



COUNCIL AGENDA
September 10th, 2019
Lanark Highlands Municipal Office – Council Chambers
75 George Street, Lanark, Ontario

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

Chair, Reeve Peter McLaren

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

Suggested Motion by Councillor Kelso:
“THAT, the agenda be adopted as presented.”

5. **APPROVAL OF COUNCIL MINUTES**

Suggested Motion by Councillor King:
“THAT, the Council minutes of August 27th, 2019, be approved as presented.”

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

8. REPORTS

- i) **Committee of the Whole: August 27th, 2019**
Chair, Deputy Reeve Hall

Suggested Motion by Deputy Reeve Hall:

“THAT, the sixteenth (16th) Report of the Committee of the Whole for 2019, be adopted as presented.”

9. MOTIONS

- i) **Town Hall Furnace Replacement**

Suggested Motion by Councillor Closs:

“THAT, staff are directed to award the furnace replacement project to McNamee Plumbing and Heating Kilpatrick Home Services in the amount of \$59,371, excluding HST.”

- ii) **Lanark & District Community Centre Arena Roof Replacement**

Suggested Motion by Councillor Roberts:

“THAT, staff are authorized to award a roof replacement tender to McKay Sheet Metal and Roofing in the amount of \$183,060, excluding HST, for the purpose of replacing the roof at the Lanark and District Community Centre;

AND THAT, an allowance of \$8,000 for the installation of ice guards is provided to ensure the safety of facility users.”

10. BY-LAWS

- i) **By-Law No. 2019-1575: Schedule of Fees and Charges for the Lanark & District Community Centre for the 2019-2020 Season**

Suggested Motion by Councillor Rodger:

“THAT, by-law 2019-1575, being a by-law to adopt a schedule of fees and charges for the Lanark & District Community Centre, be read a first and second time.”

Suggested Motion by Councillor Rodger:

“THAT, by-law 2019-1575, being a by-law to adopt a schedule of fees and charges for the Lanark & District Community Centre, be read a third time, passed and signed by the Reeve and CAO/Clerk.”

ii) **By-Law No. 2019-1576: Municipal Grants Policy**

Suggested Motion by Councillor King:

“THAT, by-law 2019-1576, being a by-law to adopt a municipal grants policy, be read a first and second time.”

Suggested Motion by Councillor King:

“THAT, by-law 2019-1576, being a by-law to adopt a municipal grants policy, be read a third time, passed and signed by the Reeve and CAO/Clerk.”

11. **NEW/OTHER BUSINESS**

i) **County of Lanark Updates (verbal)**

Reeve McLaren and Deputy Reeve Hall

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

Suggested Motion by Councillor Kelso:

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

ii) **Council Committee Appointment Updates** (presented at the meeting)

a. **Police Services Board**

Councillor Roberts

b. **North Lanark Joint Planning Committee**

Reeve McLaren and Councillor King

c. **Lanark Highlands Public Library Board**

Reeve McLaren

d. **Lanark Highlands Youth Centre Inc.**

Councillor Closs

e. **Lanark & District Museum Board**

Councillor Kelso

f. **Middleville Museum Board**

Councillor Rodger

g. **Mississippi Valley Conservation**

Deputy Reeve Hall

h. **Frosty Fling**

Councillor Kelso

i. **Arnprior Public Library Board**

Councillor Roberts

Suggested Motion by Deputy Reeve Hall:

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

12. NOTICE OF MEETINGS

Committee of the Whole	Tuesday, September 24 th , 2019
Council Meeting (immediately after COW)	Tuesday, September 24 th , 2019

Committee of the Whole - 6:00 p.m.	Tuesday, October 8 th , 2019
Council Meeting (immediately after COW)	Tuesday, October 8 th , 2019

13. QUESTIONS/COMMENTS FROM THE PUBLIC

14. IN CAMERA

- i) **Closed Session – A Proposed Pending Acquisition of Land by the Municipality – geographic Township of Lavant**
Ryan Morton, CAO/Clerk

Suggested Motion by Councillor Closs:

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

239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

AND THAT, Ryan Morton, CAO/Clerk, and Amanda Noël, Planning Administrator/Deputy Clerk remain in the room.”

- ii) **Closed Session – A Proposed Pending Acquisition of Land by the Municipality – geographic Township of Lanark**
Ryan Morton, CAO/Clerk

Suggested Motion by Councillor Roberts:

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

239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

AND THAT, Ryan Morton, CAO/Clerk, and Amanda Noël, Planning Administrator/Deputy Clerk remain in the room.”

15. CONFIRM COUNCIL PROCEEDINGS

By-Law No. 2019-1577: Confirmation By-Law

Suggested Motion by Councillor King:

“THAT, By-Law No. 2019-1577, being a by-law to confirm the proceedings of the Council meeting held on September 10th, 2019, be read a first and second time.”

Suggested Motion by Councillor King:

“THAT, By-Law No. 2019-1577, being a by-law to confirm the proceedings of the Council meeting held on September 10th, 2019, be read a third time, passed and signed by the Reeve and CAO/Clerk.”

16. ADJOURNMENT



COUNCIL MINUTES

Tuesday, August 27th, 2019
Lanark Highlands Municipal Office - 75 George Street, Lanark, Ontario
Council Chambers

1. **CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

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

Staff Present: Ryan Morton, CAO/Clerk
Amanda Noël, Planning Administrator/Deputy Clerk
Gene Richardson, Fire Chief

2. **PLAYING OF "O CANADA"**

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

4. **APPROVAL OF AGENDA**

RESOLUTION #C-2019-166
Moved by Councillor Roberts
Seconded by Councillor Closs
THAT, the agenda be adopted as presented.

ADOPTED

5. APPROVAL OF COUNCIL MINUTES

RESOLUTION #C-2019-167

Moved by Councillor Rodger

Seconded by Councillor King

THAT, the Council minutes of August 13th, 2019, be approved as presented.

ADOPTED

6. DELEGATIONS & PRESENTATIONS

7. COMMUNICATIONS

8. REPORTS

i) Self-Contained Breathing Apparatus (SCBA) – Utilization of Reserve Fund

Gene Richardson, Fire Chief

RESOLUTION #C-2019-168

Moved by Councillor King

Seconded by Councillor Kelso

THAT, Council authorize the purchase of 30 SCBAs from AJ Stone in the amount of \$271,166.00 excluding HST;

AND THAT, staff be directed to utilize \$11,438.52 from the Reserve Fund – Development Charges to complete the purchase of 30 SCBAs from AJ Stone.

ADOPTED

ii) Master Fire Plan – Utilization of Consultant Fees and Efficiency Funding Grant

Gene Richardson, Fire Chief

RESOLUTION #C-2019-169

Moved by Councillor Kelso

Seconded by Councillor King

THAT, Council authorize the CAO/Clerk and the Reeve to enter into an agreement with Emergency Management & Training Inc. (EMT) in the amount of \$46,584.00, excluding HST, for the purpose of preparing a Master Fire Plan;

AND THAT, staff are directed to include the Community Risk Assessment in the amount of \$14,936.00, excluding HST;

AND THAT, the Master Fire Plan Reserve Fund, in the amount of \$20,000.00, be utilized to fund a portion of this project;

AND FURTHER THAT, the balance of \$41,520.00, excluding HST, be paid from the Efficiency Funding Grant received from the Province.

ADOPTED

- i) **Committee of the Whole: August 13th, 2019**
Chair, Deputy Reeve Hall

RESOLUTION #C-2019-170

Moved by Deputy Reeve Hall

Seconded by Councillor Closs

THAT, the fifteenth (15th) Report of the Committee of the Whole for 2019, with the exception of items B11 and B13, be adopted as presented.

ADOPTED

9. MOTIONS

10. BY-LAWS

- i) **By-Law No. 2019-1573: Appointment of Manager of Facilities and Community Affairs**

RESOLUTION #C-2019-171

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, by-law 2019-1573, being a by-law to appoint a Manager of Facilities and Community Affairs, be read a first and second time.

ADOPTED

RESOLUTION #C-2019-172

Moved by Councillor Closs

Seconded by Councillor Roberts

THAT, by-law 2019-1573, being a by-law to appoint a Manager Facilities and Community Affairs, be read a third time, passed and signed by the Reeve and CAO/Clerk.

ADOPTED

11. NEW/OTHER BUSINESS

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

There was no update.

- ii) **Council Committee Appointment Updates** (presented at the meeting)
 - a. **Police Services Board** - Councillor Roberts
 - b. **North Lanark Joint Planning Committee** – Reeve McLaren and Councillor King
 - c. **Lanark Highlands Public Library Board** – Reeve McLaren
 - d. **Lanark Highlands Youth Centre Inc.** – Councillor Closs
 - e. **Lanark & District Museum Board** – Councillor Kelso

- f. **Middleville Museum Board** – Councillor Rodger
- g. **Mississippi Valley Conservation** – Deputy Reeve Hall
- h. **Frosty Fling** – Councillor Kelso
- i. **Arnrior Public Library Board** – Councillor Roberts

RESOLUTION #C-2019-173

Moved by Councillor Rodger

Seconded by Councillor King

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

ADOPTED

12. NOTICE OF MEETINGS

Committee of the Whole	Tuesday, September 10 th , 2019
Council Meeting (immediately after COW)	Tuesday, September 10 th , 2019
Committee of the Whole - 6:00 p.m.	Tuesday, September 24 th , 2019
Council Meeting (immediately after COW)	Tuesday, September 24 th , 2019

13. QUESTIONS/COMMENTS FROM THE PUBLIC

Comments were received from the public.

14. IN CAMERA

15. CONFIRM COUNCIL PROCEEDINGS

By-Law No. 2019-1574: Confirmation By-Law

RESOLUTION #C-2019-174

Moved by Councillor King

Seconded by Councillor Rodger

THAT, By-Law No. 2019-1574, being a by-law to confirm the proceedings of the Council meeting held on August 27th, 2019, be read a first and second time.

ADOPTED

RESOLUTION #C-2019-175

Moved by Councillor King

Seconded by Councillor Rodger

THAT, By-Law No. 2019-1574, being a by-law to confirm the proceedings of the Council meeting held on August 27th, 2019, be read a third time, passed and signed by the Reeve and CAO/Clerk.

ADOPTED

16. ADJOURNMENT

On a motion by Councillor Kelso and seconded by Councillor Rodger, the meeting adjourned at 7:10 p.m.

Peter McLaren, Reeve

Ryan Morton, CAO/Clerk



**SIXTEENTH REPORT OF THE COMMITTEE OF THE WHOLE
From the Meeting of August 27th, 2019**

To the Members of Lanark Highlands Township Council,

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

A 1 COMMUNICATIONS

Motion #COW-2019-127

"THAT, the communications dated August 27th, 2019, be accepted as information."

REPORTS

A 2 MIDDLEVILLE MUSEUM ROOF

B 2 Motion #COW-2019-128

"THAT, Council authorize staff to award a roof replacement tender to McKay Sheet Metal and Roofing in the amount of \$19,500.00, excluding HST, for the purpose of replacing a roof at the Middleville Museum;

AND THAT, staff is directed to utilize the Capital Expenditures Reserve fund to offset the additional costs."

A 3 TIPPING FEES

B 3 Motion #COW-2019-129

"THAT, Lanark Highlands Council evaluate requests for the waiving of tipping fees based on individual applications."

A 4 IMPROVEMENTS FOR WABALAC ROAD

B 4 Motion #COW-2019-130

“THAT, Lanark Highlands Council receive this report as information;

AND THAT, Staff bring back a report with the additional information, options and costing, along with the financial details from the Township of Greater Madawaska.”

A 5 CONSENT APPLICATION B19/044 (NEELIN)

B 5 Motion #COW-2019-131

“THAT, Council recommends to the Land Division Committee of Lanark County that application B19/044 for consent be approved subject to the following conditions;

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;
2. The applicant shall provide the Township with a copy of all reference plans associated with the applications;
3. That the applicant pays any outstanding fees to the Township prior to final approval;
4. At the sole expense of the applicant, that the applicant undertake a zoning by-law amendment with the Township of Lanark Highlands for a site specific zoning of a portion of the lands to be enlarged, currently zoned Limited Services Rural, in recognition of the purpose of the consent being to add lands partially zoned as Lakefront Development to lands currently zoned as Limited Services Rural.”

A 6 CONSENT APPLICATION B19/056, B19/057 AND B19/058 (STANLEY-SMITH)

B 6 Motion #COW-2019-132

“THAT, Council recommends to the Land Division Committee of Lanark County that applications B19/056, B19/057 and B19/058 for consent be approved subject to the following conditions;

1. The balance of any outstanding taxes, including penalties and interest, (and any local improvement charges, if applicable) shall be paid to the Township;
2. The applicant shall provide to the Township an acceptable reference plan of the severed lands and the deed be submitted to the Township;
3. That the applicant pays any outstanding fees to the Township prior to final approval;

4. The applicant shall obtain a Civic Address Number from the Township. The applicant shall consult directly with the Township in this regard;
5. The applicant shall confirm that an entrance to the Township road is viable and obtain any necessary entrance permit from the Township;
6. The applicant shall provide payment to the Township in the amount of \$200 for cash in lieu of parkland fee;
7. That sufficient lands be deeded to the Township of Lanark Highlands along the frontages of the lots to be severed to meet the municipality's road widening requirements, at no cost to the Township. Deeds are to be submitted to the municipality for review accompanied by a solicitor's certificate indicating that the municipality's title is free and clear of all encumbrances and that the municipality has a good and marketable title. The Township Superintendent of Public Works should be consulted prior to commencing a survey to determine the amount of road widening required;
8. The Owner/Applicant shall prepare a "Scoped Hydrogeological Evaluation Report" by a Professional Engineer, or Professional Geoscientist to demonstrate a favourable groundwater quantity assessment, groundwater quality assessment, terrain evaluation and water quality impact risk analysis in accordance with the "Scoped Hydrogeological Report Requirements" guidelines dated July 2, 2015;

Should the Owner/Applicant not wish to proceed with the Hydrogeological Evaluation Report at this time, that the owner/applicant provide certification to the Lanark County Land Division and the Township of Lanark Highlands that a well has been constructed on the property and that the quality and quantity of the water meets the Ministry of Environment and Climate Change, Regulations, Standards, Guidelines and Objectives. The certification must be prepared by a qualified Professional Engineer, or Professional Geoscientist and it is the Owner /Applicant's responsibility to coordinate the company/person drilling the well and the professional noted herein in order to properly satisfy this condition;

9. At the sole expense of the applicant that the applicant enter into a Development Agreement with the Township of Lanark Highlands. The wording of the agreement shall be acceptable to the Township and the Conservation Authority. As included in the comments from the MVCA dated August 19, 2019, the severances of the three lots by consent applications and the future development of the severed lots can be supported provided that the recommendations are implemented. Therefore, in order to support the consents and in order to mitigate potential impacts arising from future development of this property, the recommendations included in the comments dated August 19, 2019, shall be implemented through a Development Agreement which shall be registered on title for each lot.

10. That the Severance Sketch (Deer Yard EIS Sketch) prepared for each individual lot (Lot 1, Lot 2 and Lot 3) dated August 20, 2019, which includes a location of a building envelope shall be attached as a Schedule to each Development Agreement.

11. The applicant shall undertake and finalize road closing file number RC-02-2019 in the name of Stanley-Smith, as applied for with the Township of Lanark Highlands, in recognition of the purpose of the road closing in part being inclusive of a portion of the lands to be conveyed and added accordingly to proposed Lot 1 and Lot 2.”

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

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

Moved By

Seconded By

Adopted this 10th day of September, 2019

Peter McLaren, Reeve

Amanda Noël, Deputy Clerk

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

BY-LAW NO. 2019-1575

**BEING A BY-LAW TO ADOPT A SCHEDULE OF FEES AND CHARGES FOR THE
LANARK AND DISTRICT COMMUNITY CENTRE FOR THE 2019-2020 SEASON**

WHEREAS, Sections 8 and 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides the municipality with the powers of a natural person and the authority to govern their affairs as they consider appropriate;

AND WHEREAS, Section 391 (1), provides that a local municipality may pass by-laws providing for the imposition of fees and charges on persons for services or activities provided by or on behalf of it,

AND WHEREAS, the Council of the Corporation of the Township of Lanark Highlands deems it expedient and in the public interest to implement a fees and charges schedule for the Lanark and District Community Centre outlined herein;

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

1. GENERAL REGULATIONS

1.1 THAT, the attached Schedule "A" be and is hereby adopted.

1.2 THAT, Schedule "A" hereto shall be made part of this By-law as fully recited herein.

1.3 THAT, this By-law shall superseded any and all By-laws and/or policies deemed to be inconsistent, in particular By-law 2007-813

1.8 THAT, this By-law shall come into force and effect as of September 10th, 2019

2. 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.

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2019-1575**

3. BY-LAWS TO BE RESCINDED

THAT, By-Law No. 2007-813 is hereby rescinded.

4. EFFECTIVE DATE

THAT, this by-law is read a first, second and third time and shall come into force and effect as of the 10th day of September, 2019.

ENACTED AND PASSED this 10th day of September, 2019.

Peter McLaren, Reeve

Ryan Morton, CAO/Clerk

CORPORATION OF THE TOWNSHIP OF LANARK-HIGHLANDS

**SCHEDULE "A" TO
BY-LAW NO. 2019-1575**

**LANARK AND DISTRICT COMMUNITY CENTRE RATES
(Effective September 10th, 2019)**

Youth and Minor Hockey, Figure Skating	\$124.40
Non-Prime Time (9AM – 3PM weekdays)	\$97.78
Prime Time (3PM – 12AM weekdays, weekends and holidays)	\$188.96
BroomBall	\$149.38
Schools (weekdays)	\$69.08
Public Skating	\$2.00

NOTE: All rates include HST

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

BY-LAW NO. 2019-1576

A BY-LAW TO ESTABLISH A COMMUNITY GRANTS POLICY

WHEREAS, Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS, the Municipal Act, 2001, S.O. 2001, c. 25, provides that the powers of every Council are to be exercised by Bylaw;

AND WHEREAS Section 107 (1) of the said Act allows a municipality to make grants to any person, group or body within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality;

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

1. That the Municipal Grants Policy # FI-20-2005-mun and corresponding by-law #2005-632 be repealed;
2. That the Municipal Grants Policy # F-05-2019 attached hereto as Schedule "A" is adopted;
3. That this by-law shall supersede any and all by-laws or policies deemed to be inconsistent;
4. That this by-law shall come in to force and effect immediately upon the date of its passing.

BY-LAW READ, ENACTED AND PASSED this 10th day of September, 2019.

**Peter McLaren,
Reeve**

**Ryan Morton,
CAO/Clerk**



Subject: *Municipal Grants*
No.: *F-05-2019*
Approval Date: *September 10, 2019*
By-Law No.: *2019-1576*
Pages: *15*
Amendment:

1.0 POLICY

Many programs and services are provided through the volunteer efforts of non-profit community organizations and registered charities to enhance the life experience of citizens, complementing and often supplementing programs beyond the Municipality's capability. In addition, individuals, groups and teams represent and highlight the Municipality at events. Community Grant funding demonstrates Council's commitment to working with these non-profit volunteer community organizations and registered charities to provide beneficial programs and services to the community. This policy establishes eligibility requirements, expectations and the application/review process.

2.0 PROCEDURE

2.1 Eligibility

The Township of Lanark Highlands may, at the discretion of Council, provide direct monetary grants to non-profit volunteer community organizations and registered charities who demonstrate their eligibility based on the following:

- 2.1.1 Initiate or deliver programs and services to the citizens of Lanark Highlands;
- 2.1.2 Provide events of a municipal, provincial or national significance, which could be expected to bring economic, and/or public relations benefit to the municipality;
- 2.1.3 Provide programs and services to address any urgent and pressing events and natural disasters (i.e.: fire, flood, earthquake); and
- 2.1.4 Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

2.2 Purpose of Grant

Grants may be provided to eligible applicants, as defined above, for:

- 2.2.1 General operating and capital expenses including administrative costs and program-related expenses;
- 2.2.2 Activities/functions generally occurring within the Municipal boundaries; and
- 2.2.3 Programs/activities/functions addressing a community need, responding to an under-serviced demand, or contributing to the positive image of the Municipality.

2.3 Restrictions on Grant Funding

- 2.3.1 Organizations must request for a grant amount of \$500 or more. Organizations who are requesting for funds less than \$500 will not be accepted as a Community Grant request and are encouraged to complete a Donation Request form;
- 2.3.2 Organizations can only submit one community grant application per calendar year;
- 2.3.3 If the programs or services proposed in the organization's application are not commenced or not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality;
- 2.3.4 The granting of assistance in any year is not to be considered a commitment to providing grant funding assistance in future years; and
- 2.3.5 Funding is provided only for the sole purpose for which it was awarded within the current fiscal year.

The Grant Program is NOT intended to provide funding:

- 2.3.6 On a retroactive basis for events that have already occurred. These requests shall be directed to through the budget as a line item in the appropriate circumstance.
- 2.3.7 To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these organizations;
- 2.3.8 To organizations aligned with any political party, or to support programs or services which are political in nature;
- 2.3.9 To support programs or services which are operated under the authority of another level of government, such as social services;
- 2.3.10 As donations to charitable causes;
- 2.3.11 As a replacement for other funding sources;
- 2.3.12 For debt retirement; or
- 2.3.13 To an applicant that has an overdue amount owing to the Municipality.
- 2.3.14 To endowment funds for sectarian, religious, or political purposes.
- 2.3.15 To individuals to provide money for fundraising activities.

2.4 Application

Applications (attached hereto as Schedule "A") are available from the Finance Department or on the Municipality's website. They are accepted between September 1st and October 31st of each year. Where October 31st falls on a weekend, the deadline shall be moved to the next business day at 4:30 pm.

Only application forms completed in full, meeting all application requirements, and legible will be brought forward for consideration.

The time stamp in the Municipal Office is the official time for the deadline of submission. Applications received at 4:30 p.m. as shown on the time stamp in the Municipal Office are "on time", whereas applications received after 4:30 p.m. as shown on the time stamp in the Municipal Office will be noted as late. Please note that if the late submitted applications are completed in full they will only be considered at the discretion of the Community Grants Committee. If late submitted applications are incomplete they will not be accepted or brought forward to the Community Grants Committee.

Application Requirements;

Please note the requirements listed below will be used as conditions when screening the applications to indicate whether the application is completed in full. Each organization submitting an application is required to provide:

- 2.4.1 Demonstrated need for financial assistance;
- 2.4.2 Information about the organization and its programs or services;
- 2.4.3 A statement of the organization's goals and objectives, constitution and By-laws or, if a new organization, operating guidelines;
- 2.4.4 Evidence to establish the organization's eligibility in terms of the evaluation criteria outlined in this policy upon request;
- 2.4.5 A description of how the organization intends to measure the success of the program or service if the funding request is approved;
- 2.4.6 Financial statements indicating the revenue and expenses of the organization;
- 2.4.7 Audited financial statements for the previous year if available; and
- 2.4.8 If organizations are requesting grant funding for their event/project they must provide separate financial statements indicating the revenue and expenses of the organization's event/project.
- 2.4.9 Organizations shall provide a certificate of insurance acceptable to the Township and must include the Township as an additional insured.

2.5 Application Expectations

Each organization submitting an application is expected to demonstrate that:

- 2.5.1 There is community support for the programs or services;
- 2.5.2 That adequate funding for the programs or services is not available from other sources;
- 2.5.3 That it is presently exploring, or has fully explored, the potential funding from other sources, from other levels of government, the private sector, memberships, donations and fundraising activities;
- 2.5.4 Efforts to decrease reliance on municipal funding so other emerging needs or opportunities may be met; and
- 2.5.5 That if a grant was received in the preceding year, the Municipalities financial support was acknowledged in all information pertaining to activities for which funds were granted per the policy.
- 2.5.6 Successful applicants shall provide a report on the following;
 - 2.5.6.1 A completed project report outlining the project outcomes.
 - 2.5.6.2 A statement of expenditures shall be submitted within 2 months confirming the allocation of the grant funds.

2.6 Review Process

- 2.6.1 Review Process Staff will use the application requirements as conditions when screening each application to distinguish whether the application is completed in full.
- 2.6.2 Those applications that comply with all of the requirements stated in the policy will be brought forward to the Municipal Grants Committee for consideration during the establishment of the annual budget.
- 2.6.3 Those applications that do not comply with all of the requirements stated in the policy will not be brought forward to the Municipal Grants Committee for consideration, and will not be considered for funding.
- 2.6.4 A report summarizing the compliant submissions will be submitted by staff to the Municipal Grants Committee for consideration. The Municipal Grants Committee, through staff, will forward their recommendations to Committee of the Whole and ultimately to Council for a decision.
- 2.6.5 Applicants will be advised of the scheduled meeting date at which their application will be considered by Council. Applicants may be requested by Committee of the Whole or Council to appear as a delegation to speak on behalf of their Organization's application (maximum of 10 minutes per organization).
- 2.6.6 Applicants will be notified of any allocation awarded following final Council approval of the annual budget.
- 2.6.7 A payment for the amount awarded will be forwarded approximately one month following final approval with larger grants receiving quarterly payments as determined by the Treasurer, unless other specific conditions are recommended and approved by Council.
- 2.6.8 Grant recipients will be required to acknowledge the support of the Township of Lanark Highlands in all advertising, publicity, programs, and signage for which funds are granted.
- 2.6.9 The recipient may not represent the Municipality as a partner or hold the Municipality responsible for any obligations relating to the grant initiative.

Peter McLaren, Reeve

Ryan C. Morton, CAO/Clerk

Date:

SCHEDULE "A"

Municipal Grant Application



The Township of Lanark Highlands

Municipal Grant Application

Please read the policy and guidelines before completing the form and financial information.

YOU MUST COMPLETE THE APPLICATION FORM, INCOME STATEMENTS, BALANCE SHEETS AND ATTESTATION IN FULL. You may only apply for one grant within the year. All applications will be required annually.

1. Purpose of Grant

Community Grants are intended to support non-profit volunteer community organizations and registered charities who demonstrate their eligibility based on the following;

- a) *General operating and capital expenses including administrative costs and program-related expenses;*
- b) *Activities/functions generally occurring within the municipal boundaries;*
- c) *For programs, activities or functions addressing a community need, responding to an under-serviced demand, or contributing to the positive image of the municipality.*

2. Completing the Application Form

Only application forms completed in full, meeting all application requirements, and legible will be brought forward for the Community Grants Committee consideration. The time stamp in the municipal office is the official time for the deadline of submission. Applications received at 4:30 pm as shown on the time stamp in the Municipal Office are "on-time", whereas applications received after 4:30 pm as shown on the time stamp in the Municipal Office will be noted as late and not considered regardless of extenuating circumstances.

3. Funding Characteristics

- a) *Municipal Grants from the Township of Lanark Highlands will be a one year term.*
- b) *Applications must be received by the Township no later than October 31st at 4:30 pm of each year. Where October 31st falls on a weekend, the deadline shall be the next business day at 4:30 pm.*
- c) *Please submit the application form as a PDF document. The financial statements can be submitted as a PDF, however the Township may request the original excel document. The attestation must be signed and can be submitted as a pdf document or in hardcopy. Completed applications can be e-mailed to the Township at lhreception@lanarkhighlands.ca, or a hard copy can be dropped off at Town Hall, located at 75 George St., Lanark, Ontario.*
- d) *Applicants will be notified of any allocation awarded following the final approval of the annual budget by Township Council. A payment for the amount awarded will be forwarded approximately one (1) month thereafter. Larger grants may receive quarterly payments at the discretion of the treasurer.*
- e) *Financial details and receipts shall be retained for the event, item or project upon which the grant funds were used. Upon request, those details may be required by the Township to ensure the expenditures were consistent with the application request.*
- f) *Council's decision is final and cannot be amended, appealed or contested in any way.*



The Township of Lanark Highlands
Municipal Grant Application

PART A: Municipal Grant Request – Summary

Name of Organization/Agency: _____

Contact Person/Title: _____

Phone Number: _____

E-Mail: _____

Mailing Address: _____

Non-Profit Organization? Yes: No:

Registered Charity? Yes: No:

If yes, indicate the Charitable Registration Number: _____

Name of Event/Program: _____

Amount Requested: \$ _____

Prior Year Request: \$ _____

Prior Year Grant: \$ _____

PART B: Municipal Grant Request – INFORMATION

1) Please briefly describe the organization's programs and services.

2) Please provide a statement of the organization's goals and objectives:

3) If Council approves the organization's Municipal Grant Request, what will the funding be used for?

4) Please provide a description of how the organization intends to measure the success of the program or service:

5) Will you be working jointly with other partners/stakeholders?

6) Does the municipality provide any other support, assistance or in-kind services to your organization?

7) How will the organization decrease the reliance on municipal funding?

8) Please identify how the Municipality's financial support will be acknowledged.
If possible, provide examples.

9) Additional Information (Optional):

PART C: Municipal Grant Request – ATTESTATION

PLEASE PRINT THIS PAGE AND PROVIDE AUTHORIZING SIGNATURE. THIS FORM CAN BE PROVIDED TO THE TOWNSHIP AS A PDF OR HARDCOPY.

Name of Organization/Agency:_____

Contact Person/Title:_____

Phone Number:_____

E-Mail:_____

Mailing Address:_____

Having requested financial assistance from the Township, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Township.
- B) If there are any changes in the funding of the project from that contemplated in the application, the Township will be notified prior to making any amendments to the project description or planned activities.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures related to the program, services or project.
- E) That the organization will retain and make available for inspection by the Township or its auditors all records and books of accounts of the Organization upon request from the Township which may be made within 2 years of the grant award.
- F) That if the programs or services proposed in the Organization’s application are not commenced, or are not completed and there remain Township funds on hand, or are completed without requiring the full use of the Township funds, those funds shall be returned to the Township.

- G) That the program or services not be represented as a Township program or service, and that the Organization does not have the authority to represent itself as an agency of the Township in any way, the only relationship being that the Township has approved the granted financial assistance to the Organization.
- H) That should the Organization receive grant funding and subsequently disband, the Organization must dispose of their assets in a responsible manner that meets the approval of the Township.

SIGNING AUTHORITY

We certify that to our knowledge, the information provided in this application for a Municipal Grant is accurate and completed, and endorsed by the organization which we represent.

NAME (please print):	SIGNATURE	DATE
Authorized Signing Officer #1		
Authorized Signing Officer #2		

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Please note, that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of the corporate agendas and/or public consultation processes. Questions about the collection of personal information may be directed to the CAO/Clerk at (613) 259-2398 or CAO@lanarkhighlands.ca

PART D: Municipal Grant Request – FINANCIALS

- 1) Submission of the Organizations Statement of Operations is required, along with a balance sheet or statement of financial position.

- 2) If the organization is new, or the initiative is new, please submit along with the application a financial plan or budget for the initiative projecting the financial position to year end or the end of the initiative whichever comes latest.
 - If the initiative is a multi-year event, provide a multi-year budget/projection.

All financial statements shall include as a minimum;

- All Revenues
- All Expenses
- Any Assets
- Any Liabilities

*The statements must balance in all cases.

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

BY-LAW NO. 2019-1577

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
MEETING HELD ON September 10th, 2019**

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

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

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

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

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

1. GENERAL REGULATIONS

1.1 THAT the actions of the Council of the Corporation of the Township of Lanark Highlands at its meeting held on the **10th day of September, 2019** in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Lanark Highlands at its meetings is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.

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

**THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS
BY-LAW NO. 2019-1577**

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

2. ULTRA VIRES

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

3. EFFECTIVE DATE

ENACTED AND PASSED this 10th day of September, 2019.

Peter McLaren, Reeve

Ryan Morton, CAO/Clerk