AGENDA

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b) Disclosure of Interest

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b) Treasurer S. Mason - Development Charges

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c) CAO G. Barnes - Smiths Falls Water and Sewer

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e) Clerk J. Ralph - Roads Tour

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f) Clerk J. Ralph - Committee Structures

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REPORT

☐ ACTION ☒ INFORMATION

TO: Reeve Dobson and Members of Committee
FROM: Shawn Mason, Treasurer
DATE: April 28th, 2015

RE: 2015 Salary Ranges

Background:

During the 2015 budget deliberations Committee discussed a proposed increase to the municipal salary grid.

The budgeted salary increase was initially presented at 3%. Committee subsequently voted on and accepted an increase of 2.4%, equal to the 2014 Consumer Price Index (CPI) for Ontario.

The 2015 budget was adopted by Council on April 21, 2015, authorizing the funds for the 2.4% increase to salaries.

The resulting salaries from that increase are reflected on the attached Schedule “A”.

The 2.4% increase also applies to remuneration for Council, board and committee members and livestock valuers.

Attachments:

- Schedule “A” - 2015 Salary Ranges
### Schedule "A"

**to By-law No.**

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<tr>
<th>POSITION</th>
<th>2015 Salary and Hourly Rate range</th>
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<tr>
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<td>Start</td>
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<tr>
<td>C.A.O.</td>
<td>$79,810</td>
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<td>Road Superintendent</td>
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<td>Administrative Assistant</td>
<td>$33,378</td>
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<td>Accounts Clerk/Receptionist Secretary</td>
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<td>Fire Chief/ Water Operator</td>
<td>$29.80</td>
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<td>Chief Building Official (per hour)</td>
<td>$29.71</td>
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<tr>
<td>Equipment Operator (per hour)</td>
<td>$18.25</td>
</tr>
<tr>
<td>General Labourer (per hour)</td>
<td></td>
</tr>
<tr>
<td>Bartender (per hour)</td>
<td></td>
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<tr>
<td>Assistant Helper/Bartender (per hour)</td>
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<tr>
<td>Labourer/Thawing Service (per hour)</td>
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<tr>
<td>Equipment Operator - Part Time (per hour)</td>
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RE: 2014 Development Charge Reserve Fund

Background:

Sec 43. (1) of the Development Charges Act, 1997 directs that:

“The treasurer of a municipality shall each year on or before such date that the council of the municipality may direct, give the council a financial statement relating to development charge by-laws and reserve funds established under section 33.

In 2014 the municipality budgeted for $32,000 to be drawn from the development charges and as is reflected in the statement $29,000 was transferred.

For 2015 the municipality has budgeted for $47,000 to be transferred from the development charges.

Attachments:

- Development Charge Reserve Funds Statement
### Development Charge Reserve Funds Statement
**Township of Montague**
For the year ended December 31, 2014

<table>
<thead>
<tr>
<th>Reserve Fund</th>
<th>Roads &amp; Related</th>
<th>Fire Protection Services</th>
<th>Recreation Services</th>
<th>Administration</th>
<th>Total</th>
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<td></td>
<td>62.8%</td>
<td>9.5%</td>
<td>19.6%</td>
<td>8.3%</td>
<td>100%</td>
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<td>13,320.65</td>
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<td>Plus:</td>
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<td>Development Charge Collections</td>
<td>39,200.12</td>
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<td>12,273.52</td>
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<td>322.33</td>
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<td>Repayment of Monies Borrowed from Fund and Associated interest</td>
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<td>140,696.18</td>
<td>21,351.66</td>
<td>44,051.84</td>
<td>18,654.61</td>
<td>224,754.28</td>
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<tr>
<td>Less:</td>
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<td></td>
<td></td>
<td></td>
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<td>Amount Transferred to Capital Funds</td>
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<td>5,000.00</td>
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<td>Amounts Refunded</td>
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<td>Amounts Loaned to Other DC Service Category</td>
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<td>Credits</td>
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<td><strong>SUB-TOTAL:</strong></td>
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<td>5,000.00</td>
<td>-</td>
<td>-</td>
<td>29,000.00</td>
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<td>December 31 Closing Balance</td>
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<td>16,351.66</td>
<td>44,051.84</td>
<td>18,654.61</td>
<td>195,754.28</td>
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REPORT

☐ ACTION ☐ INFORMATION

TO: Reeve Dobson & Members of Council
FROM: CAO, G. Barnes
DATE: April 28, 2015

RE: Continuing Water Wastewater Discussions Update

Recommendation:
That staff be directed to invite two member of the Town of Smiths Falls Council, the CAO and necessary staff to the Smiths Falls/Montague Airport to continue discussions.

Background:
Council directed staff to ensure that the municipality, at the time of updating or renewing the Township’s license with the Ministry of the Environment, has a plan in place that demonstrates good management and planning of its water and wastewater system.

In keeping with Council’s direction, staff launched discussions with the Town of Smiths Falls. Unfortunately staffing turnover within the Town’s in 2014 halted discussions.

Discussion & Options:
Staff are preparing an invitation to the Town of Smiths Falls. In keeping with the framework successfully used at the shared services summit held by Smiths Falls April 1st, staff wish to invite two members of the Town’s Council, the CAO and necessary to the Smiths Falls/Montague Airport to continue discussions.

Staff has fashioned the following framework in support of these discussions.

PART I: Accomplishments: update on where we are and achievements to date;

PART II: Service Delivery Model: identify factors shaping services delivery;

Information/materials forming discussions will include:
- Latest rate study - to assist in understanding/identifying actual current cost of producing the water within the Town of Smiths Falls;
Future capital renewal costs of the plant (pumps, towers, reservoirs, valves etc.) and service mains within the Town of Smiths Falls which are responsible for delivering water to Montague;

Billing model services including who is to send and collect from of Montague residents;

Service levels – to assist in understanding/identifying administration costs associated with billing, collection, testing maintenance and repair of the system;

Future capital renewal cost of the system components within Montague. (valves that isolate Montague from Smiths Falls, meters on the delivery lines, meters/lines serving homes, mains that distribute water within Montague as well as hydrants); and

Special costs that would be assessed to Montague users (Smiths Falls’ plant and system components prior to the initial service agreement) which are responsible for delivering water to Montague.

PART III: Service Synergies: explore servicing areas of common interest and identify service thresholds for mutual benefit;

Areas illustrating merit:
- Lands south of Smiths Falls extending out along Hwy 43;
- Lands east of Smiths Falls extending out along Roger Stevens and Rideau Street South;
- Lands north of Smiths Falls extending out along Hwy 15, Union St., Ruthven St. and Uphill St.;
- Identify economic principles which may set targets to permit servicing amendments to existing agreements; and

PART IV: Service Delivery: draft positions/principles to be presented to Councils.

Council’s endorsement of the presented framework will warrant two members of Montague Council take part in discussions collectively with the CAO and staff. Meeting dates will be determined on participant’s availability.

Financial Implications:
No anticipated impact the 2015 budget

Attachments:
None
April ##, 2015

Mayor S. Pankow
Town of Smiths Falls
77 Beckwith Street North
Smiths Falls, ON   K7A 2B8

Dear Mayor S. Pankow,

Re: Continue Water Wastewater Discussions

The Township of Montague wishes to resume discussions with the Town of Smiths Falls on the matter of amending sections held in the water and wastewater service agreements.

In keeping with the framework successfully used at the shared services summit April 1st, we would like to invite two members your Council, CAO and necessary staff to join us at the Smiths Falls / Montague Airport. In advance, we fashioned the following framework in support these discussions.

PART I: Accomplishments: update on where we are and achievements to date;

PART II: Service Delivery Model: identify factors shaping services delivery;

Information/materials forming discussions will include:
- Latest rate study - to assist in understanding/identifying actual current cost of producing the water within the Town of Smiths Falls;
- Future capital renewal costs of the plant (pumps, towers, reservoirs, valves etc.) and service mains within the Town of Smiths Falls which are responsible for delivering water to Montague;
- Billing model services including who is to send and collect from of Montague residents;
- Service levels – to assist in understanding/identifying administration costs associated with billing, collection, testing maintenance and repair of the system;
- Future capital renewal cost of the system components within Montague. (valves that isolate Montague from Smiths Falls, meters on the delivery lines, meters/lines serving homes, mains that distribute water within Montague as well as hydrants); and
- Special costs that would be assessed to Montague users (Smiths Falls’ plant and system components prior to the initial service agreement) which are responsible for delivering water to Montague.

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- Identify economic principles which may set targets to permit servicing amendments to existing agreements; and
PART IV: Service Delivery: draft positions/principles to be presented to Councils.

Primary focus is on outcomes emerging out of Part II & III with the goal of:
- fashion positions/principles to be presented to Councils;

Montague will be represented by XX XX, XX XX, and I. We will host the meeting at the Smiths Falls / Montague Airport and offer the available dates for your consideration.

Best regards,

Glenn Barnes
Chief Administrative Officer
Township of Montague

Cc: Malcolm Morris, CAO
    Kerry Costello, Director of Corporate Services
RE: Municipal Pound Services

Background:
At the October 15, 2013 regular meeting of Council, staff received the following direction.

MOVED BY: V. Carroll  RESOLUTION NO: 236-2013
SECONDED BY: B. Burson  DATE: October 15, 2013

Be it resolved that the Council of the Township of Montague sees it appropriate to provide reliable animal control services to our citizens;

Further that Montague Township does not have a reliable channel to house animals at large which meets the needs of the municipality;

And further, that Council directs staff to present a contract in the spirit of the Memorandum of Understanding, for a 10-year term, with neighbouring municipalities for the construction and operation of a Lanark municipal pound. CARRIED

B. Burson - Yes
B. Dobson - Yes
P. Dolan - No
V. Carroll - Yes

Discussion & Options:
The present animal pound service contract with Animal Control Services will expire at the end of 2015. Animal Control Services provides similar services to three other municipalities within the County. Animal Control Services has notified all affected municipalities that services will not be available for 2016.

In keeping with Council’s direction, staff will be presenting to Council a business plan for the construction and operation of a municipal pound.
Financial Implications:
Construction and operation of a municipal pound is outside of the 2015 Budget. Financial options for construction and operation will present to Council for their consideration.

Attachments:
- Municipal Pound Service, October 15, 2013
- Municipal Pound Service, August 27, 2013
RE: Municipal Pound Service

Recommendation:
BE IT RESOLVED THAT the Council of Montague Township sees it appropriate to provide a reliable animal control services to our citizens;

FURTHER THAT Montague Township does not have a reliable channel to house animals at large which meets the needs of the municipality;

AND FURTHER THAT Council directs staff to present a contract in the spirit of the Memorandum of Understanding with neighbouring municipalities for the construction and operation of a Lanark municipal pound.

Background:
This report arises from Council's direction, at the September 3rd regular meeting of Council, to present a report recommending the building and operating of a municipal pound in partnership with municipalities in Lanark County, including the Town of Smiths Falls, in the Township of Montague.

The attached Memorandum of Understanding (MoU) was circulated to the members in the service group. The MoU establishes the framework in moving forward.

On October 11th the service group met to discuss the MoU and assemble two working groups to clarify service delivery expectations and development.

Discussion & Options:
As mentioned, the MoU provides the framework and establishes a business plan in moving forward. The appendix attached to the MoU presents a sample working model of the established framework and is intended to give greater understanding of the cost benefit analysis arising from the business plan and offer possible budget numbers.

The municipal partners are, in principal, in support of the MoU. Refinement of the MoU respecting service levels and development cost will be forthcoming when the working groups report.
Not discussed in this report is the acquisition of the land required for this project. To address this matter I refer to staff’s report Municipal Pound Land Purchase, October 15, 2013.

Financial Implications:
The operational side of the municipal pound business plan presents little impact to the 2014 budget. One time capital cost to the municipality, not including land purchase, anticipated to be $7,000.00.

Attachments:
- Memorandum of Understanding
Memorandum of Understanding

Preface

Municipalities in Lanark County see it appropriate to provide animal control service to our citizens. Lanark County does not have a reliable outlet to house pets (dog/cats) without adequate a shelter and which meets the needs of the municipalities. Historically Lanark County municipalities have sourced out municipal pound service.

Objective

The objective of this Memorandum of Understanding (MoU) is to establish a framework for discussions between participating municipal partners to develop a municipal pound business model.

Participating municipal partners will establish a Municipal Pound Working Group to fulfill the expectation of this MoU.

The municipal pound business model shall feature:
1. a municipally owned facility meeting the needs of the participating municipal partners;
2. establish service levels expectations that meet the needs of the participating municipal partners;
3. establish matching staffing needs to service levels expectations;
4. establish roles and responsibilities of participating municipal partners; and
5. present a cost sharing agreement to participating municipal partners for execution.

Commitment

The participating municipalities share the common objective to:
1. ensure a reliable pound service is available to the municipalities in Lanark County;
2. be accountable to the taxpayer; and
3. be accountable for the performance of their respective roles.

Communication

In the spirit of effective implantation of this MoU participating municipal partners will participate in the distribution of information required for effective development and implementation of a municipal pound service contract.

Administration

The lead contacts for administering this MoU is
1. the CAO of the respective municipality or;
2. designate

Deliverables

The Municipal Pound Working Group shall present a municipal pound business model for consideration by each participating municipality by January 31, 2014. The model shall include:
1. anticipated service levels;
2. construction estimates for municipal pound facility;
3. annual operating estimates; and
4. term of contract.
Business Model Approach

The lanark pound facility will develop a working relationship with the network of shelters with the goal of adopting out all adoptable animals.

It is expected that the lanark pound facility should be a basic design while meeting participating municipal partner’s needs and service level expectations.

Administration cost shall be shared between the participating municipal partners and shall be based on animal head basis based on 2011 animal statistics for the participating municipalities with the plan to use a 3-year rolling average. A sample of this approach applying an anticipated operational cost model range of 26,000 to 40,000 is included to the MoU as appendix A.

Capital cost to build the facility shall be shared between participating municipal partners and based on 50% ability to pay (as determined by the assessment levy) and 50% on usage figures. A sample of this approach applying an anticipated cost model range of 85,000 to 100,000 is included to this MoU as appendix B.
Chart 1
PROPOSED OPERATIONAL BUDGET

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Low</th>
<th>High</th>
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<tbody>
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<td>Pound receipts</td>
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<td>Requisitions</td>
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<th>MUNICIPALITY</th>
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<th>STATISTICS</th>
<th>TOTAL #</th>
<th>%</th>
<th>PROPOSED BUDGET SHARE</th>
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<td>194</td>
<td>267</td>
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## APPENDIX B

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<th>MUNICIPALITY</th>
<th>ASSESSMENT</th>
<th>% OF ASSESSMENT</th>
<th>% OF USAGE</th>
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<th>1/2 BASED ON USAGE</th>
<th>TOTAL</th>
<th>1/2 CAPITAL COST (45,500)</th>
<th>1/2 BASED ON USAGE</th>
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<td>$3,820.75</td>
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<td>14.61%</td>
<td>$4,075.75</td>
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<td>$11,009.75</td>
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<tr>
<td>Smiths Falls</td>
<td>$689,434,798</td>
<td>9.93%</td>
<td>19.10%</td>
<td>$4,220.25</td>
<td>$8,117.50</td>
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<tr>
<td>Tay Valley</td>
<td>$1,078,076,387</td>
<td>15.53%</td>
<td>8.61%</td>
<td>$6,600.25</td>
<td>$3,659.25</td>
<td></td>
<td>$10,259.50</td>
<td>$7,066.97</td>
<td>$3,917.55</td>
<td>$10,984.52</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6,941,094,313</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$42,500.00</strong></td>
<td><strong>$42,500.00</strong></td>
<td></td>
<td><strong>$85,000.00</strong></td>
<td><strong>$45,500.00</strong></td>
<td><strong>$45,500.00</strong></td>
<td><strong>$91,000.00</strong></td>
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</table>
REPORT

TO: Reeve Dobson & Members of Council
FROM: CAO, G. Barnes
DATE: August 27, 2013

RE: Municipal Pound Service

Recommendation:
THAT staff be directed to present a report at the September 3rd regular meeting of Council recommending the building and operating a municipal pound in partnership with municipalities in Lanark County including the Town of Smiths Falls on a municipally owned property.

Background:
This report originates from Councils direction have staff present a report on the development of a municipal pound service.

Presently the Township has an agreement with Lanark Animal Welfare Society (LAWS) for pound services.

Discussion & Options:
With the exception of Beckwith Township who has chosen to use the OHS as its pound, staff from all municipalities within Lanark County including Smiths Falls met several times over the past year to discuss building and operating a municipal pound somewhere in Lanark County that is easily accessible and centrally located.

It was acknowledged that locating a pound in an urban location is undesirable and would generally not be compatible in an urban area due the potential for noise complaints of barking dogs although a small (one-municipality only) pound would not generate much noise in an urban setting. The working group ruled out Perth, Smiths Falls, Carleton Place and urban areas in Mississippi Mills.

The rural municipalities (Lanark Highlands, Tay Valley, Montague, Drummond/North Elmsley and rural Mississippi Mills) short listed municipally-owned land that was available for use. Using municipally-owned property would, of course, keep the overall capital costs down. The following is the list of properties considered.

Drummond/North Elmsley Township
- 3.76 AC site on Drummond Con 5B that was purchased for landfill buffering. The site was turned down citing problematic site.
- The municipal office lands. The site was turned down citing urban area.

Montague Township
- Russ Beach - Smith Falls / Montague Airport Property – property dismissed citing location not central.
- Industrial Road.

Tay Valley Township
- Has property near its western boundary – property dismissed citing location not central;
Mississippi Mills
  - No rural property available

Lanark Highlands
  - No rural property available

Staff from DNE including Cindy Halcrow, CAO, Anita Stuart, Animal Control Officer, (ACO) and Shawn Merriaman, CBO visited four municipal pounds, Russell, Cobourg, Bonnechere Valley and Bancroft in January and February 2013 to research operational costs and facility design. Cobourg and Bonnechere Valley operate with user agreements with neighbouring municipalities.

Pounds are operated at minimum expense under a basic and simple design. The pounds were able to adopt out close to 100% of its animals because there was a minimal adoption cost $25 or free adoption. Aggressive animals not suitable for adoption were put down. The Bonnechere Valley pound kept animals for 21 days before putting them down, however very few were actually put down because of high adoption rates. Lanark’s municipal pound business case will develop a working relationship with LAWS for adoption.

Staffing at the pound would be done through a contracted service so that the overall staffing complement will not be affected.

Presently local municipalities have interim agreements agencies. Smiths Falls and DNE have an interim agreement with the OHS. OHS fees are $150 per animal ($45 for first day and $35 for each day thereafter for maximum of 3 days). An ACO is paid travel time to Ottawa (2-3 hours) plus mileage. Additionally residents are required to travel into Ottawa to redeem their animals. This increased travel distance can result in less animals being redeemed by owners who do not want to go to Ottawa. More importantly ACO’s are exhibiting negative effects as a result of increased travel time. The long-term accumulative impact of using OHS will have a negative impact on the local municipal animal control service.

Staff have provide direction to the Township’s solicitor to start the process of repurchasing property along Industrial Road at the original purchase price less all legal and associated fees. The Township is now in the position to purchase a number of lots towards the end of Industrial Road

**Financial Implications:**

The first year of operating costs for the pound will be charged on a per animal head basis based on 2011 animal statistics for the participating municipalities with the plan to use a 3-year rolling average. Below Chart 1 presents the proposed operational budget for a municipally-owned pound. The proposed operational budget is based on information collected from Bonnechere Valley’s municipal pound and the Bancroft’s municipal pound.

Chart 2 presents what the 8 local municipal partners budgeted for pound services ($70,290 total). The final column shows the difference (savings) between the 2013 budget (based on LAWS Agreement) and the estimated cost for running a municipal pound. Included in the budget is a program support line item to capture the time that staff would expend through supervisory, financial and administrative support required.
Chart 1  
PROPOSED OPERATIONAL BUDGET

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pound receipts</td>
<td>$3,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>Requisitions</td>
<td>$20,500</td>
<td>$31,000</td>
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</table>

<table>
<thead>
<tr>
<th>Expenses:</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$15,000</td>
<td>$25,000</td>
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<tr>
<td>Mileage</td>
<td>$500</td>
<td>$1,000</td>
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<tr>
<td>Program Support</td>
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<td>$5,200</td>
</tr>
<tr>
<td>Pound Supplies</td>
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<td>$1,000</td>
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<tr>
<td>Euthanasia</td>
<td>$500</td>
<td>$1,000</td>
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<td>Maintenance/Repairs</td>
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<tr>
<td>Utilities</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Insurance</td>
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<td>$1,500</td>
</tr>
<tr>
<td>Internet/Computer</td>
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<td>$500</td>
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<tr>
<td>Telephone</td>
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<td>Pound Membership</td>
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<td>Water Supply</td>
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<td>$500</td>
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<td>Training</td>
<td>$300</td>
<td>$300</td>
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<tr>
<td>Veterinarian</td>
<td>$400</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$26,000</strong></td>
<td><strong>$39,000</strong></td>
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Chart 2

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>2013 BUDGET</th>
<th>STATISTICS</th>
<th>TOTAL #</th>
<th>%</th>
<th>PROPOSED BUDGET SHARE</th>
<th>SAVINGS</th>
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</thead>
<tbody>
<tr>
<td>Lanark Highlands</td>
<td>$6,000.00</td>
<td>0</td>
<td>15</td>
<td>0.0562</td>
<td>$1,910</td>
<td>$4,090</td>
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<td>D/NE</td>
<td>$6,000.00</td>
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<td>24</td>
<td>0.0899</td>
<td>$3,056</td>
<td>$2,944</td>
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<td>Mississippi Mills</td>
<td>$4,600.00</td>
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<td>15</td>
<td>0.0562</td>
<td>$1,910</td>
<td>$2,690</td>
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<td>Perth</td>
<td>$6,840.00</td>
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<td>10</td>
<td>0.1461</td>
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<td>$1,874</td>
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<td>Montague</td>
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<td>24</td>
<td>0.0899</td>
<td>$3,056</td>
<td>$594</td>
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<td>Smiths Falls</td>
<td>$15,000.00</td>
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<td>51</td>
<td>0.1910</td>
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<td>Tay Valley</td>
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<td>0.0861</td>
<td>$2929</td>
<td>$4,271</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$70,290.00</strong></td>
<td><strong>73</strong></td>
<td><strong>194</strong></td>
<td><strong>100.00%</strong></td>
<td><strong>$34,000</strong></td>
<td><strong>$36,290</strong></td>
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</table>

CAO G. Barnes - Animal Pound
The working group discussed capital costs specifically the purchase of land and building the facility. It was agreed that all municipalities would pay a portion of the capital costs based on 50% ability to pay (as determined by the assessment levy) and 50% on usage figures. It most cases, municipalities will recoup the capital expense in a few years due to the savings that will be realized in the operational costs. Capital costs are included as Appendix B. Based on this scenario, each participating municipality would have a share in the building.

Alternatively, the municipality can pay for 100% of the capital costs and transfer costs and the borrowing charges to municipal users.

Using a simple design and basic structure for a pound means that a pound can be built for a reasonable amount. For example, Bonnechere built their pound for $45,000 several years ago. We estimate that we will need room for 20 dog cages and 16 cats. We have initially allocated a maximum limit of $100,000 towards this cost until an actual site location has been approved and the actual site preparation costs identified.

The budget has allowed an allocation of $5,200 for program support to cover corporate staffing costs. Staffing expenses are an “absorbed cost” and therefore, there should be no out-of-pocket costs to Montague for the operational expenses.

In summary the animal per head cost to Montague are estimated as follows:

In summary, the best option for Montague would be to operate its own pound. This provides the best cost savings and convenience to its residents.

**Attachments**

- Appendix A – preferred site location
- Appendix B – capital costs calculation
<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>ASSESSMENT</th>
<th>% OF ASSESSMENT</th>
<th>% OF USAGE</th>
<th>1/2 CAPITAL COST ($41,500)</th>
<th>1/2 BASED ON USAGE</th>
<th>1/2 CAPITAL COST ($45,500)</th>
<th>1/2 BASED ON USAGE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carleton Place</td>
<td>$1,080,451,815</td>
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<td>$6,459.90</td>
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<tr>
<td>D/NE</td>
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<td>8.99%</td>
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<td>$3,730.85</td>
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<td>$4,090.45</td>
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<tr>
<td>Lanark Highlands</td>
<td>$696,421,276</td>
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<td>5.62%</td>
<td>$4,163.82</td>
<td>$2,332.30</td>
<td>$6,496.12</td>
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<td>Mississippi Mills</td>
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<td>$2,332.30</td>
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<td>Montague</td>
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<td>8.99%</td>
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<td>$3,730.85</td>
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<tr>
<td>Perth</td>
<td>$665,460,580</td>
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<td>$6,063.15</td>
<td>$10,041.86</td>
<td>$4,362.20</td>
<td>$6,647.55</td>
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<tr>
<td>Smiths Falls</td>
<td>$689,434,798</td>
<td>9.93%</td>
<td>19.10%</td>
<td>$4,122.05</td>
<td>$7,926.50</td>
<td>$12,048.55</td>
<td>$4,519.36</td>
<td>$8,690.50</td>
</tr>
<tr>
<td>Tay Valley</td>
<td>$1,078,076,387</td>
<td>15.53%</td>
<td>8.61%</td>
<td>$6,445.69</td>
<td>$3,573.15</td>
<td>$10,018.84</td>
<td>$7,066.97</td>
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<tr>
<td>TOTAL</td>
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<td>100.00%</td>
<td>100.00%</td>
<td>$41,500.00</td>
<td>$41,500.00</td>
<td>$83,000.00</td>
<td>$45,500.00</td>
<td>$45,500.00</td>
</tr>
</tbody>
</table>
TO: Reeve Dobson & Members of Committee of the Whole
FROM: Clerk J. Ralph
DATE: April 28th, 2015

RE: Council Roads Tour

Recommendation:
That Council conduct a roads tour on Tuesday June 9th, 2015 from 9:15am to 2:00pm.

Background:
Historically Council has conducted a roads tour with the goal of viewing the years planned works as well as past road work.

Financial Implications:
Financial implications are within the 2015 Budget.
TO: Reeve Dobson & Members of Council  
FROM: Clerk, J. Ralph  
DATE: April 28th, 2015

RE: Council and Committee Structures

Recommendation:
That Council forward the attached amended Procedural Bylaw to the Council meeting of May 19th, 2015 for approval, with an effective date of July 1st, 2015.

Background:
At the March 24th meeting of the Committee of the Whole, Council indicated that Option 2 which includes a Council meeting immediately proceeded by a Committee Meeting on the first and third Tuesday of the month with a starting time of 6 pm was a preferable option for a Committee and Council schedule. The schedule would be as follows:

<table>
<thead>
<tr>
<th>S</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>S</th>
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<td>6</td>
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<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2  |     | 6pm—Council  
|    |     | Immediately proceeding—Committee of the Whole—Corporate Services | 4 | 5 | 6 | 7 |
| 8  | 9   | 10  | 11  | 12  | 13  | 14|
| 15 | 16  | 17  |     |     |     |   |
| 15 | 16  | 17  | 18  | 19  | 20  | 21|
| 22 | 23  | 24  | 25  | 26  | 27  | 28|
| 29 | 30  | 31  |     |     |     |   |

The issues dealt with at each committee meeting would vary, with the first Tuesday being dedicated to Corporate Services and the second to Community Services, as follows:

<table>
<thead>
<tr>
<th>First Tuesday Corporate Services</th>
<th>Third Tuesday Community Services</th>
</tr>
</thead>
</table>
| • Administration  
| • Finance  
| • Human resources  
| • Planning  
| • Building  | • Public works  
|            | • Roads  
|            | • Parks and Recreation  
|            | • Social and health care services  
|            | • Fire services  |
Discussion & Options:
The attached Procedural Bylaw is amended to reflect the new schedule discussed at the March 24th meeting. Changes are highlighted in yellow. Please note the following major changes:

1. Timelines for posting the agenda added to 48 hours before a meeting.

2. Deadlines for staff reports, delegations, motions to Clerk changed from Tuesday at 4:30 to Wednesday at 4:30pm.

3. Changes to Conflict of Interest section to reflect best practices, including leaving the room during discussion of declared items.

4. Addition of Committee Section, which includes the following:
   a. Authority section for the committee includes the clause that Committee of the Whole does not have the authority to make decisions on behalf of the Township, these decisions are to be forwarded to Council.
   b. Loosened procedures for motions/resolutions at the committee meeting to reflect the more ‘discussion based’ atmosphere. This would mean that motions/resolutions would not be required to be printed, seconded and signed to pass. Verbal votes from Committee would be sufficient for action. As a note, a modification to the agenda may be necessary to ensure that the meeting is easy to follow for the Chair and Committee members. It is suggested that staff recommendations related to items are included in the Agenda for reading/discussion by Committee. For example, the CotW agenda current is formatted as follows (excerpts from March 24th meeting):

3. Report of Municipal Officers:
   a) Clerk J. Ralph – Committee Structure Report
   b) CAO G. Barnes – OCIF Update

And the suggested formatting would take this form:

3. Report of Municipal Officers
   a) Clerk J. Ralph – Committee Structure Report
      Recommendation: That Council pursue the adoption of Option 1 with and that amendments to the Procedural Bylaw being Bylaw 3180-2010 be brought forward to the next committee of the whole meeting.
   b) CAO G. Barnes – OCIF Update
      Recommendation…
5. Inclusion of the severability clause, which is a standard practice.
6. Changes to Schedule A or Meeting Schedule Policy to reflect the Council start time of 6pm and the modified Committee Schedule.
7. Notification policy modified to account for notice of meetings by way of the agenda and to establish a “not less than” clause for notice for major bylaw changes.

It is suggested that the amended Procedural Bylaw be presented at the May 19th meeting to allow for notice for adoption. In addition, it is suggested that the Bylaw come into force and effect as of July 1st, 2015, both to provide adequate notice to the public regarding the changes to the Council schedule and to allow staff to prepare and modify agendas and schedules. The months of May and June typically tend to be busy months, so the delayed adoption will assist in not impacting regular business.

Attachments:
Amended Procedural Bylaw #3180-2010
THE CORPORATION OF THE TOWNSHIP OF MONTAGUE

BY-LAW 34XX-2015

BEING a by-law to govern the proceedings of Council and committees, the conduct of its members and the calling of meetings;

WHEREAS, pursuant to the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

NOW, THEREFORE the Council of the Corporation of the Township of Montague enacts as follows:

DEFINITIONS
1. In this By-law:
   b) “Clerk” means the Clerk of the Township of Montague.
   c) “Council” means the Municipal Council of the Township of Montague.
   d) “Committee” means any advisory or other committee, subcommittee or similar entity composed of members of one or more councils or local boards.
   e) “Head of Council” means the Reeve.
   f) “Council Meeting” means any regular, special or other meeting of Council;
   g) “Committee Meeting” means a formal meeting of a Committee of Council as laid out in Schedule “A” of this Bylaw attended by a quorum of members of the Committee and the Secretary of the Committee.
   h) “Special meeting” means a special meeting to discuss specific topics attended by some or all members of Council for information. Any issue must be forwarded to an appropriate Committee meeting and Council meeting for consideration.
   i) “Member” means a member of Council or committee.

2. The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business by Council and in the committees thereof, provided that the rules and regulations contained herein may be suspended by a majority vote of the Council and in any case for which provision is not made herein then Robert’s Rules of Order shall prevail.

COUNCIL MEETINGS, PRACTISES AND PROCEDURES

LOCATION OF MEETINGS

3. The Council shall hold its meetings at 6547 Roger Stevens Drive. It may also, if necessary, hold its meetings at 657 Rosedale Road South.

4. All Council and committee meetings shall be open to the public except as provided for in the Act (see Paragraph 8).
INAUGURAL MEETING

5. a) Meetings of Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purpose. The inaugural meeting of Council shall take place at 7:00 p.m. on the first Tuesday of December in every election year. Members of Council shall swear the “Oath of Elected Office” on or before the day of the inaugural meeting of Council, subject to Section 232 of the Act.

b) The Head of Council shall sit at the head of the Council table with the Deputy Reeve seated to his right. Remaining members of Council shall be assigned seats in alphabetical order from right to left.

c) No business shall be conducted at the inaugural meeting until after the “Oath of Elected Office” has been made by all members present.

REGULAR MEETINGS

6. The date and time of Council and Committee of the Whole meetings shall be in accordance with the “Council & Committee of the Whole Meeting Schedule Policy” as set out in Schedule “A” attached hereto and forming part of this by-law

SPECIAL MEETINGS

7. a) The Head of Council may, at any time, summon a special meeting of Council or Committee.

b) The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.

c) In either case of (a) or (b) above, the special meeting shall be held not sooner than 48 hours following the Head’s summons or receipt of the petition, as the case may be and the Clerk shall provide written notice to Council members and will post notice of the special meeting on the Township’s website and publicly in the Township office immediately following receipt of the summons or petition.

d) Notwithstanding the notice requirement set out above, in the event of a bona fide emergency, the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk and the meeting may be held at any convenient location within or outside of the municipality.

e) Unless otherwise specified in the notice described in 5(c) above, a special meeting shall be held in the Council Chambers.

f) The notice of a special meeting shall specify the purpose of the meeting and only the business stated in the notice shall be dealt with at the meeting.
g) Joint meetings of Councils of two or more municipalities for consideration of matters of common interest may be held within any one of those municipalities or in a municipality adjacent to them.

CLOSED MEETINGS

8. a) Notwithstanding Paragraph 4, a meeting of Council or a committee may be closed to the public if the subject matter being considered relates to:
   i. The security of the property of the Township or local board;
   ii. Personal matters about an identifiable individual including municipal or local board employees;
   iii. A proposed or pending acquisition or disposition of land by the municipality or local board;
   iv. Labour relations or employee negotiations;
   v. Litigation or potential litigation, including matters before administrative tribunals, affecting the Township or a local board;
   vi. Advice that is subject to solicitor – client privilege, including communications necessary for that purpose;
   vii. A matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act;
   viii. The education or training of the Council, committee or local board provided no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, committee or local board.

b) Before all or part of a meeting is closed to the public, the Council shall state by resolution:
   i. That fact of the holding of the closed meeting;
   ii. The general nature of the matter considered at the closed meeting.

c) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, local board, commission or other body is the head of the institution for the purposes of that Act.

d) Subject to Paragraph 8, a meeting shall not be closed to the public during the taking of a vote unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or person retained by or under contract with the Township.

e) Meetings which are closed to the public may be referred to as in-camera meetings. – Remove?

f) Members shall keep confidential any information:
   i. Disclosed or discussed at a meeting or part of a meeting that was closed to the public;
   ii. That is circulated to members marked “CONFIDENTIAL”. Any documentation marked confidential shall be kept securely until no longer
required in the course of business and shall at that time be destroyed by the
member or returned to the office of the Clerk for destruction.

iii. That is received in confidence verbally in preparation of the closed meeting.

g) The obligation to keep information confidential applies even if the member
ceases to be a member and/or the matter is resolved.

GENERAL RULES OF MEETINGS

9. Every member of Council shall attend all meetings of Council and shall advise the
Clerk of his/her inability to attend. The Clerk shall attend each meeting of Council
and other municipal employees shall attend as required by Council.

10. a) The Head of Council shall preside at all meetings of Council.

b) When the Head of Council is absent or refuses to act, or the office is vacant, the
Deputy Reeve shall act in the place of the Head and, while so acting, the Deputy
Reeve has and may exercise all the rights, powers and authority of the Head of
Council.

c) Notwithstanding Paragraph 10(b) above, the members may appoint another
presiding officer from among themselves for the purpose of chairing a particular
meeting. The presiding officer may be designated by secret ballot.

d) Subject to the provisions of the Act, and where no presiding officer has been
appointed under Section 6 of this by-law, in case the Head of Council does not
attend within fifteen (15) minutes after the time appointed for a meeting of the
Council, the Clerk shall call the members to order, and an acting Head of Council
shall be appointed from among the members present and shall preside until the
arrival of the Head of Council and while so presiding the acting Head of Council
shall have all the powers of Head of Council.

ROLE OF THE HEAD OF COUNCIL

11. It shall be the duty of the Head of Council or other presiding officer to:

a) Open the meeting by taking the chair and calling the members to order;
b) Announce the business before Council in the order in which it is to be acted
upon;
c) Receive and submit, in the proper manner, all motions presented by members;
d) Put to a vote all questions which are moved and seconded or necessarily arise in
the course of the proceedings and to announce the result;
e) Decline to put to vote motions which infringe upon the rules of procedure;
f) Call by name any member persisting in breach of the rules or order of the
Council thereby ordering the member to vacate the Council Chambers;
g) Authenticate by signature all by-laws, resolutions and minutes of the Council;
h) Enforce on all occasions the observance of order and decorum among the
members;
i) Select the members of Council who are to serve on committees failing the reaching of a consensus regarding committee appointments;

j) Represent and support the Council, declaring its will and implicitly obeying its decisions on all things;

k) Ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the municipal corporation;

l) Adjourn the meeting without question in the case of grave disorder arising in the Council Chambers;

m) Order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers where such behaviour persists;

n) Adjourn the meeting when the business is concluded.

CONDUCT OF MEMBERS OF COUNCIL & GUESTS

12. Council members and staff shall wear appropriate business casual attire at meetings.

13. No member shall:

   a) Use offensive words or speak disrespectfully to or against Council or any member, staff or guest;
   b) Speak on any subject other than the subject in debate;
   c) Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
   d) Resist the rules of Council or disobey the decision of the Head of Council or presiding officer or of Council on questions of order or practice or upon the interpretation of the rules of Council;
   e) Leave a meeting without first obtaining permission from the Head of Council or presiding officer;
   f) Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next meeting and without making an apology to Council;
   g) Interrupt the member who has the floor except to raise a point of order.

14. No person shall be allowed to address Council or speak in debate without the permission of the Head of Council or presiding officer.

15. There shall be no electronic recording of any kind at any meeting of Council without the permission of Council.

CALLING FOR MEETINGS TO ORDER AND QUORUM

16. a) A majority of the members of Council is necessary to form a quorum.

   b) As soon after the hour fixed for holding the meeting as a quorum is present, the Head of Council shall take the chair and call the meeting to order.
c) If no quorum is present one half hour after the time appointed for a meeting of the Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting of Council, either regular, special or emergency.

CURFEW

17. Council and committee meetings shall stand adjourned at 10:00 p.m. but business may be continued upon a resolution passed by unanimous vote.

AGENDA

18. a) The Clerk shall have prepared an agenda for the use of the members at all meetings of Council and committees no later than 48 hours before the meeting date.

b) Written reports of officers shall be provided to the Clerk for inclusion on the agenda no later than 4:30 p.m. on the Wednesday prior to the meeting.

c) Council Meeting Agendas shall be generally formatted as follows but modification to the matters to be included or the order of business may be effected without requiring amendments to this by-law:
   i. Opening of Meeting
      a) Adoption of Agenda
      b) Disclosure of Interest
      c) Minutes of Previous Meeting
      d) Business Arising From the Minutes
   ii. Delegations
   iii. Report of Municipal Officers
   iv. Report of Committees
   v. Petitions
   vi. By-laws
   vii. Motion & Notice of Motion
   viii. Correspondence
   ix. Unfinished/Other Business
   x. Adjournment

d) The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by Council.

PETITIONS AND COMMUNICATIONS

19. Every communication, including a petition designed to be presented to the Council, shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
DISCLOSURE OF INTEREST

20. A member of Council with a conflict of interest, as defined by the Municipal Conflict of Interest Act, with respect to an item on the agenda:
   a. Shall, prior to any consideration of the item at the meeting, disclose the interest and general nature thereof;
   b. Shall leave the room during the discussion of the item;
   c. Shall not take part in the discussion of, or vote on any question in respect of the item;
   d. Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question;
   e. Shall complete and submit to the Clerk a Pecuniary Conflict of Interest Form (attached hereto as Schedule “C”) for recording in the minutes.

Previous Wording:
A member of Council shall disclose any pecuniary conflict of interest, as defined by the Municipal Conflict of Interest Act, with respect to an item on the agenda. The member shall declare a conflict of interest stating the agenda item and the nature of the conflict and shall complete and submit to the Clerk a Pecuniary Conflict of Interest Form (attached hereto as Schedule “C”) for recording in the minutes.

MINUTES

21. Minutes shall record:
   a) The place, date and time of the meeting;
   b) The names of the presiding officer or officers and the attendance of the members;
   c) The reading, if requested, correction and adoption of the minutes of prior meetings;
   d) All other proceedings of the meeting without note or comment.

DELEGATIONS

22. a) Persons or groups wishing to address Council shall give written notice to the Clerk no later than 4:30 p.m. on the Wednesday prior to the meeting of Council. The notice will contain the subject matter as well as the name, address and telephone number of the individual designated as spokesperson and sufficient information to allow for a response or decision to be made by Council.

   b) Delegations will be limited to four (4) per meeting and will be added to the agenda on a first come, first served basis.

   c) Delegations failing to meet the above requirements may be heard upon the verbal consent of the majority of Council members.

   d) Delegations shall be limited to speaking not more than ten (10) minutes unless the Head of Council extends the time period. Comments from members of the delegation, other than the spokesperson, shall be prohibited unless the Head of Council authorizes such additional speakers. Upon completion of a presentation
by a delegation, any dialogue between Council and the delegate shall be limited to members asking questions for clarification and obtaining additional information only. Members shall not enter into debate with the delegation respecting the presentation.

e) Delegations shall be limited to one appearance, on a given subject matter, unless presenting additional new information.

REPORT OF MUNICIPAL OFFICERS

23. Reports shall be in writing whenever possible and shall include a recommendation, in the form of a motion, unless the report is for information purposes only.

REPORT OF COMMITTEES

24. Any member of Council may make a verbal report regarding the status of any issues currently under debate by a committee upon which they sit.

READING OF BY-LAWS & PROCEEDINGS THEREON

25. No by-law shall be presented to Council unless the subject matter has been considered by Council. This provision can be waived by a majority vote of Council.

26. Every by-law shall be introduced by motion, specifying the title of the by-law.

27. Every by-law, when introduced, shall be in written form and shall contain no blanks with the exception of the number and date thereof.

28. Every by-law shall have three readings prior to it being passed.

29. The first and second readings of a by-law shall be decided without amendment or debate.

30. By-law may be given three readings on the same day except when requested otherwise by motion of the majority of the members present or as otherwise provided in the by-law.

31. If the Council determines that the by-law is to be considered in the Committee of the Whole, it shall be so considered previous to the third reading thereof.

32. If Council so determines, a by-law may be taken as read.

33. Every by-law enacted by Council shall be numbered and dated with each reading thereof and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in a secure location for safekeeping.
MOTION & NOTICE OF MOTION

34. Notice of all new resolutions, except resolutions listed in Clauses 49 and 50 shall be given in writing and delivered to the Clerk by 4:30 p.m. the Wednesday preceding the meeting at which a resolution is to be introduced and a resolution shall be printed in the agenda for the meeting of Council.

35. Dispensing with Notice – any resolution introduced without notice and without debate and on the affirmative vote of at least a simple majority dispenses with notice.

36. Seconding – a resolution must be formally seconded before the presiding officer can put it on the floor for debate. A motion that is not seconded shall be noted in the minutes of the meeting and the disposition stated.

37. Presentation of Motion of Chairperson – when a resolution is presented in Council in writing, it shall be read or if it is a motion which may be presented orally, it shall be stated by the presiding officer before debate.

38. No Interruption After Question – after a resolution, as amended, is finally stated by the presiding Officer, no member shall speak to the question nor shall any other resolution be made until the vote is taken and the result has been declared.

39. When the presiding officer calls for a vote on a question, each member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Presiding Officer, and during such time no member shall walk across the room to speak to any other member or make any noise or disturbance.

40. Unrecorded Vote – the manner of determining the decision of the Council on a motion shall be at the discretion of the presiding officer and may be by voice, show of hands, standing or otherwise.

41. Recorded Vote – where a vote is taken for any purpose and a member present requests a recorded vote before or immediately after the vote, all members present at the Council or committee meeting must vote by voice or show of hands, unless otherwise prohibited by statute. Failure to vote by a qualified member shall be deemed a negative vote. The names of those who voted for and others who voted against shall be noted in the minutes. The Clerk shall announce the results.

42. The Presiding Officer, unless otherwise disqualified to vote, shall vote with the other members on all questions.

43. Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated.

44. Subject to Subsection 3(e), no vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.
45. Every member, prior to speaking to any questions or motion, shall raise his/her hand and address the Presiding Officer. When two or more members raise their hand to speak, the Presiding Officer shall designate the member who has the floor to be the member who, in the opinion of the Presiding Officer raised their hand first. Every member present at the meeting of Council, when a question is stated, shall vote thereon unless prohibited by statute.

46. When a member is speaking, no other member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.

47. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

48. Amendment – a motion to amend:
   a) shall be presented in writing;
   b) shall receive disposition of Council before a previous amendment or the question;
   c) shall not be further amended more than once provided that further amendment may be made to the main question;
   d) shall be relevant to the question to be received;
   e) shall not be received proposing a direct negative to the question;
   f) may propose a separate and distinct disposition of a question;
   g) shall be put in the reverse order to that in which it is moved.

49. The following matters and motions with respect thereto may be introduced orally without leave, except as otherwise provided by these rules of procedure:
   a) a point of order or personal privilege;
   b) presentation of petitions;
   c) to lay on the table;
   d) to postpone indefinitely or to a day certain;
   e) to move the previous question.

50. The following motions may be introduced without leave, but such motions shall be in writing and signed:
   a) to refer;
   b) to adjourn;
   c) to amend;
   d) to suspend the rules of procedure.

51. Except as provided by Clause 49 above, all resolutions shall be in writing and signed by a mover and seconder.

52. In all unprovided cases in the proceedings of the Council or committees, the matter shall be decided by the Presiding Officer, subject to appeal to the Council upon a point of order.

53. Council may employ a confirming by-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set in a by-law or resolution.
54. The Presiding Officer shall preserve order and decide questions of order.

55. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

RECONSIDERATION OF MATTERS

56. If the matter(s) raised by a delegation or a member of Council, either orally or in writing, has been previously considered by Council in the past year, the Council shall not consider the matter unless:
   i. New information about the matter is being brought forward and;
   ii. A motion to reconsider the matter based on the new information is passed by a two-thirds majority vote of Council.

COMMITTEES OF COUNCIL

57. The authority of any Committee is limited to the making of recommendations to Council. No decision to take any action or do any thing, other than administrative in nature, shall be recognized as emanating from any Committee and all Committee recommendations shall be referred to Council before becoming effective.

58. The Reeve shall be a full voting member at Committee meetings and shall be considered an ex-officio member at all other Committee meetings

59. For the purpose of this section all references to the Presiding Officer, Clerk, Members of Council and Council contained herein shall be read as Chair, Secretary, Members of the Committee and Committee respectively. The rules governing the procedure of Council and conduct of Members of Council, unless otherwise specifically stated herein, shall be observed in a Committee insofar as they are applicable, provided:

   a. The inaugural meeting for the Committee of the Whole shall be the same as that for Council.
   b. In the absence of the Committee Chair, an Acting Chair shall be appointed from Members of the Committee present
   c. A motion shall not be required to be seconded
   d. A motion shall not be required to be reduced to writing
   e. A motion shall be considered a motion to recommend rather than a question to be decided on an implemented
   f. Members need not rise to speak
   g. The number of times or length of time a Member may speak on any question shall not be limited, however, no member shall speak more than once to an issue except to clarify a statement made by them, until every other Member who desires has spoken
   h. The agenda need not be in the form set out in Section 18, may be amended as directed by the Chair. The Chair may accept notices of motions, matters to be discussed, and a request to appear as a delegation at any time
i. The Secretary of the Committee shall print and make the Agenda available no less than 48 hours prior to the time set for the meeting.

j. Prior to any action being taken by full Council and at the request of any member of the Committee present, any item on the Agenda of the meeting may be reconsidered on the consent of the majority of the members present.

k. The Chair, if present, shall vote on all motions but in no circumstances shall the Chair be permitted an additional vote to resolve a tie.

COMMITTEE OF THE WHOLE

60. Committee of the Whole shall meet on a regular basis as laid out in Schedule A of this Bylaw. Special meetings of the Committee of the Whole may be held at any time at the call of the Reeve or Acting Reeve. The proceedings of the Committee of the Whole meeting shall be reported at the next subsequent meeting of Council.

61. The Acting Reeve shall be the Chair at Committee of the Whole meetings.

SUSPENSION OF RULES

62. Any procedure under this by-law which is discretionary and not mandatory in statute may be suspended with the consent of the majority of the members present.

PUBLIC NOTICE OF MEETINGS

63. The giving of public notice of meetings of Council and committees shall be given as set out in Schedule “B” attached hereto forming part of this by-law.

AMENDMENT

64. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given in accordance with the notice provisions in Schedule “B” the waiving of this notice by Council is prohibited.

SEVERABILITY

65. Should any part, section, subsection or portion of this by-law be repealed or declared by a court of competent jurisdiction to be illegal, the same shall not affect the validity of the by-law as a whole or in part thereof, except for that which was declared to be invalid.

EFFECTIVE DATE

66. Where any by-law passed prior to this by-law conflicts with this by-law, the terms of this by-law shall prevail.

67. This by-law shall become effective as of July 1st, 2015
68. That By-law No.3180-2010, as amended, be hereby repealed effective July 1st, 2015.

READ A FIRST, SECOND & THIRD TIME & FINALLY PASSED THIS 1ST DAY OF 2015

______________________________
REEVE

______________________________
CLERK
COUNCIL & COMMITTEE OF THE WHOLE MEETING SCHEDULE POLICY

1.0 PURPOSE

a) To establish policy for the holding of regular meetings of Council and Committee of the Whole.

2.0 SCOPE

a) Applies to all regular meetings of Council and Committee of the Whole.

3.0 RESPONSIBILITY

a) The Clerk will be responsible for monitoring the policy.

4.0 GENERAL

COUNCIL MEETINGS

a) Council meetings shall be held on the first and third Tuesday of every month at 6:00 p.m. subject to the following exceptions:

i. In January, July and August, Council meetings will be held only on the third Tuesday of the month.

ii. When the day for a regular meeting of Council is a public or civic holiday, the Council shall, unless the Council decides otherwise, meet at the same hour on the next following day which is not a public or civic holiday.

b) Council may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of the change is posted and published on the Township’s website and publicly posted at the Township office.

COMMITTEE OF THE WHOLE MEETINGS

c) Committee of the Whole meetings shall be held on the first and third Tuesday of every month immediately after Council

d) Excepting time sensitive matters, items pertaining to Corporate Services including but not limited to:

   i. Administration
   ii. Finance
   iii. Human Resources
   iv. Planning
v. Building
vi. Economic Development
Shall be discussed at the meeting on the first Tuesday of the month and;

e) Excepting time sensitive matters, items pertaining to Community Services, including but not limited to:
   i. Public works
   ii. Roads
   iii. Parks and Recreation
   iv. Social and health care services
   v. Fire Services
   vi. Police Services
   vii. Protection and enforcement
   Shall be discussed at the meeting on the third Tuesday of the month
   
   i. In December, there will be no Committee of the Whole meeting.

f) Council may, by resolution, alter the date and/or time of a regular Committee of the Whole meeting provided that adequate notice of the change is posted and published on the Township’s website and publicly posted at the Township office.
Public Notification Policy

Policy Statement:

In accordance with the Municipal Act 2001, as amended, the municipality must adopt a policy for public notification.

PROCEDURE

Manner of Notice

1. Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk or designate shall cause such notice to be published in a local publication and on the Township website or as directed by Council.

2. Notice for meetings of Committee or Council shall be provided by way of the posting of the Agenda on the municipal website.

Time of Notice

3. Where public notice is required to be given, such notice shall be provided in the time frame prescribed in the Municipal Act 2001, as amended or its regulations, and if not so prescribed, notice shall be given at least once during the fourteen days prior and not less than four days prior to the proposed action being taken.

Form of Notice

4. Unless otherwise prescribed in the Municipal Act 2001, as amended or its regulations, where public notice is required to be given, the form of the notice shall include the following information:

   a) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
   b) The date, time and location of the meeting;
   c) Where the purpose of the meeting or proposed by-law is related to specific lands within the Township, a key map showing the affected lands or a written description of the location of the property;
   d) The name and address of the persons who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments.
FINANCIAL

Adoption of Annual Budget

5. The notice provisions set out in Sections 1, 2 and 3 shall apply to the adoption of the annual budget in total.

Operating Costs Incurred Prior to Budget Approval

6. Normal operating costs incurred prior to the adoption of the annual budget shall not require notice and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

GENERAL

7. No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a closed session under the Municipal Act 2001, as amended.

8. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

EMERGENCY PROVISION

9. If a matter arises, which in the opinion of the Clerk, in consultation with the Head of Council, is considered to be of an urgent or time-sensitive nature, or which could affect the health or well-being of the residents of the Township of Montague, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived and the Clerk shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.
Schedule “C”
to By-law No. 34XX-2015

DECLARATION OF PECUNIARY INTEREST

Type of Meeting:  □ Council  □ Committee

Date of Meeting: ____________________________________________

Name of Member: ____________________________________________

Disclosure of Interest in Agenda Item: __________________________

Disclose the General Nature of Interest
(not applicable when disclosing an In Camera pecuniary interest in open session):

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Signature: ____________________________________________
RE: Brassil Creek Drain

Background: On April 9th, 2015 staff received a Notice of Request for Drain Maintenance at two properties along the Brassil Creek Drain.

Staff is working with the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) as well as the municipal drains engineer to resolve the issue.

Discussion & Options: This item is to be brought back to Council with the necessary information.

Financial Implications: Engineering cost to walk the drain and prepare an individual maintenance report for the Brassil Creek Drain is estimated to be $2,300.
REPORT

☐ ACTION ☒ INFORMATION

TO: Reeve Dobson & Members of Council
FROM: CAO, G. Barnes
DATE: April 28, 2015

RE: Request for Municipal Support - SkyPower

Background:
In the fall of 2013 SkyPower approached the municipality to support three ground mounted solar projects. The three projects are described as:

- Panelight: 109 Rosedale Road South
- Avidlight: 232 Rosedale Road South
- Centerlight: 232 Rosedale Road South

In response to the foregoing projects, Council passed the following resolutions.

MOVED BY: P. Dolan
SECONDED BY: B. Burson
RESOLUTION NO: 229-2013
DATE: October 15, 2013

WHEREAS capitalized terms not defined herein have the meaning ascribed to them in the FIT Rules, Version 3.0;

AND WHEREAS SunEdison Canada Origination Health LP (the “Applicant”) proposes to construct and operate a ground mount solar photovoltaic (the “Project”) on 203 Acton Drive, RR#1, Smiths Falls, K7A 5B8 (the “Lands”) in the Township of Montague under the Province’s FIT Program;

AND WHEREAS the Applicant has requested that Council of the Township of Montague indicate by resolution Council’s support for the construction and operation of the Project on the Property;

AND WHEREAS, pursuant to the FIT Rules, Version 3.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Application being offered a FIT Contract prior to other Persons applying for FIT Contracts;

NOW THEREFORE be it resolved that the Council of the Township of Montague supports the construction and operation of the Project on the Lands.

This resolution’s sole purpose is to enable the Applicant to receive Priority...
Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

CARRIED

MOVED BY: B. Burson  RESOLUTION NO: 230-2013
SECONDED BY: V. Carroll  DATE: October 15, 2013

WHEREAS capitalized terms not defined herein have the meaning ascribed to them in the FIT Rules, Version 3.0;

AND WHEREAS SunEdison Canada Origination Health LP (the “Applicant”) proposes to construct and operate a ground mount solar photovoltaic (the “Project”) on 1759 County Rd 43, RR#4, Merrickville, ON K0G 1N0 (the “Lands”) in the Township of Montague under the Province’s FIT Program;

AND WHEREAS the Applicant has requested that Council of the Township of Montague indicate by resolution Council’s support for the construction and operation of the Project on the Property;

AND WHEREAS, pursuant to the FIT Rules, Version 3.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Application being offered a FIT Contract prior to other Persons applying for FIT Contracts;

NOW THEREFORE be it resolved that the Council of the Township of Montague supports the construction and operation of the Project on the Lands.

This resolution’s sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

CARRIED

Discussion & Options:
The Independent Electricity System Operator (IESO) formerly Ontario Power Authority (OPA) reset the competitive application process program including the mandatory municipal support resolution.
In response to the new competitive application process, SkyPower (Parent Company SunEdison) has approached the municipality for renewed support for three ground mounted solar projects. The three projects are described as:

- Panelight: 2.5 MW
- Avidlight: 8.75 MW
- Centerlight: 1.25 MW

Further information is provided on the Independent Electricity System Operator Prescribed Template provided as an attachment to this report.

In preparing this report staff reviewed the draft Solar Farm Fee Policy. The draft policy upholds the principle that development should not come at the expense of its citizens. In keeping this principle, applicants seeking municipal support will be expected to present appropriate sit decommissioning, fire protection infrastructural renewal, drainage, loss of municipal revenue and management policies.

In keeping with the draft Solar Farm Fee Policy, staff will look to collect the necessary commitments from the applicant to insure that this development does not place a financial burden on the general tax base prior to bring a report to Council.

**Financial Implications:**

None

**Attachments:**

- Draft Solar Farm Fee Policy
- Electricity System Operator Prescribed Template - Panelight
- Electricity System Operator Prescribed Template - Avidlight
- Electricity System Operator Prescribed Template - Centerlight
SUBJECT: SOLAR FARM FEE POLICY

1.0 PURPOSE

To provide a mechanism to ensure that costs associated with repairs to roads, bridges, drainage infrastructure, fire protection and other municipal responsibilities related to solar farm projects are borne by the project proponent, described by means of an agreement between the municipality and the project proponent.

2.0 LEGISLATIVE AUTHORITY

Section 11(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

3.0 SCOPE

This policy applies to any new solar project created under the Green Energy Act within Montague Township.

4.0 DEFINITIONS

“Agreement” – shall mean a legal and binding contract between the Municipality and the Project Proponent outlining the terms, conditions and financial responsibilities of the parties in relation to the solar farm project.

“Chief Administrative Officer” – shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Municipality as prescribed in Section 229 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

“Council” – shall mean the Council of the Municipality.

“Fire Department” – means the Montague Fire Rescue.

“Municipality” – shall mean the Corporation of the Township of Montague.

“Project Proponent(s)” – shall mean the person(s) or organization that is proposing the solar farm project.
“Single Family Dwelling Development Charge” – shall mean the development charge applied by the Municipality for single family dwellings as per the Development Charges By-Law.

“Site Decommissioning” – shall mean to restore the solar farm project site back to its original state prior to the solar farm project, including equipment dismantling and removal, site restoration to pre-development state and environmental responsible management of waste and excess materials.

“User Fees By-Law” – shall mean the User Fees By-Law for the municipality.

5.0 APPROVAL AUTHORITY

5.1 The Chief Administrative Officer is authorized to negotiate an Agreement with the Project Proponents based on the approved Components as outlined in Section 6 of this policy.

5.2 Council shall, by by-law, approve the negotiated Agreement.

6.0 AGREEMENT COMPONENTS

The following components shall be included in the Agreement, and may include the following items and/or be calculated as described:

6.1 Community Amenity Contribution

A “good corporate citizen” contribution for community enhancement purposes for such items at park upgrades, trail development, recreation, etc.

Calculation
- 35% of the total Agreement cost

6.2 Site Decommissioning Security Deposit

A site decommissioning security deposit will be refunded when the site is restored to its original condition, less interest earnings equal to all expenses not captured in the legal agreement.

Calculation
- net cost to decommission the site, expressed as present day value
- calculated using a 2.5% annual inflation rate over the duration of the project
6.3 Fire

Site access and perimeter roads shall be required for the project to ensure adequate access by the Fire Department and will be separate from the Agreement. The costs shall be borne by the Project Proponent.

Calculation
- materials and equipment for access and a perimeter road, if not included in the site plan and installed
- training for the Fire Department
- unforeseen special equipment/material costs contingency
- dry-hydrant or water storage reservoir, as required

6.4 Infrastructure Renewal

Each 500 kW of plated capacity generates the same requirement for capital funding as a single family dwelling.

Calculation
- 500 kW x single family dwelling development charge in effect at the time of Agreement execution

6.5 Drainage

Calculation
- materials, equipment and labour to ensure adequate drainage for water run-off and water quality from the project site

6.6 Loss of Existing Tax Revenue

Calculation
- a contingency amount for the probable loss of tax revenue over the duration of the project resulting from a decrease in the market value of residential properties directly impacted by the project

6.7 Administration

Calculation
- legal costs related to the agreement, etc.
- Planning Department costs above the Application Review fees
- Building Department costs above any permit fees
- other
7.0 AGREEMENT REGISTRATION

7.1 The Agreement shall be registered against the title of the Lands upon which the Solar Farm Project is located.

8.0 ADDITIONAL FEES/COSTS

8.1 Application Review

All applicable fees as set out in the User Fees By-Law.

8.2 Permits

All applicable permit fees shall apply and shall be separate from the Agreement:
- Civic Address
- Building
- Planning
- Other

9.0 POLICY REVIEW

9.1 This Policy shall be reviewed at least once per term of Council.
Instructions for the Prescribed Template – Municipal Council Support Resolution

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INSTRUCTIONS APPLICABLE TO THE PRESCRIBED TEMPLATE – MUNICIPAL COUNCIL SUPPORT RESOLUTION:

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Resolution NO: _____   Date: _____

[WHEREAS]:

1. The Registered Proponent is proposing to develop, construct and operate a Large Renewable Project, with the characteristics outlined in the table below, under the LRP I RFP.

<table>
<thead>
<tr>
<th>Name of the Large Renewable Project:</th>
<th>Avidlight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Proponent:</td>
<td>Skypower Projects ULC</td>
</tr>
<tr>
<td>Renewable Fuel of the Large Renewable Project:</td>
<td>Non-rooftop solar</td>
</tr>
<tr>
<td>Contract Capacity of the Large Renewable Project &lt;MW&gt;:</td>
<td>8.75 MW</td>
</tr>
<tr>
<td>Description of the Properties within the geographic bounds of the Local Municipality on which the Site and/or Connection Line is located &lt;PIN(s) (if a PIN is not available, use legal description), Grid Cell(s) and/or Waterpower Site Number&gt;:</td>
<td>Pt Lt 22, 21 Con 2 Montague As in RS 131682 Firstly N of Railway (.the “Lands”)</td>
</tr>
<tr>
<td>PIN:</td>
<td>052620018</td>
</tr>
</tbody>
</table>

2. The Registered Proponent acknowledges that the Large Renewable Project and/or proposed Connection Line, either in whole or in part is to be located on lands under the jurisdiction of Montague;

3. The Registered Proponent has requested that the Council of Montague indicate by resolution their support for the Large Renewable Project and/or proposed Connection Line on the Lands;

4. Pursuant to the LRP I RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the Project Communities in which the Large Renewable Project and proposed Connection Line are being located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the LRP I RFP; and

[NOW THEREFORE BE IT RESOLVED THAT]:

5. The Council of Montague supports the development, construction and operation of the Large Renewable Project and/or proposed Connection Line on the Lands.

6. This resolution’s sole purpose is to enable the Registered Proponent to receive Rated Criteria points under LRP I RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Large Renewable Project and/or proposed Connection Line or for any other purpose. Rated Criteria points will be used to rank the Registered Proponent’s Proposal in relation to other Proposals received by the IESO under the LRP I RFP.
7. Though this resolution may impact the rank of the Registered Proponent’s Proposal in relation to other Proposals received by the IESO, it does not guarantee a contract will be offered to the Registered Proponent under the LRP I RFP.

[DULY RESOLVED BY THE LOCAL MUNICIPALITY]

on the __ day of _____, 20__

<table>
<thead>
<tr>
<th></th>
<th>Name:</th>
<th>Title:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
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<Signature lines for elected representatives. At least one signature is required.>
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</tr>
<tr>
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<td>Non-rooftop solar</td>
</tr>
<tr>
<td>Contract Capacity of the Large Renewable Project &lt;MW&gt;:</td>
<td>1.25 MW</td>
</tr>
<tr>
<td>Description of the Properties within the geographic bounds of the Local Municipality on which the Site and/or Connection Line is located &lt;PIN(s) (if a PIN is not available, use legal description), Grid Cell(s) and/or Waterpower Site Number&gt;:</td>
<td>(Pt Lt 22, 21 Con2 Montague as in RS 131682 Firstly S of Railway, forthly except Pt 5 &amp; 8, 27R2495; S/T execution 98 -0380; &amp;; Lt 26, 28, 30, 32, 81-91 PL 246 Montague; PT LT 36, 80 PL 246 Montague; Pt Farmer Street, Prince St Pl 246 Montague) (the “Lands”)</td>
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   Signature: ___________________________

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   Signature: ___________________________

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</tr>
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<td>2.5 MW</td>
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<td>(PT LT 22-23, CON 2 MONTAGUE AS IN RS 49861 &amp; RS 49862 S OF RAILWAY EXCEPT PT 3, 27R2495 &amp; PT 3, 27R985; MONTAGUE) -(the “Lands”)</td>
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   Signature: ____________________

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   Signature: ____________________

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   Signature: ____________________

<Signature lines for elected representatives. At least one signature is required.>
RE: Burchill Road Realignment
    Lot 9, Concession A

Background:
In keeping with consent policies, three consent applications fronting on Burchill Road (Lot 9, Concession A) established Part 4 on the attached survey plan.

Discussion & Options:
Structural road deficiencies on Burchill Road are well documented. Securing lands established by Part 4 is the first step in addressing the structural deficiencies at this location.

Financial Implications:
Securing lands established by Part 4 is within the 2015 budget limits.

Attachments:
G.A. Smith Surveying Ltd. Lot 9, Concession A
RE: 2015 1st Quarter Report on Staff Overtime

Background:

Council requested that a quarterly report be developed showing the amount of overtime earned by department as well as the amount of overtime taken and/or paid out. The following is the 1st quarter report showing the accumulated amount for this quarter and the year-to-date accumulation:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>1st Quarter Accrual</th>
<th>Y-T-D Accrual</th>
<th>Paid Out This Quarter</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>296.0</td>
<td>296.0</td>
<td>82.0</td>
<td>101.5</td>
</tr>
<tr>
<td>Administration</td>
<td>164.75</td>
<td>164.75</td>
<td>85.5</td>
<td>54.75</td>
</tr>
</tbody>
</table>
QUARTERLY REPORT
FOR THE PERIOD JANUARY TO MARCH 2015

The Ontario Water Resources Act Drinking Water Protection Regulation has set guidelines for municipalities who are classed as owners of a water distribution system with respect to reporting to the MOEE and the residents the state of drinking water. The Drinking Water Protection Regulation requires that this report be published for your information.

The Reeve, Council and staff of the Township of Montague are pleased to present to the citizens of Montague and the Regional Director of the Ministry of Environment the 1st quarter report for the year 2015 on the state of the water distribution system in Montague. Here you will find the water quality data and other information that are required to collect for the quarterly period.

The Township of Montague entered into an agreement with the Town of Smiths Falls in 1986 whereby the Town would supply drinking water to those residents within a certain area of Montague. The Township constructed the watermains for residents located within the venues of Schedules B and C to By-Law No. 1559-86. The By-law authorizing the agreement is available for anyone wishing to have a copy. This has been submitted to the Ministry in the past and therefore duplication on re-submitting the same form is not necessary at this point.

The Town of Smiths Falls produces a detailed Drinking Water Quarterly Report, which provides the technical data required for the Drinking Water Regulation reporting requirements. This report is also forwarded by Smiths Falls to the Ministry of Environment to comply with section 12 (a) of the Ontario Drinking Water Protection Regulation.

Weekly testing is done for those residents who are on the Montague Township distribution system. Under Regulation No. 459/00, sampling and analyses requirements are being complied with as follows - an accredited laboratory may only be used to provide analyses on the following samples collected by the Smiths Falls plant staff from the distribution system. The Township of Montague has contracted the services of Caduceon Environmental Laboratories in Kingston to perform the testing of Heterotrophic Plate Count, Total Coliform and E. coli. The results are included in this report. The Smiths Falls Water Treatment staff provide weekly testing for Free Chlorine Residual, Turbidity, Colour (particles/cloudiness), Chlorine Residual, Total Chlorine, Fluoride, pH and aluminum and those tests are also included in this report.

This report is available to the residents upon request and is made available at the Municipal Office in Montague and also on our website (www.township.montague.on.ca) in the Public Works section. Additional information is available by contacting the Municipal Office at 613-283-7478.
## Township of Montague
### 1st Quarter Water Report 2015

<table>
<thead>
<tr>
<th>Date of Test</th>
<th>Street Name</th>
<th>HPC</th>
<th>Total Coliform</th>
<th>E. Coli</th>
<th>Free C12 residue</th>
<th>pH</th>
<th>THMs, Lead, pH &amp; Alk</th>
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</thead>
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<tr>
<td>5-Jan</td>
<td>Fifth</td>
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<td>0</td>
<td>0</td>
<td>&lt;10</td>
<td>1.12</td>
<td>7.23</td>
<td></td>
</tr>
<tr>
<td>23-Mar</td>
<td>Lorne</td>
<td>0</td>
<td>0</td>
<td>&lt;10</td>
<td>1.59</td>
<td>7.03</td>
<td></td>
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<tr>
<td>23-Mar</td>
<td>Second</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>1.23</td>
<td>7.31</td>
<td></td>
</tr>
<tr>
<td>30-Mar</td>
<td>Lorne</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>1.11</td>
<td>7.22</td>
<td></td>
</tr>
<tr>
<td>30-Mar</td>
<td>King</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>1.17</td>
<td>7.21</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- CFU - colony forming units
- HPC (Heterotrophic Plate Count) - <500 CFU per millilitre
- Total Coliform - not detectable
- E. Coli - not detectable
- Free Chlorine Residue - minimum of 0.2 milligrams/litre
- pH - 6.5-8.5

**Samples taken quarterly:**
- THM (Trihalomethanes) - <0.1 milligram/litre (a running average of quarterly samples)

REPORT

TO: Reeve Dobson and Members of Council
FROM: Chief Building Official J. Hunter
DATE: April 2, 2015

RE: 1st Quarter Building Statistics

The Building Department has prepared the construction statistics for the 1st quarter of 2015. To provide a comparison with previous years, the statistics from the 1st quarters of 2011, 2012, 2013 and 2014 have been provided as well.

As you will see from the charts, in the 1st quarter of 2015 there were 8 permits issued, 2 of which were new housing starts.

The total value of construction for this quarter was $348,108 of which $265,000 was the value of the new housing starts.

The total permit revenue for this quarter was $1,767.93 of which $1,407.33 was generated by the new housing starts.
### Township of Montague
#### 1st Quarter Building Report 2015

#### Total Construction

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter 2015</th>
<th>1st Quarter 2014</th>
<th>1st Quarter 2013</th>
<th>1st Quarter 2012</th>
<th>1st Quarter 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Permits</td>
<td>8</td>
<td>2</td>
<td>6</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Value of all Construction</td>
<td>$348,108</td>
<td>$305,000</td>
<td>$478,000</td>
<td>$620,800</td>
<td>$691,500</td>
</tr>
<tr>
<td>Revenue from all Permits</td>
<td>$1,767.93</td>
<td>$1,853.25</td>
<td>$3,393.35</td>
<td>$4,092.70</td>
<td>$3,935.31</td>
</tr>
</tbody>
</table>

#### Housing Starts

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter 2015</th>
<th>1st Quarter 2014</th>
<th>1st Quarter 2013</th>
<th>1st Quarter 2012</th>
<th>1st Quarter 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Housing Starts</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Value of Housing Starts</td>
<td>$265,000</td>
<td>$300,000</td>
<td>$440,000</td>
<td>$470,000</td>
<td>$560,000</td>
</tr>
<tr>
<td>Revenue from Housing Starts</td>
<td>$1,407.33</td>
<td>$1,673.25</td>
<td>$2,765.35</td>
<td>$2,907.90</td>
<td>$2,970.51</td>
</tr>
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</table>
# First Quarter Activity Report
## January to March 2015

<table>
<thead>
<tr>
<th>Fire Calls</th>
<th>2015 Totals</th>
<th>2014 Totals</th>
<th>2013 Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor vehicle accident</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>CO₂ complaint</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mutual Aid</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Coat on fire</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle fire</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke in basement</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snowmobile accident</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoke in crawl space</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House fire</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car in ditch</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chimney fire</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>False alarm</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fire in field</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Burning complaint</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ambulance assist</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire on deck</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shed fire</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydro pole on fire</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woman fell off horse</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 1st Quarter Calls</strong></td>
<td><strong>7</strong></td>
<td><strong>17</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Reviewed all PPE and worked with new Pratech stabilizing equipment</td>
</tr>
<tr>
<td>February</td>
<td>Ambulance orientation, working with new stretcher and proper oxygen masks fittings</td>
</tr>
<tr>
<td>March</td>
<td>Ropes, knots, donning and doffing bunker gear, timing of SCBA</td>
</tr>
<tr>
<td>CALLS</td>
<td>SOLVED</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>CANINE CONTROL</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BY-LAW OFFENCES</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY STANDARDS</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>
Rideau Lakes Subwatershed Report Released

A concise report summarizing the health of the Rideau Lakes subwatershed looking at five indicators — water quality, water levels, forests, shorelines and wetlands — is now available. Residents and subwatershed municipalities including Drummond/North Elmsley, Rideau Lakes, South Frontenac, Tay Valley and Westport, now have a reliable set of baseline information for tracking future trends and a tool to enable sound decision-making about local natural resources.

Made up of a network of over 31 lakes and connecting streams, Rideau Lakes drains 455 square kilometres. The watershed is an integral part of the Rideau Canal National Historic Site, the Rideau Waterway Canadian Heritage River, the Rideau Canal UNESCO World Heritage Site, the Frontenac Arch Biosphere Reserve and Rideau Heritage Route.

Data shows that increasing development pressures continue to impact watershed health. Now is the time to focus our actions and look to make good decisions to preserve, enhance or maintain current conditions. The recommendations are not quick fixes, but rather set the stage for slow and steady improvements. The long-term health of the lakes will ensure long-term prosperity and well-being of the municipalities and their residents.

View the report online at www.rvca.ca or contact us for a printed copy. Eight detailed catchment sheets that show monitoring results and highlight opportunities will be available soon (martin.czarski@rvca.ca).
Subwatershed Reporting
Taking the Science to Stewardship

Monitoring lakes, rivers and streams along with changing land uses (forests, wetlands and shores) in the Rideau watershed provides a wealth of information on the health of our watershed and is the scientific basis for all RVCA catchment and subwatershed reports.

Monitoring information also steers restoration, mitigation, rehabilitation and enhancement projects. It guides planning, Conservation Authority and municipal decision-making, policy-setting and much more.

RVCA takes the science and uses it to guide several programs and services that help achieve on-the-ground improvements.

Private Land Reforestation Program — offers a full service reforestation program to all landowners in the Rideau Valley Watershed. Subsidies, advice and assistance available. Contact: Scott at scott.danford@rvca.ca.

Rural Clean Water Program — offers financial and technical assistance to farmers and rural landowners undertaking projects to protect and improve water quality in the Rideau Valley Watershed. Contact: Derek at derek.matheson@rvca.ca.

Shoreline Naturalization Program — offers technical guidance and financial assistance to waterfront property owners interested in naturalizing their shorelines. Contact: Andrea at andrea.klymkov@rvca.ca.

Ontario Regulation 174/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses) — fair and consistent regulation of development and interference in hazardous and environmentally sensitive areas throughout the watershed. Contact Shelley at shelley.macpherson@rvca.ca.

Planning Services — technical advice to municipalities for development applications they process under the Planning Act as well as general technical and environmental policy assistance and guidance. Contact: Glen at glen.mcdonald@rvca.ca.

The RVCA is pleased to be at your service! Collectively, watershed municipalities and RVCA combine efforts and resources to provide exceptional environmental services. To learn more about our programs, visit our website at www.rvca.ca or call our offices to connect with key staff.

Recommended Reading
Municipal World, March 2015 – Managing Rain Where it Falls
With urban stormwater management systems often strained to the brink, new green infrastructure solutions can help ease the burden in a way that is both environmentally friendly and financially sustainable.
Lanark County

Topps Environmental Solutions

TOPPS Recycling - Recycle Warrior Program