertaken in 2007. The Sheridan Rapids North Bridge is a 24m span x 7.7m wide (total deck width) single span steel pony truss bridge constructed circa 1930, with last major rehab undertaken in 2007. Biennial inspections of the structures in 2023 revealed that the bridges were in poor condition, with replacement of the structures recommended within 1-5 years of the inspection.

In September 2024, Council awarded the engineering design work for the replacement work to Safe Roads Engineering Inc. The engineering work included a geotechnical investigation, environmental study works, bridge condition survey, topographic works, structural evaluation of existing abutments, heritage study, options review and a public open house. A design was finalized and released to Tender on 2 April 2025

2. DISCUSSION

The Township released the replacement work to tender on 2 April 2025 on Biddingo.com and the Township website. The tender specified a removal of the bridge structures, rehabilitation of the existing concrete abutments and the supply and installation of the new bridge structures.

Six (6) submissions were received for the tender closing of 29 April 2025 at 2:00 pm Eastern Daylight Time (EDT):

Contractor	Price excluding HST
KB Civil Constructors Inc.	\$ 1,114,377.61
Dalcon Constructors Ltd.	\$ 1,143,000.00
DW Building Restoration	\$ 1,168,994.91
Bonnechere Excavating	\$ 1,394,890.00
Crains' Construction Limited	\$ 1,561,397.00
A2Z Civil	\$ 1,631,445.00

The above quantities were verified by the Public Works Manager and Safe Roads Engineering, with the recommendation to be awarded to the lowest bidder – KB Civil Constructors Inc.

3. FINANCIAL IMPLICATIONS

The 2025 budget for this project is \$2,500,000.00, with \$100,000.00 issued as a grant from the Ontario Community Infrastructure Fund (OCIF) and the remainder being long-term financed. Since all of the bids are under budget, the long term-financing requirements expected for this project will be reduced, translating to lower debt repayments in future budgets.

With uncertainties regarding abutment conditions during bridge removal and potential tariffs, it is recommended that a 10% contingency be budgeted for the project, and a provisional 25% tariff be budgeted into the project.

Contract Cost	\$1,114,377.61
10% Contingency	\$111,438.00
25% Tariff (Steel and Aluminum as of May 8, 2025)	\$160,390.00
Total Cost excluding HST	\$1,386,205.61

4. OPTIONS CONSIDERED

Option 1 - Recommended:

Award the replacement of the Sheridan Rapids Bridges to KB Civil Constructors for \$1,114,377.61 plus a 10% contingency of \$111,438.00 and 25% Tariff of \$160,390.00, for a total cost of \$1,386,205.61 before non-refundable HST. After the HST rebate the total to be funded from the 2025 budget would be \$1,410,602.83.

Option 2:

Council may choose to award the replacement of the Sheridan Rapids Bridges for \$1,114,377.61 (before non-refundable HST) but not authorize the Manage of Public Works to authorize change orders or tariffs. This option is not recommended as it has the potential to result in significant project delays.

Option 3:

Council may choose to award the replacement of the Sheridan Rapids Bridges to Dalcon Constructors Ltd. for \$1,143,000.00 (before non-refundable HST).

Option 4:

Council may choose to retender the replacement of the Sheridan Rapids Bridges. This option is not recommended as the six bids received for the current tender, which is considered by staff to be a sufficient number of bids.

5. STRATEGIC PRIORITIES

Draft Asset Management Plan

6. RELEVANT LEGISLATION AND POLICIES

Procurement Policy

Ontario Regulation (O. Reg.) 104/97

7. OTHERS CONSULTED

Safe Roads Engineering

CAO

Treasurer

8. ATTACHMENTS

Appendix 1 – Safe Roads Engineering, May 5, 2025. MEMORANDUM - Recommendation of Award – PW-2025-03 Sheridan Rapids Bridges Replacement.

Prepared By: Kathryn Maton, Manager of Public Works

Approved By: Suzanne Charbonneau-Dent, CAO

MEMORANDUM

Project Number: J24S164

Date: May 5, 2025

To: Kathryn Maton, Manager of Public Works

From: Marc McIntosh, Project Manager

Subject: RECOMMENDATION OF AWARD – PW 2023-03 Sheridan Rapids Bridges Replacement

Tender # PW 2023-03 Sheridan Rapids Bridges Replacement closed April 29, 2025, at 2 pm. In total, six bids were received:

BIDDER	TENDER PRICE
KB Civil Constructors Inc.	\$1,114,377.61
Dalcon Constructors Ltd.	\$1,143,000.00
DW Building Restoration	\$1,168,994.91
Bonnechere Excavating	\$1,394,890.00
Crains' Construction Limited	\$1,561,397.00
A2Z Civil	\$1,631,445.00

Upon review of the submissions, it was confirmed that the lowest price bid, submitted by KB Civil Constructors Inc. successfully met the mandatory submission requirements, as summarized below:

Mandatory Requirement	Evaluation Results
Tender Deposit (Part "A" - Section 4)	Pass
Declaration (Part "E" – Form of Tender)	Pass
References Schedule (Part "E" – Form of Tender)	Pass
Pricing Schedule (Part "E" – Form of Tender)	Pass
Health and Safety Documentation (Part "A" - Section 6)	Pass
Accessibility Declaration (Part "A" - Section 7)	Pass

As a result of the review of the bids received, Safe Roads Engineering is recommending that the Township of Lanark Highlands consider proceeding with the conditional award of Tender #PW-2025-03 – Sheridan Rapids Bridges Replacement to the low bidder, KB Civil Constructors Inc.. The award of this contract should be conditional upon funding and obtaining required permits.

Marc McIntosh, P.Eng.
Project Manager / Transportation Engineer
Mobile: 613-315-6633
Email: mmcintosh@saferoadseng.com

AGM - Board Summary Report

April 14, 2025

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the April 14, 2025 Board of Directors Annual General Meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the March 10, 2025 Board of Directors Meeting.

Welcome & Closing Ceremonies and Land Acknowledgement

Staff provided a land acknowledgment recognizing First Nation ties to the land and to MVCA's work. Elder Roberta Della-Pica and Ross Saunders from the Bonnechere Algonquin First Nation provided opening and closing ceremonies that included an opportunity for a smudge, water ceremony, and traditional songs.

Election of Officers

The MVCA Board of Directors held an election for Chair and Vice-Chair for 2025-2026. Roy Huetl was elected as Chair and Paul Kehoe elected as Vice-Chair.

2025 Appointments

Appointments were confirmed as follows:

- Regulations Committee: Roy Huetl, Paul Kehoe, Richard Kidd, Jeff Atkinson, Taylor Popkie
- Mississippi Valley Conservation Foundation Board Representative: Janet Mason
- Mill of Kintail Museum Advisory Committee Board Representative: Bev Holmes
- Mississippi River Watershed Plan Implementation Public Advisory Committee Board Representative: Dena Comley
- The Board of Directors appoint the following to Conservation Ontario Council for 2025:
 - The 2025 Board Chair as Voting Delegate

10970 Highway 7, Carleton Place ON, K7C 3P1 | (613) 253-0006 | info@mvc.on.ca

Your partner in natural hazard management, resource conservation, and stewardship

- The 2025 Board Vice Chair as First Alternate
- The General Manager as Second Alternate

Appointment of 2025 Auditor

The Board of Directors reappointed the firm of Baker Tilly REO as the Authority's auditor for the year 2025.

Auditors Report & Financial Statements

MVCA Auditor, Baker Tilly REO overviewed the audit process and reviewed key findings and the statement of financial position. The Board of Directors approved the *2024 Audited Financial Statements* and directed that they be posted and distributed in accordance with section 38 of the *Conservation Authorities Act*. They also authorized signing of the Auditor's Report.

2025 Workplan & Needs Assessment

Staff provided the latest version of the Corporate Needs Assessment and Workplan and reviewed key activities and projects to be carried out in 2025.

2024 Annual Report

The attached report was tabled.

GM Update

Highlights included:

- MVCA's new Manager of Planning and Stewardship, Ben Dopson was introduced to the Board.
- The Parklands and Trail Mini-Conference scheduled for May 28.
- A reduction in MVCA's annual insurance premium.
- Mississippi Valley Conservation Foundation 50/50 Raffle Fundraiser.

Corporate Strategic Plan Update

Results from a Board Member survey were provided regarding update of MVCA's *Corporate Strategic Plan*. Members discussed potential key themes and objectives.

Watershed Outlook

Warm temperatures and rainfall in mid-March triggered an early and short freshet and localized flooding of flood prone areas. Peaking on the Ottawa River was predicted for the first-second week of May.

Employee Presentation: 2024 *Planning Act* Reviews

Staff provided an overview of MVCA planning advisory services. They discussed the advisory role of MVCA in reviewing planning applications and reviewed the volume of applications by type and municipality. They reviewed provincial changes to planning regulations and areas with complex/challenging reviews.

Attachments:

- Draft minutes of the April 14, 2025 Board of Directors Annual General Meeting.
- Approved Minutes of the March 10, 2025 Board of Directors Meeting.
- MVCA 2024 *Annual Report*

Minutes: Board of Directors 57th Annual General Meeting

April 14, 2025

Hybrid Meeting via Zoom and MVCA Office Boardroom

Roll Call

Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Allan Hubley
- Bev Holmes
- Cathy Curry (Virtual)
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower (Virtual)
- Helen Yanch
- Jeannie Kelso
- Mary Lou Souter
- Richard Kidd
- Roy Huetl
- Steven Lewis
- Taylor Popkie (1:15 p.m.)
- Wayne Baker
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager,
- Alex Broadbent, Manager of IC&T
- Ben Dopson, Manager of Planning & Stewardship
- Diane Reid, Environmental Planner
- Mercedes Liedtke, Environmental Planner
- Jennifer North, Water Resources Technologist
- Bryan Flood, Water Resources Engineer (Virtual)
- Kelly Hollington, Recording Secretary

Members Absent

- Cindy Kelsey
- Janet Mason

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer

Guests

- Donna Rotar, Baker Tilly REO
- Adrianna Martin, Baker Tilly REO
- Roberta Della-Pica, Bonnechere Algonquin First Nation
- Ross Saunders, Bonnechere Algonquin First Nation

P. Kehoe called the 57th Annual General Meeting to order at 1:00 p.m.

Declarations of Interest

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

Agenda Review

There were no additions or comments on the agenda.

BOD25/04/14 - 1

MOVED BY: H. Yanch

SECONDED BY: R. Huetl

Resolved, that the agenda for the April 14, 2025 Board of Directors Meeting be adopted as presented.

“CARRIED”

Welcome Ceremony & Land Acknowledgement

S. McIntyre provided a land acknowledgement recognizing First Nation ties to the land and to MVCA’s work. S. McIntyre introduced R. Della-Pica and her partner, R. Saunders, Bonnechere Algonquins, and invited them to conduct the opening ceremony for the AGM.

R. Della-Pica explained the smudging ceremony, taking the smoke from the burning sage, sweetgrass, tobacco and cedar to cleanse the body, mind and spirit and to cleanse the space of any negative energies. Members were invited outside for the opportunity to be smudged. R. Della-Pica provided a water ceremony and sang the Water Song to conclude the opening ceremony. She highlighted the importance of slowing down, being intentional and being present.

P. Kehoe expressed thanks to R. Della-Pica and R. Saunders for their opening ceremony.

Main Business

1. Approval of Minutes: Board of Directors Meeting, March 10, 2025

There were no amendments or discussion on the minutes.

BOD25/04/14 - 2

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

Resolved, that the minutes of the Board of Directors Meeting held on March 10, 2025 be received and approved as printed.

“CARRIED”

2. Receipt of Draft Minutes:

- a. Finance and Administration Advisory Committee Meeting, April 4, 2025.
- b. Executive Committee Meeting, October 25, 2025.

There was no amendment or discussion of the minutes.

3. Employee Presentation: 2024 Planning Act Reviews, Diane Reid & Mercedes Liedtke.

D. Reid and M. Liedtke provided an overview of MVCA planning advisory services. They discussed the advisory role of MVCA in reviewing planning applications and reviewed the volume of applications by type and municipality. They reviewed provincial changes to planning regulations and areas with complex/challenging reviews.

B. Holmes asked about the updated mapping for safe road access around Mississippi Lake. D. Reid explained that MVCA staff carried out ground truthing exercises using transit and GPS equipment to assess the elevation of various roads of potential concern within the area that could be below set standards for safe access for emergency services.

J. Kelso asked if residents were made aware of the safe road access mapping update. S. McIntyre explained that the information was shared with the Lake Association and with Municipal Public Works Offices and CAOs for emergency services purposes. Information and maps regarding safe access surrounding Mississippi Lake can be accessed on the MVCA website.

D. Reid noted that with up to one foot of flooding may still be considered safe access; however, flooding exceeding one foot is flagged as potentially unsafe.

R. Kidd asked about the role of the Conservation Authority in the expansion of community development areas. M. Liedtke explained that it is the same advisory role as described in the planning application process – MVCA is circulated planning applications to review in conformity to the Provincial Planning Statement (PPS) and provincial guidelines to mitigate impacts. MVCA continues to comment on concerns related to Natural Hazards (flooding, erosion and slope stability).

P. Kehoe commented that Lanark Highlands has a high number of severances. D. Reid responded that there has been a trend of a higher number of severances in Lanark Highlands. She noted that the higher activity in Mississippi Mills and Carleton Place is attributed to subdivision applications and the review of resubmissions.

4. Watershed Outlook (Verbal), Jennifer North.

J. North provided a verbal watershed outlook discussing current conditions. She explained that warm temperatures and rainfall in mid-March triggered a quick freshet, causing localized flooding due to the rapid water level increases. Staff issued flood outlook statement on March 14, followed by a Flood Watch Statement on March 27 and Flood Warning Statement on April 5. Staff operated dams strategically to lessen the impacts across the watershed. The Mississippi system peaked on April 10 and remains full but is being managed to release excess water and maintain stable levels.

Current flows of the Mississippi River at Fergusons Falls were compared to flows from the past two years and in 2019 when the watershed experienced an extreme event. She compared current flows on the Ottawa River at Constance Bay with flows from 2019. She noted that there are no flooding concerns currently, unless a significant rain event occurs in the next several weeks.

C. Kelly asked about snowpack conditions in the northern part of the watershed. J. North explained that snowmelt has begun but current conditions are uncertain. C. Kelly asked if there is a sense of timing when the second water level peak will happen. J. North commented that the second peak is not anticipated for another two weeks.

M. Souter asked for details regarding flood risk within the watershed. J. North explained that currently, the lakes in the upper watershed have peaked. Logs are being managed carefully to provide capacity and stability. She noted that the elevated water levels could be attributed to the unusually high amount of precipitation that occurred within the span of a week.

5. Auditor's Report, Baker Tilly REO

Presented with item 6, Financial Statements.

6. Financial Statements, Baker Tilly REO

D. Rotar summarized the audit process. She noted that there were no significant internal control concerns or other matters to address. Key findings included two unadjusted misstatements attributed to assets purchased by the Foundation in 2023

and that were not recorded until 2024. She highlighted a qualified opinion included in the audit report related to the Asset Retirement Obligation (ARO) estimate. The ARO estimate is a liability to remediate things such as asbestos and lead paint in older buildings. The auditors took the position that without the expert assessment of the remediation work that they were unable to obtain sufficient audit evidence to verify the ARO amount. She noted that it is in the budget for 2025 to have an assessment completed to determine the ARO amount.

R. Huetl asked how the amount of \$61,933 was determined for the ARO. S. Millard explained that she conducted research based on the size and age of the buildings. D. Rotar commented that the ARO is a difficult standard to implement. R. Huetl asked why an ARO is required if there are no plans to sell the buildings. D. Rotar explained that MVCA has a legal obligation to remediate the expenses before a building can be disposed of. The ARO is part of public sector accounting standards, put into effect in 2023.

D. Rotar reviewed the Statement of Financial Position including financial assets and liabilities and non-financial assets and the Statement of Changes in Net Financial Debt. Next steps include the approval of the Financial Statements by the Board and signing of the management representation letter and reporting letter. She noted that no significant events have occurred between December 31, 2024 and the date of issuance of the Financial Statements that would cause any impacts.

BOD25/04/14 - 3

MOVED BY: J. Kelso

SECONDED BY: T. Popkie

Resolved, That the Board of Directors:

- 1. Approve the 2024 Audited Financial Statements and direct that they be posted and distributed in accordance with section 38 of the Conservation Authorities Act; and**
- 2. Receive and authorize signing of the Auditor's Report.**

"CARRIED"

7. Financial Update – YTD December 31, 2024, Audited, Report 3484/25, Stacy Millard.

S. Millard provided the Financial Update – YTD December 31, 2024, Audited. She noted that the report was amended to include the unaudited YTD Actuals for comparison to

the audited version as per direction from the Finance and Administration Advisory Committee. She highlighted updates attributed to the City of Ottawa Floodplain Mapping Contract revenue and a WSIB rebate. She provided an update of MVCA reserve balances including the allocation of surplus funds to the Water Control Structure reserve. She highlighted that it is in the capital plan to undertake building condition assessments in 2025 to satisfy the ARO requirement.

8. Election of Officers, Report 3485/25, Sally McIntyre.

P. Kehoe expressed that it has been an honour to serve as Chair over the past two years, highlighting how much he has learned from both the MVCA staff and fellow Board members.

BOD25/04/14 - 4

MOVED BY: D. Comley

SECONDED BY: M. Souter

Resolved, That Sally McIntyre be appointed as Chair for the administration of the election of Board of Directors for 2025-2026.

“CARRIED”

S. McIntyre declared the positions of Chair and Vice Chair vacant and asked the Board for nominations for the position of Chair.

R. Kidd nominated R. Huetl for the position of Chair. M. Souter seconded the nomination.

S. McIntyre asked the Board for nominations, two more times. No other nominations were received.

S. McIntyre asked R. Huetl if he accepted the position of Chair. R. Huetl confirmed.

BOD25/04/14 - 5

MOVED BY: H. Yanch

SECONDED BY: J. Kelso

Resolved, That nominations for the position of Chair be closed.

“CARRIED”

S. McIntyre declared R. Huetl as Chair by acclamation.

R. Huetl assumed the position and asked the Board for nominations for the position of Vice Chair.

J. Atkinson nominated P. Kehoe for the position of Vice Chair. D. Comley seconded the nomination.

R. Huetl asked the Board for nominations, two more times. No other nominations were received.

R. Huetl asked P. Kehoe if he accepted the position of Vice Chair. P. Kehoe confirmed.

BOD25/04/14 - 6

MOVED BY: M. Souter

SECONDED BY: J. Atkinson

Resolved, That nominations for the position of Vice Chair be closed.

“CARRIED”

R. Kidd commented that an individual can only sit as chair for two years. He thanked P. Kehoe for leading the Board as Chair for the past two years and expressed confidence that R. Huetl will excel in the role moving forward. S. McIntyre expressed her thanks to P. Kehoe.

9. 2025 Regulations Committee and Other Appointments, Report 3486/25, Sally McIntyre.

S. McIntyre stated that Board representatives currently serving on the Mississippi Valley Conservation Foundation, the Mill of Kintail Museum Advisory Committee and the Mississippi River Watershed Plan Implementation Public Advisory Committee had all agreed to continue in this capacity; and that no requests to move between the Finance and Administration Advisory Committee and the Policy and Planning Committee had been received.

She highlighted that the members appointed to the Regulations Committee are being delegated authority under the *Conservation Authorities Act* to act on the Board's behalf in instances where a permit application results in an appeal. In such cases, the Regulations Committee is empowered by the Board to render a final decision on whether to approve the application and regarding any associated conditions.

She explained that the Regulations Committee is comprised of the Board Chair and Vice Chair and requires 3 more people on the committee. She noted that the Regulations

Committee did not receive any appeals in 2024. Previous members include R. Kidd, J. Mason and J. Atkinson.

S. McIntyre asked R. Kidd if he would be willing to serve on the committee again. R. Kidd confirmed.

J. Atkinson commented that he would be willing to serve on the committee again.

M. Souter nominated T. Popkie to sit on the Regulations Committee. P. Kehoe seconded the nomination. T. Popkie confirmed that he would be willing to serve on the Regulations Committee.

BOD25/04/14 - 7

MOVED BY: D. Comley

SECONDED BY: B. Holmes

Resolved:

- 1. That the Board of Directors:**
 - a. Appoint the Board members listed in Table 3, as amended, to the Regulations Committee to hear applications pursuant to Ontario Regulation 41/24 and MVCA's Administrative By-Law; and**
 - b. Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.**
- 2. That the Board of Directors appoint Janet Mason as Board Representative on the Mississippi Valley Conservation Foundation.**
- 3. That the Board of Directors appoint Bev Holmes as Board Representative on the Mill of Kintail Museum Advisory Committee.**
- 4. That the Board of Directors appoint Dena Comley as Board Representative on the Mississippi River Watershed Plan Implementation Public Advisory Committee.**

"CARRIED"

10. 2025 Conservation Ontario Appointments, Report 3487/25, Sally McIntyre.

S. McIntyre explained that Conservation Ontario is the organization that represents the interest and facilitates collaboration amongst the 36 Conservation Authorities across the

province. She noted that they meet four times annually. Conservation Ontario asks for members to adopt policy at the Provincial level. Traditionally the Chair is the voting delegate, the Vice Chair is first alternate and the GM is the second alternate. She commented that participation in Conservation Ontario meetings can be facilitated for any members who express interest.

BOD25/04/14 - 8

MOVED BY: P. Kehoe

SECONDED BY: T. Popkie

Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2025:

- **The 2025 Board Chair as Voting Delegate**
- **The 2025 Board Vice Chair as First Alternate**
- **The General Manager as Second Alternate**

“CARRIED”

11. Appointment of 2025 Auditor, Report 3488/25, Stacy Millard.

S. McIntyre commented that the recommendation is to retain Baker Tilly REO for the 2025 audit.

BOD25/04/14 - 9

MOVED BY: M. Souter

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors appoint the firm of Baker Tilly REO as the Authority’s auditor for the year 2025.

“CARRIED”

12. GM Update, Report 3489/25, Sally McIntyre

S. McIntyre provided the GM Update. She highlighted:

- *The 2024 Annual Report.*
- The Parklands and Trail Mini-Conference to be held May 28.
- A reduction in insurance premiums.
- Staffing Changes, including introduction of MVCA’s new Manager of Planning and Stewardship, Ben Dopson.

- Mississippi Valley Conservation Foundation 50/50 Raffle Fundraiser.
 - She noted that fundraising by the Foundation helps to offset category 3 program costs and over time will help to reduce the amount of funding support required from the municipal levy.

M. Souter asked for information about how 50/50 tickets will be sold. S. McIntyre explained that tickets will be sold online. She noted that QR codes and social media posts with a direct link to the lottery website will be made available for Board members to share and encouraged them to distribute these within their networks.

J. Kelso asked if the aerial photography under the DRAPE program will be shared with municipal staff. A. Broadbent explained that staff have spent two weeks stitching together the photographs for integration into MVCA mapping. The photography is free and can be requested through open data. He expressed concerns regarding MVCA sharing the information without permission from MNR. S. McIntyre added that MVCA will notify municipal staff once the photo stitching has been completed for MVCA's jurisdiction and to determine the best way to share the information. She committed to following up with J. Kelso and A. Broadbent on this matter.

13. Retirement Gift Policy (In-Camera), Sally McIntyre.

The Board discussed the Retirement Gift Policy in-camera.

BOD25/04/14 - 10

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

Resolved, That the Board of Directors move to in-camera session for the discussion of the following matter:

- Labour relations or employee negotiations

And further resolved, That:

- Sally McIntyre remain in the room; and
- MVCA Staff leave the room.

"CARRIED"

BOD25/04/14 - 11

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

Resolved, That the Board of Directors move out of in-camera discussions.

“CARRIED”

BOD25/04/14 - 12

MOVED BY: S. Lewis

SECONDED BY: T. Popkie

Resolved, That the Board of Directors:

- 1. Approve the retirement gift for a staff member; and**
- 2. Direct staff to review the existing Retirement Gift Policy and make recommendations for consideration by the Finance and Administration Advisory Committee.**

“CARRIED”

14. 2025 Workplan & Needs Assessment, Report 3490/25, Sally McIntyre.

S. McIntyre reviewed the 2025 workplan and needs assessment. The workplan lists the major projects that MVCA put forward to make progress against the *Corporate Strategic Plan*. She highlighted that staff timesheets shows that approximately 80% of staff effort is spent on Category 1 operational activities and 10% on Category 2 and 3 initiatives. The remaining 10% of staff time is allocated to major change initiatives as tabled in the annual workplan. She noted that most initiatives identified in the previous workplan have been completed, with only 2 outstanding items. She highlighted that MVCA has been successful in obtaining grant funding for the Fall River Floodplain Mapping Project, Lanark Dam Safety Enhancement and Kashwakamak Lake Dam Detailed Design.

B. Holmes asked why the Water/Sewer Connection is deemed high-risk on the Needs Assessment. S. McIntyre responded that the water storage tanks for fire services have a long-standing leaking issue and require refilling on a regular basis. She noted that MVCA also experienced an issue with the septic system over the winter.

15. Corporate Strategic Plan, Report 3491/25, Sally McIntyre.

S. McIntyre reviewed results of the corporate strategic plan survey sent to Board members. She asked the Board for feedback regarding MVCA’s communication and relationship with member municipalities.

B. Holmes commented that the survey is better suited to be sent to municipal staff for review at council meetings. J. Kelso agreed, noting that planning staff are connected to the local community.

J. Kelso commented that staff at the Lanark Highlands office, including herself, are new to their positions and did not feel comfortable with answering the survey questions.

W. Baker commented that he took the survey alongside Tay Valley planning staff. He explained that staff observed a decline in communications about climate change predictions and their impact on the watershed outlook. He noted that Tay Valley staff would like to see more communication on floodplain mapping, climate change adaptation, and emergency preparedness.

S. McIntyre highlighted key themes identified in the survey responses:

- Focus on core mandate,
- Modernize and strengthen asset management,
- Enhance community awareness and understanding of MVCA; and
- Build organizational capacity to respond to ongoing changes.

She asked the committee if they have any other key themes or major gaps to add to the list that MVCA should be focusing on.

J. Kelso highlighted the importance of enhancing community awareness and relationships.

R. Kidd disagreed with education and community awareness being a key theme. He commented that it is important to focus on the core mandate highlighted the importance of category 2 and 3 programming being fully cost-recoverable. P. Kehoe supported R. Kidd's comment.

J. Atkinson commented that Stewardship and Education are key aspects of conservation. He noted that there is a demand/need for stewardship and education services within the watershed. He commented that MVCA adds value to municipal recreation programs.

S. McIntyre emphasized that MVCA is working toward full cost recovery for Category 2 and 3 programs and services over the next 4-years. She noted that Stewardship is a subsidized program.

P. Kehoe commented that the City of Ottawa pays for the largest portion of the MVCA levy. S. McIntyre highlighted the importance of enhancing community awareness and understanding of MVCA specifically in the Ottawa area.

G. Gower commented that City of Ottawa staff are satisfied with the MVCA's fulfillment of its municipal responsibilities and view the partnership positively. He commented that the average resident in Ottawa is not aware of what conservation authorities do. He noted that the City of Ottawa interfaces with 3 conservation authorities within their jurisdiction.

Adjournment

R. Della-Pica provided a closing ceremony speech and sang the travelling song. She highlighted that we are the stewards of the water, land and air.

BOD25/04/14 – 13

MOVED BY: P. Kehoe

SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned.

"CARRIED"

The meeting adjourned at 3:30 p.m.

K. Hollington, Recording Secretary

Minutes: Board of Directors Meeting

March 10, 2025, 1 p.m. – 3 p.m.

Hybrid Meeting Via Zoom and at MVCA Office

Roll Call

Members Present

- Paul Kehoe, Chair
- Jeff Atkinson, Vice Chair
- Allan Hubley (Virtual)
- Bev Holmes (Virtual)
- Cindy Kelsey
- Clarke Kelly (Virtual)
- Dena Comley
- Glen Gower
- Helen Yanch
- Janet Mason
- Jeannie Kelso
- Mary Lou Souter
- Roy Huetl
- Steven Lewis
- Taylor Popkie
- Wayne Baker

Members Absent

- Cathy Curry
- Richard Kidd

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager
- Alex Broadbent, Manager of IC&T
- Kelly Stiles, Biologist
- Jennifer North, Water Resources Technician
- Kelly Hollington, Recording Secretary

Guests

- Lorne Heslop

P. Kehoe called the meeting to order at 1:00 p.m.

Declarations of Interest

Members were asked to declare any conflicts of interest. No declarations were received.

Agenda Review

There were no amendments or discussion on the agenda.

BOD25/03/10 - 1

MOVED BY: H. Yanch

SECONDED BY: R. Huetl

Resolved, that the agenda for the March 10, 2025 Board of Directors Meeting be adopted as presented.

“CARRIED”

Main Business

1. Approval of Minutes: Board of Directors Meeting, February 10, 2025

There were no amendments or discussion on the minutes.

BOD25/03/10 - 2

MOVED BY: T. Popkie

SECONDED BY: J. Atkinson

Resolved, that the minutes of the Board of Directors Meeting held on February 10, 2025 be received and approved as printed.

“CARRIED”

2. Receipt of Finance and Administration Advisory Committee Meeting Minutes.

There was no discussion on the minutes.

3. Staff Presentation – Changes to the Boardroom Audio/Visual System, Alex Broadbent

A. Broadbent provided a presentation regarding updates to the MVCA Boardroom audio/visual system to improve the user experience during virtual meetings.

J. Kelso commented that improvements are needed in the room sound-lift.

M. Souter asked about the cost of improvements. A. Broadbent responded that the total after tax was ~\$57,000.

4. Watershed Conditions, Report 3480/25, Jennifer North.

J. North provided a watershed conditions update. Conditions are normal for this time of year. She highlighted the current operating objective of ensuring storage capacity in Crotch Lake for the spring freshet. She noted that the watershed could be at risk of a higher than normal spring peak on the Mississippi depending on weather conditions during March and April.

S. Lewis asked about ground frost conditions. J. North responded that due to a dry Fall, she expects there to be lots of ground penetration from the water run-off.

5. GM Update, Report 3481/25, Sally McIntyre.

S. McIntyre provided the GM Update. She highlighted:

- Board Elections – Elections for Chair and Vice Chair of the Board and Sub-committees will be held at MVCA's Annual General Meeting on April 14, 2025.
- Lanark Dam Safety Measures – MVCA is currently developing a detailed workplan to address safety deficiencies. MVCA anticipates initiating the design phase in later March.
- Flood Contingency Plans – An updated version of MVCA's Flood Contingency Plan was distributed to the Board and municipal staff.
- Financial Audit – Staff are working on the draft financial statements to table at the Finance and Administration Advisory Committee meeting in early April to come forward to the Board at the AGM.

B. Holmes asked if MVCA is taking any temporary measures to address safety concerns around the Lanark Dam. S. McIntyre explained that the deficiencies are due to changing regulations. J. Cunderlik added that deficiencies have been noted and prioritized accordingly. These concerns will be addressed during the design stage of the dam improvements. Public safety components will be ready for construction this summer.

R. Huetl asked if MVCA is still in communication with the Kashwakamak Lake Association in regards to the Kashwakamak Lake Dam replacement. S. McIntyre explained that the Kashwakamak Lake association received notification of the submission of the Environmental Assessment (EA). She noted that MVCA intends to continue to engage with the lake association on key milestones.

W. Baker asked for details regarding compliance to updated regulations as they relate to design codes and dam safety standards. S. McIntyre explained that the Canadian Dam

Association sets recommended industry standards. J. Cunderlik explained that design codes are updated at both the Provincial level through *the Lakes and Rivers Improvement Act* and at the Federal level by the Canadian Dam association.

W. Baker asked if all of MVCA's dam structures require upgrades. S. McIntyre explained that dam inspections are held annually and dam safety reviews (comprehensive examinations of dam structures) occur on a rotating basis. The results from these inspections and comprehensive reviews are used to prioritize works and are set out within the 10-Year capital plan.

Rising from the Finance & Administration Advisory Committee

6. MVCA 2025 Investment Policy & 2025 Strategy, Report 3475/25 (Amended), Stacy Millard.

S. Millard provided the proposed 2025 Investment Policy and 2025 Strategy. She reviewed MVCA's current state of investments. She reviewed policy highlights including annual board approval of the investment mix and strategy along coinciding with updating the 10-year Capital Plan. She reviewed the portfolio mix recommended by the broker ONE Investment. She provided a summary of ONE Investment's returns on portfolio options. She reviewed the 2025 Strategy, which differs from what is in the staff report, as follows:

- 50% in Canadian Government Bonds ~\$1,525,000;
- 25% in High Interest Savings Account (HISA) ~\$762,500;
- 20% in Canadian Corporate Bonds ~\$610, 000; and
- 5% in Canadian Equity Bonds ~\$152,500.

P. Kehoe commented that there have been amendments to the recommendation from the Finance and Administration Advisory Committee and asked whether the item should go back to the Finance and Administration Advisory Committee before being approved by the Board of Directors. S. McIntyre explained that, due to time limitations, the amended recommendation was brought to the Board. She asked if P. Kehoe wants to defer the item so it can go back to the Finance and Administration Advisory Committee and to the Board for approval in April. P. Kehoe asked for feedback from J. Mason, Chair of the Finance and Administration Advisory Committee.

J. Mason asked for clarification on what a Canadian Equity Bond is. S. Millard explained that those are the names of the portfolios as provided by One Investment. She will clarify with One Investment and provide an answer for J. Mason.

J. Mason commented that it is up to the Board if the item should be deferred and reviewed again by the Finance and Administration Advisory Committee. P. Kehoe asked if any members would like to make a motion that the item go back to the Finance and Administration Advisory Committee for review before being tabled with the Board.

BOD25/03/10 - 3

MOVED BY: M. Souter

SECONDED BY: J. Kelso

Resolved, That the 2025 Investment Strategy go to the Finance and Administration Advisory Committee for review before coming to the Board of Directors.

6 In Favour

10 Opposed

2 Absent

“DEFEATED”

BOD25/03/10 - 4

MOVED BY: T. Popkie

SECONDED BY: M. Souter

Resolved, That the Board of Directors approve:

- 1. The Investment Policy attached to this report.**
- 2. The 2025 Investment Strategy set out in this report.**
- 3. Transfer of investments to ONE Investment as set out in this report during fiscal years 2025-2026.**

As amended by the staff presentation.

“CARRIED”

P. Kehoe expressed his view that, ideally, these items would go back to the Finance and Administration Advisory Committee prior to Board approval.

7. Palmerston Beach Property Transfer, Report 3476/25, Scott Lawryk.

S. Lawryk provided an updated on the Palmerston Beach property transfer. He highlighted that title issues have been resolved and MVCA is in the position to transfer the property to the township of North Frontenac. He noted that a letter has been

submitted to the Minister of Natural Resources to inform them of the intended transfer of the property. It is recommended to request that the Township contribute 50% toward the legal fees incurred.

P. Kehoe stated that MVCA is looking for ~\$4,250 from North Frontenac. He asked if R. Huetl had any comments. R. Huetl stated that he has a meeting with the Chief Administrative Officer (CAO) from North Frontenac on Thursday to discuss the Palmerston Beach Property Transfer.

BOD25/03/10 - 5

MOVED BY: R. Huetl

SECONDED BY: H. Yanch

Resolved, That the Board of Directors direct the General Manager to petition the Township of North Frontenac to contribute 50% towards the legal fees incurred by MVCA to provide clear title of the Palmerston Beach property for the Township.

“CARRIED”

8. K&P Trail Transfer Agreements, Report 3477/25 (Amended), Scott Lawryk.

S. Lawryk provided an update regarding the K&P Trail transfer agreements with the Counties of Lanark, Frontenac and Renfrew. He reviewed the timeline of the trail’s management and current efforts to transfer ownership. He reviewed the agreement of purchase and sale (APS) and lease agreements and the related outstanding concerns. He highlighted the concerns relating to the potential termination of either the lease or APS. He reviewed a map that illustrates the land title issues along the trail, noting that approximately 70% of the trail has title issues.

S. Lewis asked what happens to the property after the lease agreement ends. S. Lawryk responded that this requires more research. He noted that a 10-year lease requires approval from the Minister of Natural Resources and that a renewal process will need to be determined.

S. Lewis commented that MVCA should transfer ownership of the trail as soon as possible to reduce liability as it relates to trail use. He expressed concerns regarding the timeline of the transfer. P. Kehoe commented that the end goal is to transfer ownership of the trail so that it can be best utilized and controlled.

S. McIntyre commented that the counties are looking to develop a trail loop system in Eastern Ontario. By signing a lease agreement and ultimately taking over ownership of the trail the Counties will be able to raise the trail to an acceptable standard.

S. Lewis asked if landowners in the area object to the transfer. S. McIntyre responded that to date, none of the landowners have objected. She noted that the County of Lanark commissioned legal council to do a title search. She clarified that it is clear that MVCA owns the K&P trail, but the title documents and surveys have issues and require updating.

BOD25/03/10 - 6

MOVED BY: J. Kelso

SECONDED BY: D. Comley

Resolved, That the Board of Directors authorize the General Manager and Board Chair to finalize and execute agreements with the counties of Lanark, Renfrew, and Frontenac for the lease and acquisition of the K&P Trail as set out in this report.

“CARRIED”

9. Tenant Agreements, Report 3478/25, Scott Lawryk.

S. Lawryk reviewed different partner organizations that are tenants of MVCA and the associated agreements in place. He noted that agreements with tenants at the Mill of Kintail site require updating and formalizing. He highlighted the importance of cost-recovery for expenses related to tenants. He noted that tenant organizations are an important part of community relations with MVCA and are mostly volunteer driven. A sharp rise in cost could impact their ability to deliver services. He asked the Board for feedback.

J. Mason described a recommendation from the Finance and Administration Committee discussion of having individual discussions with each of the organizations to gain an understanding of what they're able to provide with the goal of cost recovery of expenses incurred by that organization in their use of the facility.

J. Kelso added that tenants carrying insurance was another recommendation raised at the Finance and Administration Advisory Committee meeting. S. McIntyre commented that MVCA requires rentals to carry their own insurance and MVCA has insurance for the whole site. S. Lawryk added that agreements with the Men's Shed and the Fred

Lossing Observatory include the tenants carrying their own insurance. He highlighted that insurance needs to be addressed in the updates of tenant agreements.

J. Kelso commented that another item discussed at the Finance and Administration Advisory Committee meeting was the recovery of expenses related to staff time.

P. Kehoe summarized that the Board of Directors is directing staff to have individual meetings with the tenant organizations to gain an understanding of their ability to provide cost-recovery for expenses.

10. Financial Update – 2024 Q4, Report 3479/25 (Amended), Stacy Millard.

S. Millard explained that questions during the Finance and Administration Advisory Committee meeting led to an update of the reporting layout to separate Categories 1,2 and 3 capital reserves and their associated drawdowns and contributions. She reviewed the unaudited summaries for each category.

S. Millard stated that changes to the budget were due to various factors including: results of timesheet actuals and the reallocation of staff time; staff on short-term disability; staff severances; and grant funding and project delays. She noted a variance in Category 3 Capital budget associated with the update of windows at the Gatehouse being in 2024 instead of 2023 as planned. She reviewed reserve projections and target balances as set out in the *MVCA Reserve Policy*.

She noted that the Finance and Administration Advisory Committee removed the recommendation and did not approve or deny reallocation of Category 2 Operating Reserve surplus of \$100,000 to another reserve. She stated that the staff recommendation remains, as reallocation to the Category 3 Operating Reserve would help to provide staffing/programming in the case of grant uncertainty. She noted that the municipal program and service agreements allow for up to 14% of the operating levy to be allocated to Category 2 and 3, and the total allocation in 2024 was only 10.2%.

S. McIntyre explained that the Finance and Administration Advisory Committee was not comfortable making the recommendation to allocate the Category 2 surplus to Category 3. A decision must be made regarding allocation of the surplus. She asked the Board for recommendations, noting the Board can allocate the funds as they see fit, to any Category.

J. Mason explained that the Finance and Administration Advisory Committee discussed allocating the funds to Category 1 reserves to address the primary mandate of MVCA.

She noted that members felt some of the surplus could be allocated to Category 3, not the entire amount. She highlighted the importance of supporting water control infrastructure improvements.

P. Kehoe expressed that Category 3 programs are non-essential while Category 1 and 2 programs are essential. Category 3 funding requests can be brought to the Board for approval when needed. He noted the importance of supporting water control infrastructure.

J. Kelso commented that Category 3 programs are not priority and recommended supporting Capital projects that benefit all of the member municipalities.

H. Yanch commented that Category 3 programs are needed and expressed support in allocating funds to its reserve.

M. Souter expressed support in allocating the bulk of funds to Category 1 or 2. She highlighted the importance of supporting the expansion of Category 3 programs that are aiming to be fully cost-recoverable and self-sufficient. She noted that new programs carry more risk than the more established programs and require help. Category 3 programs are valued by the communities that they serve, bringing in tourism and encouraging goals set in MVCA's long-term planning. She suggested 80% of the surplus be allocated to Category 1 or 2 reserves and 20% be allocated to Category 3 reserves.

J. Atkinson commented that while Category 3 programs are non-essential, they are services that are MVCA is contracted to provide on behalf of the member municipalities over the next five years. He noted that he is comfortable with funds being allocated to support Category 3 programs. He suggested a 50-50 split of the surplus.

R. Huetl noted that he is comfortable with a 50-50 split of the surplus funds.

J. Mason asked for clarification if Category 3 programs are on the levy for 2025. S. McIntyre confirmed. She expressed support in the 80-20 split of surplus funds. She highlighted the importance of supporting the water control structures.

S. McIntyre explained that staff work within the budget envelope as set by the Board. In MVCA's agreements with the member municipalities, up to 14% can be allocated to Category 2 and 3 programs and services. Category 1 is prioritized when planning the annual budget which is why less than the 14% permitted was allocated to those other categories.

S. Millard added that 7% was charged as part of the 2025 Budget, and 10% in 2024, for Category 2 and 3. S. McIntyre explained that the funds are surplus after having already prioritized Category 1 programs when setting the budget. Staff are recommending funds be allocated to support Category 3 programs because they are more vulnerable due to swings in grant funding.

W. Baker asked if planned upgrades for water control structures are under-funded. S. McIntyre explained that in MVCA's *Reserve Policy*, all asset categories have a target reserve balance. A portion of the Capital levy goes towards planned annual works as well as to building reserves. The Board has approved a schedule of annual Capital Levy increases that provide for delivery of the 10-year Capital Plan. She noted that not all projects are paid in full but are debt financed and amortized over many years. MVCA's existing reserve policies do not provide for setting aside funds for longer-term capital investments.

P. Kehoe commented that MVCA did not receive WECl funding for 2024, the funds from two planned projects (Widow Lake Dam and Lanark Dam) were combined to complete one, the Widow Lake Dam project. He noted with extra funds, both projects could have been completed.

S. McIntyre explained that the recommendation by the Board was to re-apply for WECl funding to complete the project. WECl funding would cover 50% of the fees. She noted that there were reserve funds available to complete the Lanark Dam study.

S. Lewis suggested the Board motion to split the surplus funds 80% to Water Control Structure reserves and 20% to Category 3 reserves.

B. Holmes expressed support in the surplus funds being allocated to Operating reserves.

No motion was formally tabled regarding the allocation of the Category 2 surplus; and Recommendation 3 applies to all year-end surpluses regardless of category.

BOD25/03/10 - 7

MOVED BY: J. Mason

SECONDED BY: J. Kelso

Resolved, That the Board of Directors approve:

- 1. Drawdown of the Category 3 Operating Reserve by \$21,007 to cover a short-fall in daily parking pass revenues.**

~~2. Allocation of the Category 2 Operating Surplus of \$100,000 in accordance with Option 2 of this report.~~

3. Allocation of any remaining year-end surplus after audit adjustments to the Water Control Structure Reserve.

10 In Favour

6 Opposed

2 Absent

"CARRIED"

11. Advisory Committee Appointments, Report 3482/25, Sally McIntyre.

S. McIntyre explained that both the Mill of Kintail Museum Advisory Committee and Mississippi River Watershed Plan Public Advisory Committee have had resignations. She presented the applicants: Jill Moxley for the Mill of Kintail Museum Advisory Committee and Paul Frigon to the Mississippi River Watershed Plan Public Advisory Committee. She asked the Board to also re-confirm appointments of all existing members of the Public Advisory Committees.

BOD25/03/10 – 8

MOVED BY: J. Atkinson

SECONDED BY: M. Souter

Resolved, That the Board of Directors approve the appointment of members of the public to the Mill of Kintail Museum Advisory Committee and to the Mississippi River Watershed Plan Implementation Public Advisory Committee as set out in this report.

12. Corporate Strategic Plan Update, Report 3483/25, Sally McIntyre.

S. McIntyre provided the final results of the staff survey on the Corporate Strategic Plan update. She highlighted staff interest in community building to demonstrate MVCA's value and to build trust within the community. Staff want to maintain an engaging and involved workforce and to continue working on improving internal communications. Specific objectives that were highlighted by staff included working on erosion hazard mapping and enhanced stewardship community engagement, specifically as it relates to invasive species.

Management level staff highlighted objectives such as improving corporate identity and the community relations including the indigenous and agricultural communities. She noted that MVCA distributes an Indigenous newsletter and plans to launch an Agricultural newsletter in coming weeks to provide information on projects MVCA is doing.

A survey will be distributed to the Board in coming weeks to obtain feedback.

J. Mason highlighted the importance of participation from all members of the Board to gain an understanding of how MVCA can best deliver services to the municipalities.

13. Staff Presentation – Changes in Wetland Management in Ontario, Kelly Stiles.

K. Stiles provided a presentation regarding updates to wetland management regulations in Ontario since Bill-23 in 2022. She reviewed the roles of the Province, Municipality and Conservation Authority and the associated regulatory documents. She summarized the Provincial *Policy Planning Statement (PPS), 2024* as it relates to wetland management.

She summarized the *Ontario Wetland Evaluation System (OWES)*, the methodology for wetland identification, delineation, and evaluation. She highlighted changes to the OWES due to the Bill 23 update.

She reviewed the definition of wetland as described in the *Conservation Authorities Act*. She described activities that require Conservation Authority permit approval. She highlighted that the Conservation Authority review focus is on potential impacts to hydrologic functions. She reviewed situations where MVCA may issue permits in wetlands. She reviewed MVCA's offsetting policies and that offsetting the impacts of works in wetlands is the least preferred option. Slides are posted at: mvc.on.ca/meetings/.

J. Kelso asked if a wetland must have an intake and an outlet. K. Stiles responded that wetlands must have hydraulic connection. By definition, it must be connected to surface water. Ground water cannot be studied or regulated under current parameters.

J. Kelso asked if a body of water that is not connected is replenished from ground water. K. Stiles responded that there could be a groundwater connection but it can also come from rain water, overland flows or snow melt. She noted that it is difficult to trace and map groundwater.

B. Holmes asked if MVCA has received any offsetting requests and if they were successful. K. Stiles confirmed that we have and explained that MVCA is currently in negotiations and that plans have yet to be finalized. Applications for offsetting are typically for large subdivisions. She highlighted the focus on net gain in environmental quality of those sites.

Adjournment

BOD25/03/10 - 9

MOVED BY: R. Huetl

SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 3:06 p.m.

K. Hollington, Recording Secretary

Annual Report

2024



Table of Contents

Land Acknowledgement	3
Chair's Report	4
General Manager's Report	5
Ontario Regulation 686/21 Deliverables	6
Land Inventory	6
Land Conservation & Resource Strategy	6
Asset Management Plan (AMP)	6
Operational Plan	6
Hazard Management	7
Carp River Floodplain Mapping	7
Monitoring System Improvements	7
Kashwakamak Dam Class Environmental Assessment (EA)	8
Bathymetric Surveys & Stream Flow Monitoring	9
Farm Lake Dam Condition Assessment	9
Lanark Dam Safety Review (DSR)	9
2024 Permit Applications & Reviews	10
Administrative Review Policy	11
Wetland Training	11
Provincial Flood Forecasting and Warning Workshop	11
Water Monitoring	12
Stewardship	13
Shoreline Plantings	13
Tree Planting	13
Poole Creek Clean-up	13
Invasive Species Removal	14

ALUS Mississippi-Rideau	14
Conservation Areas.....	15
Visitor Services.....	16
Kintail Country Christmas	16
Mill of Kintail Volunteer Appreciation BBQ	16
Education Programs.....	16
Corporate Services.....	17
2024 Board Tour	17
2024 Annual General Meeting.....	17
Staff Events	18
2024 Christmas Luncheon.....	18
Grants & Donations	18
2024 Financial Statements	19
Statement of Financial Position	19
Statement of Operations and Accumulated Surplus	20
2024 Board of Directors	21
2024 MVCA Staff.....	22

Land Acknowledgement

Mississippi Valley Conservation Authority is charged by the Crown with the management of natural hazards and resource management in the watersheds of the Mississippi and Carp rivers and an area draining to the Ottawa River.

MVCA's jurisdiction includes land subject to treaties with Indigenous peoples: Treaty 27, the Williams Treaty, and the Crawford purchases of 1783. Our jurisdiction is also the traditional and unceded territory of the Algonquin Anishinaabeg people.

We offer our gratitude to the first peoples for their care of and teachings about our earth and our relations. As we move together along the path of reconciliation, may we learn and once again honour those teachings and bring them into the work that we do at MVCA.

Chair's Report

As you will see in this report the Conservation Authority has been incredibly busy this past year. I encourage you to take some time to peruse this report and think about how much the Authority means to you and your community. Without the Authority there are so many things that would be neglected or destroyed. Since its establishment, MVCA has and remains on the front line to protect waterfront properties, animal habitat, wet lands and support environmental protection.

Since this is the last opportunity for me to comment on the annual report, rather than dwell on a list of accomplishments that you can read about herein, I want to comment more on the people doing this amazing work.

My fellow members of the Board come from all walks to life and the thread that brings us together is their dedication to the Authority. It has been my experience that one could not ask for a better group of people to work with. It has been a great honour to serve as the Board Chair especially with such knowledgeable, caring and community minded leaders.

The Management of the Authority deserve special recognition for the work they do. Sally and her team continue to manage all expectations in what can be a most challenging time with Government induced changes and a young vibrant workforce. They are to a person superb.

Then there is the Staff as a whole—what an amazing group of people. I have learned so much from them over the past two years; things I thought I knew that were presented in a whole new light for me on a number of occasions. They are friendly, cooperative, helpful, professional and overall amazing.

To my successor I reluctantly hand over the Chair position but know that you will be in good hands with Sally and her staff. I hope you learn as much as I did in what I considered was a dream job.

Paul Kehoe,
Chair, MVCA Board of Directors



General Manager's Report

MVCA saw several accomplishments in 2024, including:

- Completion of the Kashwakamak Lake Dam Environmental Assessment for replacement of this 115-year-old dam;
- Preparation of the *Land Conservation & Resource Strategy*—a document that will help to guide MVCA for the next 10-20 years.
- Preparation of flood plain mapping and new regulatory limits for the Carp River;
- Completion of the Farm Lake Dam Condition Assessment—it's in good shape!
- Targeted water quality monitoring of the Clyde River subwatershed, Crotch Lake, Dalhousie Lake, Mississippi Lake; and habitat monitoring of Poole and Feedmill creeks;
- Repointing of stonework and replacement of windows at the Mill of Kintail Gate House;
- Expansion of the ALUS stewardship program with the help of Danbe Foundation, amongst others; and
- Reinstatement of summer camps at the Mill of Kintail Conservation Area, which sold out!

2024 was also the first year that we implemented funding agreements with our eleven municipalities to support Category 2 and 3 programs, as defined by sections 21.1.1 and 21.1.2 of the *Conservation Authorities Act* and *Ontario Regulation 687/21*. On behalf of myself and all employees, I extend sincere thanks to our member municipalities and the representatives that make up our Board for their ongoing partnership and support.

It was a bumper year for babies at MVCA! Congratulations to: Bryan Flood, Tim Yoon, Daniel Post, Jane Cho, and Alana Perez, who took time in 2024 to spend time with their recent arrivals! And, a warm welcome to several new employees who joined us this year: Amy Phillips, Elizabeth Clifflen-Gallant, Emma Higgins, Kayla Cuddy, Mike Way, and Shabab Islam.

The following sections profile key accomplishments of our team in 2024.

Sally McIntyre,
General Manager

Ontario Regulation 686/21 Deliverables

MVCA had six major deliverables to complete by the end of 2024 under *Ontario Regulation 686/21*. The *Ice Management Plan* was completed in 2023, with the remainder completed and approved by the Board in 2024. Two requirements: the Conservation Area Strategy and the Watershed-based Resource Management Strategy were combined under the title [Land Conservation & Resource Strategy](#).

Land Inventory

The Inventory lists all properties owned or leased by MVCA and notes which were bought with financial support from the province. It also notes whether a property is surplus and whether there is potential for housing development at a site.

Land Conservation & Resource Strategy

The Strategy documents current land uses at conservation areas and set policies for future acquisitions and disposals; and sets goals and objectives and the policies and actions needed to meet them.

Studies and consultation were carried out between 2022-2024 including presentations at the Lanark Planners Forum, to local agricultural groups, briefing of all municipalities and the County of Lanark, a workshop with ENGOs, and a public virtual Information Session.

Asset Management Plan (AMP)

The AMP contains high level goals, objectives and policies that will apply to all MVCA TCAs, but focuses on Water Control with additional chapters to be added as resources allow. Key goals are to ensure business continuity and public safety, establish service levels and performance expectations, optimize investments, and provide transparency in asset management.

Operational Plan

This is a high-level document that sets out MVCA's operational approach for both the Mississippi River and Carp River Watersheds, and summarizes key documents and processes that inform those operations.

Hazard Management

Carp River Floodplain Mapping

MVCA concluded the floodplain mapping study that began in 2022. The project expanded mapping to include the entire length, as well as identification of unstable slopes and meander belt hazards. Notices were sent to all affected landowners, and draft results discussed with City of Ottawa staff, area councillors, and landowners expressing concerns. A Public Open House was held in May, after which the floodplain and regulatory limits were finalized and approved by the Board in July.



Monitoring System Improvements

MVCA continues to expand and automate field data collection stations, most recently by bringing gauge stations at Buckshot Lake and Huntley Creek online. These additions are important for enhancing real-time data collection and help to provide a more fulsome understanding of flows and levels across the watershed.

At Silver Lake, an air temperature sensor was installed to support future ice monitoring. Other improvements made in 2024 included a grounding station at Shabomeka Lake, fine-tuning calibration of our Head Office weather station, and repair of various sensors across the network to ensure optimal functionality.



Kashwakamak Dam Class Environmental Assessment (EA)

Work on the environmental assessment began in late 2022 with notification of Indigenous communities of plans to undertake an EA, and completion of a GHG study in support of a federal Disaster Mitigation Abatement Fund grant. In March 2023, MVCA hired Egis consultants to carry-out the EA to determine how best to address dam deficiencies. Several studies were completed over 2023-2024, including:

- Cultural Heritage Evaluation
- Existing Environmental Conditions Investigation
- Hydraulic Analysis Memorandum
- Marine Archaeological Assessment
- Stage 1 & 2 and Stage 3 Archaeological Assessments
- Geotechnical Investigation and Design Recommendations



The Stage 3 Archeological Assessment identified an assemblage of artifacts, including chipped stone and small mammal bones. A Stage 4 mitigation plan recommended an “avoid and protect” approach, which was accepted by commenting First Nations.

Five options were considered during the EA, with Option 4 identified as the preferred:

1. Do Nothing
2. Decommission the Existing Dam and Construct Passive Control System
3. Rehabilitation of the Existing dam
4. Replace Existing Dam at the Same Location
5. Construct New Dam Downstream

A Community Liaison Committee (CLC) was established in 2023 to hear various perspectives and obtain input at key points in the study process, and had representation from local residents, North Frontenac Township Council, Kashwakamak Lake Association, and a member of a First Nation.

A virtual Public Information Centre was held in May 2024 to provide information to the public about the project and the preferred solution. Thereafter, results were finalized and the preferred alternative endorsed by the Board in September. The Project File Report was published in November and the EA deemed approved in early December. The concept design was completed at the end of 2024.



Bathymetric Surveys & Stream Flow Monitoring

In preparation for replacement of the Kashwakamak Lake Dam, a detailed elevation survey was conducted using our real-time kinematic positioning (RTK) system. Other survey work included a comprehensive topo-bathymetric survey of key sections of Feedmill Creek, Kinburn Drain, Joes Lake, and the Fall River.

Spring and summer streamflow monitoring in the Carp River and its major tributaries occurred during and after heavy rain events using our new Acoustic Doppler Current Profiler (ADCP) hydroacoustic instrument. Critical data was captured that allowed for update of stage-discharge rating curves and floodplain maps.

Farm Lake Dam Condition Assessment

MVCA retained Englobe Corp. in 2024 to undertake a condition assessment of the Farm Lake Dam. A detailed inspection carried out in September and further analytics concluded that the dam is in good overall condition. No remediation or repairs were recommended. No major upgrades or repairs are expected for the next 10-20 years assuming continued regular maintenance as recommended.

Lanark Dam Safety Review (DSR)

In November 2024, MVCA undertook a site inspection with D.M. Wills and topographic survey work with EGIS. The purpose of the work was to identify potential public safety deficiencies and review locations for anchors to secure a new safety boom to meet current standards and reduce future hazards.



2024 Permit Applications & Reviews

A key element of hazard management is administration of permits under the *Conservation Authorities Act*, and the review of planning applications under delegated authority from the Province. The following are our permit statistics for 2024.

Number and Type of Permit	
Total Permits Issued (Overall)	183
Total Major Permits Issued	31
Total Minor Permits Issued	149
Total Applications Subject to Minister's Order (Minister's Review):	0
Permit Timelines	
COMPLETE APPLICATION REVIEW Total complete application reviews completed in 21 days:	182
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days):	31
PERMIT TIMELINES (MAJOR) Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days):	0
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days):	149
PERMIT TIMELINES (MINOR) Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days):	3
PERMIT TIMELINES (AVERAGE – ALL) Overall Average Permit Review Timeline:	Avg. 6 days
PERMIT TIMELINES (AVERAGE – MAJOR – 90 DAYS) Average Major Permit Review Timeline:	Avg. 3 days
PERMIT TIMELINES (AVERAGE – MINOR – 30 DAYS) Average Minor Permit Review Timeline:	Avg. 7 days
Compliance with O. Reg. 41/24	
ADMINISTRATIVE REVIEWS Total requests for administrative reviews made to the Authority:	0
ADMINISTRATIVE REVIEWS Total administrative reviews completed within 30 days	n/a

Administrative Review Policy

New regulatory requirements set out in Section 8 of *O. Reg. 41/24* provides permit applicants the right to request a review of the contents of their application (“Administrative Review”). Staff developed an implementation policy for MVCA that is consistent with those endorsed by Conservation Ontario council.

Wetland Training

In June, MVCA organized and delivered wetland training to staff from local municipalities and other conservation authorities at our office in Carleton Place. The training covered wetland functions, boundary delineation, and wetland plant identification.

Provincial Flood Forecasting and Warning Workshop

Juraj Cunderlik, Director of Engineering, and Daniel Post, Data Systems Lead delivered a presentation titled *“From Data to Decisions: Advancements in Datalogging and DPC Tools”* at the 2024 provincial flood forecasting and warning meeting in Toronto. The presentation highlighted new monitoring, DPC and engineering tools developed at MVCA to aid in our flood forecasting and warning efforts and streamline everyday work.

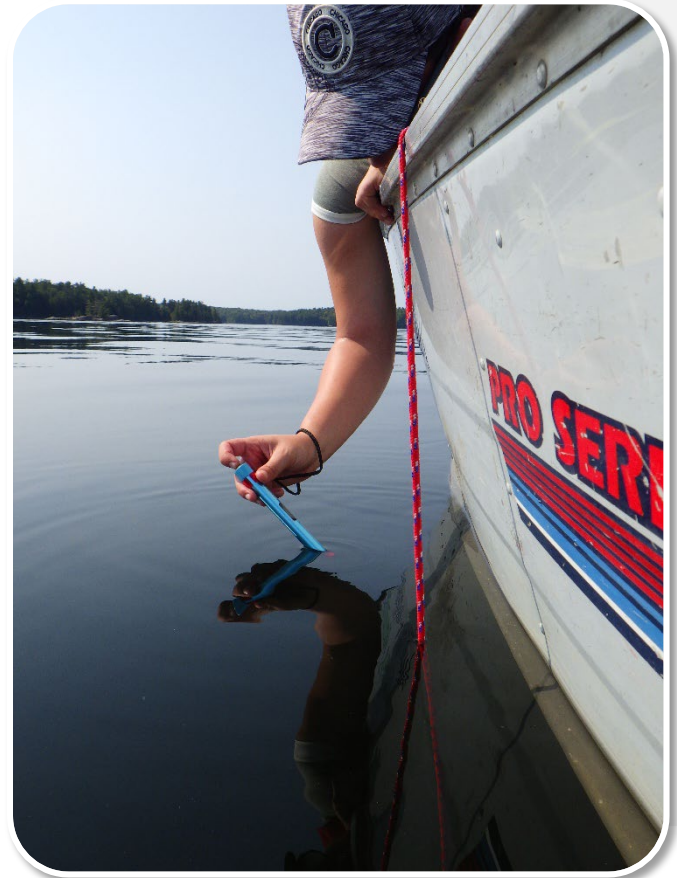


Water Monitoring

Field work ran from April to November and included the collection of water samples from provincial wells and 51 surface water sites under provincial water quality programs, the City of Ottawa's Baseline Monitoring Program, and MVCA's lake monitoring programs.

MVCA's 2024 lake and stream monitoring program focused on the Clyde River sub-watershed as well as Crotch Lake, Dalhousie Lake and Mississippi Lake.

MVCA is collaborating with Rideau Valley Conservation Authority (RVCA) and South Nation Conservation (SNC) on conducting a 5-year analysis of results in partnership with the City of Ottawa.



Stream Watch Program

Sampling for City Stream Watch program ran from June to August, twenty (20) volunteers working with staff to sample over 6km of Poole Creek and Feedmill Creek.

Stewardship

Shoreline Plantings

Staff completed 5 shoreline plantings in the spring and 7 in the fall in partnership with waterfront landowners. Over 1000 native trees, shrubs, and wildflowers were planted.

Staff distributed 702 shoreline plants in collaboration with the Kashwakamak Lake Association and Sunday Lake Association.



Tree Planting

MVCA organized a TD Tree Day planting event in October with 30 volunteers assisting in planting 125 trees and shrubs along Watts Creek.

MVCA assisted at a second event hosted by Watersheds Canada on Easton's Creek.

Poole Creek Clean-up

In October, approximately 180 kg (~400 lbs.) of litter and construction debris including several tires were removed from a section of Poole Creek along Sweetnam Drive by MVCA staff and local volunteers including Brad and Bruce Dudley of Your Forest Canada. Thank you to Unsmoke Canada, who supported this clean-up program and another clean-up along the Mississippi River in August.



Invasive Species Removal

Thanks to a \$1,725 grant from the Invasive Species Centre and in partnership with the National Capital Commission, stewardship staff and volunteers participated in an Invasive Species Pull at Watts Creek in July. Species pulled include Dog Strangling Vine and Garlic Mustard. The area was replanted with native species in the fall, and will be monitored over the coming years.



ALUS Mississippi-Rideau

In 2024, the ALUS Lanark program was expanded to include the entire jurisdictions of MVCA and Rideau Valley CA.

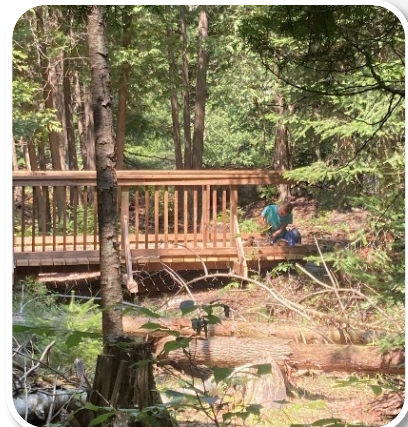
Six projects were completed in MVCA's watersheds in 2024 and included wetland creation and enhancement (with \$50k funding support from the Danbe Foundation), pollinator grassland, wetland creation, and tree planting.



Conservation Areas

Capital works at conservation areas were delayed in 2024 due to the extensive wet weather and above average dam operational requirements. Despite this, several improvements were made, including:

- Re-pointing of exterior stone on the Mill of Kintail (MOK) Museum and Gatehouse.
- Repairs to the MOK Gatehouse veranda.
- Windows on the MOK Gatehouse were replaced with Heritage models to help seal the building, and improve building heating and cooling, and energy efficiency.
- The Morris Island Conservation Area (MICA) roadway and parking lot were upgraded.
- A trail bridge was replaced at MICA.
- The license agreement with OPG and the City of Ottawa was renewed for a ten-year period. (MVCA has had a license at this site since the early 1980s.)
- Parking meters at the MOK and MICA were updated to be compliant with Payment Card Industry's standards to accept debit and credit card and enable the 'tap' function.
- Approximately 1/5 of the upper parking lot staircase at Purdon CA was rehabilitated with the remainder to be completed over the next four years.
- Almost the entire boardwalk at Purdon CA has been replaced and widened over a period of 4 years. Approximately 400 m of boardwalk is now fully accessible, with the remaining 60m to be completed in 2025.



Visitor Services



Kintail Country Christmas

Kintail Country Christmas took place on December 14th with approximately 800 people attending. The event was supported by several local organizations including Red Gate Arena Farm (horse and carriage); food vendors: El Patcho's Tacos, Smokebox, and Beavertails; Chad Clifford, Second Almonte Scouts, Fred Lossing Observatory, Mississippi Valley Field Naturalists, Ramsay Women's Institute donated cookies, and members of the Museum Advisory Committee and Naismith Men's Shed.

Mill of Kintail Volunteer Appreciation BBQ

In August, Staff hosted an appreciation BBQ for volunteers at the Mill of Kintail Conservation Area and Museum.

Education Programs

Camps at the Mill of Kintail

MVCA reintroduced educational programming in 2024 that provides for:

- School field trips and in-class visits,
- Guided tours of our properties, and
- PA Day, March Break, and Summer day-camps.

The 4-week pilot summer camp program was sold-out: 32 participants per week for a total of 128 campers.



Corporate Services

2024 Board Tour

The annual Board tour was held in June, with the highlight being a pontoon trip to Kashwakamak Lake Dam to view where future works are to be carried out; and a visit Purdon Conservation Area with the orchids in full bloom. We were pleased to have participation from members of our Foundation and the Watershed Public Advisory Committee. A big thank you to our hosts at Fernleigh Lodge for the great food and pontoon tour.



2024 Annual General Meeting

Elder Roberta Della-Pica, a Bonnechere Algonquin, and her partner Ross Saunders conducted an opening ceremony for the MVCA Annual General Meeting (AGM) in April.

R. Della-Pica extended welcome to MVCA staff and Board members on unceded, traditional land of the Algonquin peoples. She noted the mutual connection and importance of waterways.

Elder Della-Pica explained the smudging ceremony as Ross Saunders moved around the room providing MVCA staff and Board Members the opportunity to be smudged. The ceremony concluded with a traditional song sung by Elder Della-Picca.



Staff Events

During a server transition in March, MVCA staff participated in a watershed tour that included a tour of the High Falls Dam, breakfast at Wheelers Pancake House, a hike at Palmerston-Canonto Conservation Area and a dam operations demonstration at the Lanark Dam.

Staff also enjoyed what has become an annual staff-appreciation day at Robertson Lake. In the fall, our staff-appreciation event was held at Unlocked Ottawa Escape Rooms.

For the first time in several years, staff held an evening holiday season dinner at the Mill of Kintail Gatehouse in December, with several enjoying an outdoor fire and songs.

2024 Christmas Luncheon

MVCA hosted the Annual Christmas Luncheon after the final Board of Directors Meeting of 2024. Members of MVCA's advisory committees and Foundation attended alongside staff and Board members.

Grants & Donations

In 2024 MVCA was successful in obtaining just under \$300,000 in grants.

- Federal - \$60,500
- Provincial - \$117,000
- Non-Governmental - \$122,000, most notably significant contributions from ALUS Canada and the Danbe Foundation.



2024 Financial Statements

Statement of Financial Position

Year ended December 31, 2024, with comparative information for 2023.

	2024	2023
FINANCIAL ASSETS		
Cash	\$ 286,374	\$ 964,957
Investments (Note 4)	3,035,933	2,620,945
Accounts receivable (Notes 5, 16)	421,887	590,261
	<u>3,744,194</u>	<u>4,176,163</u>
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	306,069	563,806
Deferred revenue (Note 7)	108,761	120,875
Current portion of long term debt (Note 8)	183,074	175,530
Long-term debt (Note 8)	3,794,463	3,977,401
Retirement benefit liability (Note 9)	141,864	146,346
Asset retirement obligation (Note 15)	61,933	61,933
	<u>4,596,164</u>	<u>5,045,891</u>
NET FINANCIAL DEBT	<u>(851,970)</u>	<u>(869,728)</u>
NON-FINANCIAL ASSETS		
Prepaid expenses	36,282	36,450
Intangible assets (Note 11)	125,437	117,697
Tangible capital assets (Note 10)	7,861,542	7,754,038
Tangible capital assets under construction (Note 10)	306,756	138,972
Intangible assets in development (Note 11)	23,500	-
	<u>8,353,517</u>	<u>8,047,157</u>
ACCUMULATED SURPLUS (Note 12)	<u>\$ 7,501,547</u>	<u>\$ 7,177,426</u>

Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023.

	Budget 2024 <i>Note 13</i>	Actual 2024	Actual 2023
REVENUE			
Municipal levy - category 1	\$ 2,817,071	\$ 2,817,072	\$ 2,962,451
Municipal levy - category 2	178,536	178,537	-
Municipal levy - category 3	144,590	144,590	-
Municipal levy - special	68,000	68,000	71,500
Other revenue (<i>Schedule 1</i>) (<i>Note 16</i>)	1,007,241	1,074,193	1,427,315
Government grant - Ministry of Natural Resources Section 39	128,436	128,436	128,436
Government grant - provincial (CMOG)	13,445	13,445	13,445
Conservation area - fees, sales and rentals	101,000	88,843	96,148
Supplementary programs - student grants	30,235	-	26,774
Donations	27,000	56,761	36,500
	<u>4,515,554</u>	<u>4,569,877</u>	<u>4,762,569</u>
EXPENSES			
Corporate services (<i>Schedule 2</i>)	1,129,772	1,322,204	1,026,315
Watershed management (<i>Schedule 2</i>)	1,850,453	1,275,742	2,079,650
Flood and erosion control (<i>Schedule 2</i>)	482,130	880,679	487,905
Conservation areas (<i>Schedule 2</i>)	370,469	347,979	543,831
Category 2 programs (<i>Schedule 2</i>)	296,536	150,061	104,131
Category 3 programs (<i>Schedule 2</i>)	412,980	482,290	331,370
	<u>4,542,340</u>	<u>4,458,955</u>	<u>4,573,202</u>
SURPLUS BEFORE CAPITAL ACTIVITIES	<u>(26,786)</u>	<u>110,922</u>	<u>189,367</u>
CAPITAL ACTIVITIES			
Municipal levy - capital	691,745	691,745	634,628
Amortization	-	(351,370)	(334,654)
Interest on long-term debt	-	(127,176)	(141,488)
	<u>691,745</u>	<u>213,199</u>	<u>158,486</u>
ANNUAL SURPLUS	<u>664,959</u>	<u>324,121</u>	<u>347,853</u>
ACCUMULATED SURPLUS - BEGINNING OF YEAR	<u>7,343,549</u>	<u>7,177,426</u>	<u>6,829,573</u>
ACCUMULATED SURPLUS - END OF YEAR (<i>Note 12</i>)	<u>\$ 8,008,508</u>	<u>\$ 7,501,547</u>	<u>\$ 7,177,426</u>

2024 Board of Directors



Chair: Paul Kehoe – Drummond / North Elmsley

Vice Chair: Jeff Atkinson – Carleton Place

Allan Hubley – City of Ottawa

Bev Holmes – Mississippi Mills

Cathy Curry – City of Ottawa

Cindy Kelsey – Central Frontenac

Clarke Kelly – City of Ottawa

Dena Comley – Carleton Place

Glen Gower – City of Ottawa

Helen Yanch – Addington Highlands

Janet Mason – Citizen Representative, City of Ottawa

Jeannie Kelso/Alyson Vereyken – Lanark Highlands

Mary Lou Souter – Mississippi Mills

Richard Kidd – Beckwith

Roy Huetl – North Frontenac

Steven Lewis – Provincial Agricultural Representative

Taylor Popkie – Greater Madawaska

Wayne Baker/Andrew Kendrick – Tay Valley

2024 MVCA Staff

General Manager - Sally McIntyre

Executive Assist. - Kelly Hollington

Treasurer - Stacy Millard

Finance Assistant - Dana Doughty/
Elizabeth Clifffen Gallant

Admin. Assist. - Krista Simpson

I&CT Manager - Alex Broadbent

Director of Eng. - Juraj Cunderlik

Water Res. Eng. - Bryan Flood

Water Res. Eng. - Alana Perez

Data Systems Lead - Daniel Post

Water Res. Tech. - Jennifer North

Water Res. Specialist - Timothy Yoon

Water Res. Eng. Intern - Jane Cho

Water Res. Eng. Asst. - Shabab Islam

Civil/Geotechnical Engineer -
Christopher Stoddard

Eng. Tech. - Amy Philips

GIS Specialist - Lauren Elliot

Mgr. Planning & Regs. - Matt Craig

Enviro. Planner - Diane Reid

Enviro. Planner - Mercedes Liedtke

Junior Planner - Brittany Moy

Planning Tech. - Jacob Perkins

Biologist - Kelly Stiles

Steward. Coordinator - Marissa Okum

Steward. Tech. - Kayla Cuddy

Regulations Officer - Will Ernewein

Enforcement Officer - Rachel Clouthier

Property Manager - Scott Lawryk

Field Ops. Supervisor - John Hendry

Maintenance Tech. - Joe Arbour

Maintenance Tech. - Sarah Kirkham

Maintenance Tech. - Alex McClennan/
Rob King

Maintenance Tech. - Carson James/
Mike Way

Forest Tech. - Brian Anderson

Museum Curator - Stephanie Kolsters

Ed. Coordinator - Emma Higgins

Custodian - Colinda Beauregard

MRSSO CBO - Eric Kohlsmith

MRSSO Admin. - Jessica Corrigan

MRSSO Septic Inspector - Jacob Pruner





RECREATION ADVISORY COMMITTEE

MEETING MINUTES

May 5, 2025

Council Chambers

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

Members Present: Marina Summers, Council Representative
Sue Breckenridge
Jan Kammersgaard
Roger Young

Members Regrets: Leigh Brown

Staff Present: Chelsea Rath, Manager of Facilities/Community Affairs
Will Forsyth

1. ROLL CALL

2. CALL TO ORDER

Chair Marina Summers called the meeting to order at 5:07p.m.

3. APPROVAL OF MINUTES

Moved by Roger Young

Seconded by Sue Breckenridge

THAT, the Recreation Advisory Committee meeting minutes of March 31st 2025, be adopted as presented.

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

No declarations of interest were filed.

5. APPROVAL OF AGENDA

Moved by Sue Breckenridge
Seconded by Jan Kammersgaard

THAT, the agenda be adopted as presented.

6. DELEGATIONS & PRESENTATIONS

There were no delegations or presentations.

7. COMMUNICATIONS

Moved by Jan Kammersgaard
Seconded by Sue Breckenridge

THAT, the communications dated May 5th, 2025 be received as information.

7.1 Youth Centre Update

Babysitters Course
Home Alone Course
New Executive Director - Grace Rand

7.2 Lanark Ball

Member Sue Breckenridge to provide verbal update on upcoming ball season

- Lanark Little League registration has closed
- All registrations have gone through the new website
- Starting after May long weekend

7.3 Lanark Library

PA day May 30th Workshops:
-Minecraft Workshop
-Custom Journal Decorating

7.4 Canada Day Events

Staff to provide Canada Day Events Update

Staff provided a brief update on the Canada Day events planned by the Civitan, Legion, Library, Youth Centre.

8. BUSINESS

8.1 Frosty Fling Volunteers Welcome

Chair Marina Summers to provide a welcome to the new Frosty Fling volunteers.

-intent for 2026 Frosty Fling

Volunteers Robin Black and John Foliot joined the Committee to discuss the 2026 event. It was agreed that they would take over spear heading the event with the assistance of Marina and Township staff.

8.2 Task List

Moved by Sue Breckenridge

Seconded by Roger Young

"***THAT***, The Recreation Advisory Committee accepts the task list dated May 5th, 2025 as information.

8.3 2025 Community Services Fee's & Charges

Passed by By-Law 25-1962.

The Committee was updated on the new fee's and charges By-Law format that was passed by Council. This By-Law includes community services fee's and will be annually updated by the Township Finance Department.

8.4 Recreation Guide

Waiting on guide layout to be sent from Henderson's, should have it in time for the meeting

Item was deferred due to no draft layout to review.

8.5 Updating Term's of Reference

Review Township of Montague Recreation Committee's TOR.

Review current TOR.

Discuss budgeting for updated TOR.

Chair Marina Summers updated the Committee on the direction from Council to review the Committee's Terms of Reference. The Committee agreed to review the Township of Montague's Terms of Reference provided as a guide to update the current Terms. The Committee will discuss at the next meeting.

9. NEW/OTHER BUSINESS

There was no new business.

10. DEFERRED ITEMS

There were no deferred items.

11. ADJOURNMENT

THAT, the meeting adjourn at 5:58 p.m.

April 16, 2025, 9:00am

PW Administration Building- CP Boardroom

Participants

Councillor Jane Torrance, MM
Councillor John Matheson, DNE
Councillor Greg Hallam, TVT
Councillor Gary Waterfield, PERTH
Deputy Reeve Jeff Carroll, MON
Reeve Richard Kidd, BCK
Councillor Dena Comley, CP
Councillor Ron Closs, LH
Sgt Rob Croth, OPP

Staff

Sean Derouin, PW Manager
Sam Poole, PW Senior Technologist
Jasmin Ralph, Clerk

Regrets

MEETING OUTLINE

1. Roll Call
2. Presentations
N/A
3. Review Previous Meeting Minutes
 - a. February 18th, 2025, Meeting Minutes

Minutes Accepted as Distributed

4. Old Business
 - a. Automated Speed Enforcement.
 - i. Review finalized list of CSZ's and School Zones throughout the County
 - a. Confirmed, there is not a CSZ on Cemetery Side Road near Queensway West Subdivision
 - b. Confirmed, there are 3 additional CSZ within Tay Valley TWP.
 - Glen Tay Road, From HWY 7 South to Christie Lake Road
 - Glen Tay Road, From Christie Lake Road to 200m East of Miller Lane
 - Christie Lake North Shore Road, From Christie Lake Road westerly for 2.44km.
 - Tay Valley has provided updated AADT and Speed Limits for each location.
 - Updated speed data to be collected and assessed.

5. New Business

i. Automated Speed enforcement.

a. Review of EORN Costing and implementation Timeline

- Review Costing information
- EORN is moving to vendor agreement approval and subsequently pursue MTO and MAG agreements
- EORN is gauging interest from Eastern Ontario Municipalities and collecting data
- Planned late 2025 program deployment
- EORN is hoping to offer a turn-key program for participating municipalities at minimal to no upfront costs
- EORN is still finalizing administration details.
- Review data annually to determine areas of highest concern especially in areas of high levels of growth.

b. Review draft ASE Program structure

- 4 cameras (2 per site) 6-month rotation 4 sites could be covered per year; program would be assessed after 1-year and determine if additional enforcement locations would be added.
- Program would only operate on county roads for a minimum of a 1-year period before allowing for municipalities to opt in. (Municipalities may opt in in the future in a case-by-case basis) after operational efficiency is reached.
- Program revenues, (if there is a surplus) would only be used for roadside safety improvements and traffic calming efforts in areas of highest concern, based on T.A.W.G recommendation and council approval.

ii. **Decision moving forward with ASE provider. (LAS program vs. EORN program)**

- EORN has lower Processing, installation and certification costs.
- EORN looking into options for hearing officers and offer remote appeals or in person within each municipality.
- EORN program plans to operate as a non-profit so fees may change once program suppliers are made public.
- Appeals: screening can be processed anywhere in the county. Hearings must be conducted in the municipality they are issued.
- Appeals must go to a screening officer with a location in the county to perform in person meetings.

- Would the program be scalable with EORN?
 - Supplier uses a consortium agreement with Ontario JPC's, there is capacity in Toronto / Ottawa.
 - If a JPC was opened in the future other services could be offered through the same program.
 - EORN has interest from multiple other Eastern Ontario Municipalities, there is potential for a more local JPC in the future once the program is established.
- Use data to determine breakdown of infractions (location based, time based)

T.A.W.G agrees to proceed with recommending EORN as a program partner.

- ii. Review Requests for Speed Management
 - Hamlet of Elphin Speeding (Reviewing traffic data).
 - Intersection Assessment River Road at Appleton Side Road (Reviewing traffic Data).
- a. Review Resident Request for Active Transportation Facilities along South St and Scotch Line Road (Paved Shoulder, Sidewalk PXO etc.)
- b. Speed Management Requests
 - b. County webpage has been updated with a fillable form for speed management requests, requests can be submitted and tracked digitally.
 - c. Waiting on website update before implementing mapping tool.
- d. Speed Limit Increase CR10 Drummond Con. 2 from 60km/h to 80km/h
 - Town of Perth does not support proposed speed zone changes due to speed concerns at Perthmore St. and the CPKC rail crossing.
 - Assess further options for speed zone changes
 - Confirm with town of Perth / property ownership details.

6. Round Table Discussion

a. Review draft council report on ASE (To be presented at PW committee April 23rd)

- If group agrees on proposed recommendation, report could be presented on April 23rd meeting.
- Could be ratified on May 09th council meeting
- Implementation plan would be presented separately at an upcoming council meeting.
- Council approval will permit further investigation and development of necessary policies and by-laws.
- Staff could then proceed with consultation with lower tier municipalities and a communications plan.
- Highlight County Roads only and eligible locations with projected infractions based on the traffic data review.
- Highlight that Roadside safety and speeding were identified as a key Priority of this term of County Council.
- Highlight all the work and information assessed, staff time, presentations
- Identify the keys to a successful program.
- Show list of participating organizations and groups who were consulted
- Show a brief overview / review of costing information
- Articulate reasoning for proceeding with EORN vs. LAS and why not use a private sector vendor.
- ASE is a new method of traffic calming that is proven and now being offered for smaller municipalities.
- Revenue is only able to be used for roadside safety improvements and traffic calming efforts.
- Program costs should be covered by the projected revenues and not require large amounts of budgeted funds.
- The OPP and Province are in support of using ASE as a traffic calming tool.
- Confirm if there are Impacts to CVOR licensing
- Use results and data to enforce further motivation for municipal implementation
- T.A.W.G recommending that ASE only be used on county roads.
- ASE is becoming more accepted due to programs in local urban areas
- Communication strategies through the municipalities and public
- Recommend funds only be used for roadside safety improvements and traffic calming
- Council would ultimately decide where funds are spent based on research and recommendation from the T.A.W.G., OPP and Municipal Input.

- Target implementation in spring 2026.

First proposed locations for implementation:

1. CR29 Pakenham (1st term)
2. CR7B Townline Road (1st term)
3. CR10 South St. (2nd term)
4. Martin St. North (2nd term)

OPP perspective

- a. School zones are always a priority zone for enforcement in priority areas with vulnerable populations.
- b. People are still out at night in these locations (Children playing, People walking dogs, elderly etc.).
- c. OPP would be accepting of deployment in these priority locations.

Recommendation: Approval to proceed with developing necessary policies and by-laws that outline the ASE program and proceeding with EORN as a partner program supplier, create a reserve to hold program funds for the sole purpose of roadside safety improvements.

7. Next Meeting Date: June 04th, 2025 at 9:00am
Following meeting: August 13th, 2025, at 9:00am

- a. Proposed Agenda Items:

- *Continue discussion into next steps for ASE program and response from council*
- *On-going Speed Management Requests*

8. Action Items:

- a. County to extend CSZ on CR23 to include new Montague recreation park
- b. Confirm whether threshold speed can be altered depending on time of day or location
- c. Investigate rates of vandalism for ASE equipment in rural areas, confirm supplier responsibility to repair any damages.
- d. Check with EORN on proposed admin fees.
- e. Assess other options for North Street CR10 speed limit Increase, confirm that it was not already approved.

Meeting Adjourned: 10:49am