



COMMITTEE OF THE WHOLE
AGENDA

Tuesday, March 28, 2023

Council Chambers

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

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

Meetings have resumed to allow public in-person attendance, the public can also attend electronically by conference call.

Public Meeting - Zoning By-Law Amendment – 6:00 p.m., immediately followed by Committee of the Whole, followed by Council.

Chair, Bill King, Deputy Reeve

Pages

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

Suggested Motion:

"THAT, the agenda be adopted as presented."

5. APPROVAL OF MINUTES

7

Suggested Motion:

"THAT, the Committee of the Whole meeting minutes of March 14th, 2023, be approved as circulated."

6. DELEGATIONS & PRESENTATIONS
7. COMMUNICATIONS

7.1 Siobhan Baker RE: Policy Changes for Road Use Agreements,
Delegation By-Law, SOPs

11

7.2 Town of Petrolia - Resolution RE: A Call to the Provincial government to
End Homelessness in Ontario

14

7.3	Ministry of Natural Resources and Forestry - Regulatory Proposal Update	16
7.4	Township of Lucan Biddulph - Resolution Re: Future Accuracy of Permanent Register of Electors	
7.5	Potential Fireworks Ban in Mont-Tremblant, Que - Susan McLenaghan	18

Suggested Motion:

"THAT, the communications dated March 28th, 2023 be received as information."

8. REPORTS

8.1 Corporate Services

8.1.1	Compensation and Organization Review	20
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Darlene Plumley, CAO/Deputy Clerk

Suggested Motion:

"THAT, Council receives for information the report prepared by CAO/Deputy Clerk Plumley of the concerning the award of the Compensation and Organization Review;

AND THAT, the scoring and adherence to the Request for Proposal process was confirmed to be fairly undertaken and an evaluation and review of references were favorable;

AND FUTHER THAT, authorization be given to the Reeve and CAO/Deputy Clerk to enter into a contract with Pesce & Associates, Human Resources Consultants in the amount of \$22,400.00 plus HST.

AND FURTHER THAT, a request to include a review of the compensation for the Staff of the Lanark Library be incorporated as part of the process.

AND FUTHER THAT, this matter be brought to the March 28, 2023 meeting of Council for adoption."

8.2 Community Services

8.2.1	Municipal Grants Recommendations and Achievement Awards	22
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Chelsea Rath, Manager of Facilities/Community Affairs

Suggested Motion:

"THAT, Council adopts the recommendations of the Municipal Grants Committee with respect to the allocation of 2023 grant

funds as outlined in report #CA-2023-07 pending the approval of the 2023 operating and capital budget;

***AND THAT,** staff are authorized to issue the funds as recommended, if approved, upon the adoption of the 2023 operating and capital budget;*

***AND THAT,** the annual Municipal Grants budget be increased to \$25,000.00;*

***AND FUTHER THAT,** Council awards the suggested Achievement Award recipients and agrees to condense the award categories as recommended.”*

8.3 Building, Planning & Protective Services

8.3.1 Thomas Cavanagh Construction Ltd. - Township of Lanark Highlands Amendment to Township’s Official Plan and Zoning By-law

26

Forbes Symon, Planning Consultant

Suggested Motion:

*“**THAT,** Council DEFER consideration of Official Plan Amendment OPA #8 and Zoning By-Law Amendment ZA-2023-02 to permit the establishment of a pit on lands described as Part Lot 5, Concession 10, geographic Township of Dalhousie, now in the Township of Lanark Highlands to allow the applicant to address comments from the public, provide more information on the impacts on Long Sault Creek and Barbers Lake, to allow the Township to open discussions with the proponent regarding the 24hr pit operations plan and potential impacts on neighboring properties and the Highland Line Road, and to allow for the completion of the peer review of the various studies.”*

8.4 Public Works & Waste Management

8.4.1 RDS-2023-07; Transfer Portion of 8th Con Dalhousie to Lanark Township from the County

49

Chad Kean, Manager of Public Works

Suggested Motion:

*“**THAT,** Council authorize staff to coordinate with the County of Lanark to finalize the transfer of the lands to Lanark Highlands for the County portion of the 8th Concession Dalhousie as outlined in Report 2023-07,*

AND THAT, Council authorize staff to provide an agreement to the retained lawyer agreeing and accepting the conflict of interest,

AND FURTHER THAT, a Township By-Law be created to assume the portion of the 8th Concession Dalhousie into the Lanark Highlands Road Network”.

8.4.2 RDS-2023-09_Detour Update for Clyde Forks Bridge Replacement 53

Chad Kean, Manager of Public Works

Suggested Motion:

“THAT, this report RDS-2023-09 regarding the Detour Update for the Clyde Forks Bridge Replacement be received as information.”

8.4.3 RDS-2023-010; Weed Control - Wild Parsnip 56

Chad Kean, Manager of Public Works

Suggested Motion:

“THAT, Council authorize staff to undertake option _____ of Report RDS-2023-010 as a method to control noxious weeds at various locations throughout the Township in 2023”.

8.4.4 RDS-2023-011; Purchase of a New Steamer in 2023 102

Chad Kean, Manager of Public Works

Suggested Motion:

“THAT, Council authorize staff to proceed with the purchase of one propane steamer as outlined in Report RDS-2023-011,

AND THAT, this matter be brought to the Council meeting of March 28, 2023 to proceed with securing the unit.”

8.4.5 RDS-2023-08; Clyde Forks Bridge Procurement Tender Results 105

Chad Kean, Manager of Public Works

Suggested Motion:

“ THAT, Council authorize staff to enter into an agreement with Acrow Limited for the procurement of the Clyde Forks Bridge for a submitted cost of \$513,535 (excluding HST) as outlined in Report RDS-2023-08,

AND THAT, this matter be brought to the Council Meeting of

March 28, 2023, to proceed with the agreement and procurement”.

8.4.6 RDS-2023-012; Village Plow Truck Opportunity

108

Chad Kean, Manager of Public Works

Suggested Motion:

“THAT, the Council authorize staff to proceed with the purchase of a Village Plow truck (single axle) with a ceiling amount of \$_____ (excluding HST), as identified in Report RDS-2023-012,

AND THAT, this matter be brought to the Council Meeting of March 28, 2023 in order to advance the purchase.”

9. NEW/OTHER BUSINESS

9.1 Council/Committee Appointment Updates

- 1) **Police Services Board** - Councillor Roberts
- 2) **North Lanark Joint Planning Committee** - Reeve McLaren and Councillor Closs
- 3) **Lanark Highlands Public Library Board** - Deputy Reeve King
- 4) **Lanark Highlands Youth Centre Inc.** - Councillor Kelso
- 5) **Lanark & District Museum Board** - Councillor Closs
- 6) **Middleville Museum Board** - Councillor Vereyken
- 7) **Mississippi Valley Conservation** - Councillor Vereyken
- 8) **Arnprior Public Library Board** - Councillor Roberts
- 9) **Recreation Advisory Committee** - Councillor Summers
- 10) **Municipal Grants Committee** - Councillor Kelso

Suggested Motion:

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

9.2 Notice of Motion by Councillor Summers - Purchase of Electronic Devices for Council Members (from the meeting of March 14, 2023)

Suggested Motion:

“THAT, staff bring forward a report regarding the purchase of electronic devices for Council members prior to the 2023 budget being approved.”

10. IN CAMERA ITEMS

11. DEFERRED ITEMS

12. ADJOURNMENT

Suggested Motion:

"THAT, the meeting adjourn at _____ p.m."



**COMMITTEE OF THE WHOLE
MEETING MINUTES**

March 14, 2023

Council Chambers

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

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

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

Staff Present: Darlene Plumley, CAO/Deputy Clerk
 Amanda Noël, Clerk
 Chad Kean, Manager of Public Works
 Chelsea Rath, Manager of Facilities/Community Affairs

1. ROLL CALL

2. CALL TO ORDER

The meeting was called to order at 8:48 p.m.

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None.

4. APPROVAL OF AGENDA

Motion #COW-2023- 047
Moved by Councillor Kelso
Seconded by Councillor Summers
THAT, the agenda be adopted as presented.

CARRIED

5. APPROVAL OF MINUTES

Motion #COW-2023- 048
Moved by Councillor Closs
Seconded by Councillor Vereyken
THAT, the Committee of the Whole meeting minutes of February 28th, 2023, be approved as circulated.

CARRIED

6. DELEGATIONS & PRESENTATIONS

7. COMMUNICATIONS

7.1 2022 Municipal Property Assessment Corporation (MPAC) Municipal Partnership Report

7.2 Municipality of Trent Lakes - Resolution Re: Oath of Office

7.3 The Township of Howick - Resolution Re: Ontario School Board Elections

Motion #COW-2023- 049
Moved by Councillor Kelso
Seconded by Councillor Vereyken
THAT, the communications dated March 14th, 2023 be received as information.

CARRIED

8. REPORTS

8.1 Community Services

8.1.1 White Lake Fire Hall Use Request Follow Up
Chelsea Rath, Manager of Facilities/Community Affairs

Motion #COW-2023- 050
Moved by Councillor Vereyken
Seconded by Councillor Roberts

THAT, Council agrees to lease the now closed White Lake Fire Hall to be used as a multi-use sports facility and agrees to continue to pay the hydro and heating cost for the building;

AND THAT, Council directs staff to enter into the proposed lease agreement with the volunteers.

CARRIED

8.1.2 Lanark Highlands Fire Department Hockey Tournament
Chelsea Rath, Manager of Facilities/Community Affairs

Motion #COW-2023- 051

Moved by Councillor Kelso

Seconded by Reeve McLaren

THAT, Council Agrees to charge the Lanark Highlands Fire Department a nominal fee to cover staff wages in the amount of \$558.00 for the 2023 Fire Department Hockey Tournament.

CARRIED

8.2 Building, Planning & Protective Services

8.2.1 Gaffney Zoning By-Law Amendment COW Report (ZA-2023-01)
Forbes Symon, Senior Planner, Jp2g Consultants Inc

Motion #COW-2023- 052

Moved by Councillor Closs

Seconded by Councillor Summers

THAT, Zoning By-Law Amendment ZA-2023-01 to rezone the lands described as 5361 Highway #511, Hamlet of Hopetown, Pt Lot 16, Con 2, geographic Township of Lanark from "Hamlet (H)" to "Hamlet – Special Exception (H-13);

AND THAT, Council passes the necessary By-law.

CARRIED

9. NEW/OTHER BUSINESS

9.1 Council/Committee Appointment Updates

- 1) **Police Services Board** - Councillor Roberts
- 2) **North Lanark Joint Planning Committee** - Reeve McLaren and Councillor Closs
- 3) **Lanark Highlands Public Library Board** - Deputy Reeve King
- 4) **Lanark Highlands Youth Centre Inc.** - Councillor Kelso
- 5) **Lanark & District Museum Board** - Councillor Closs

- 6) **Middleville Museum Board** - Councillor Vereyken
- 7) **Mississippi Valley Conservation** - Councillor Vereyken
- 8) **Arnprior Public Library Board** - Councillor Roberts
- 9) **Recreation Advisory Committee** - Councillor Summers
- 10) **Municipal Grants Committee** - Councillor Kelso

Motion #COW-2023- 053

Moved by Reeve McLaren

Seconded by Councillor Summers

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

CARRIED

9.2 Notice of Motion - Purchase of Electronic Devices for Council Members

Councillor Summers

THAT, staff bring forward a report regarding the purchase of electronic devices for Council members prior to the 2023 budget being approved.

10. DEFERRED ITEMS

11. ADJOURNMENT

Motion #COW-2023- 054

Moved by Councillor Kelso

Seconded by Reeve McLaren

THAT, the meeting adjourn at 9:10 p.m.

CARRIED

Bill King, Deputy Reeve

Amanda Noël, Clerk

March 8, 2023

TO: Clerk, CAO, all members of Council

RE: policy changes for road use agreements, delegation by-law, SOPs

1. Council resolution to create annual reports on road use agreements

To help manage the liability risk associated with all road access agreements allowing privately maintained roads over Township unopened road allowances, **will council please pass a resolution to direct staff to prepare an annual report on all road use agreements including:**

- confirmation that there is a current Certificate of Insurance on file that meets all insurance requirements specified in the agreement;
- a report documenting that all conditions in the agreement are being met based on an annual site visit by the Public Works Manager;
- documentation of any complaints that have been received by the public or any other commenting body regarding potential violations of the road use agreement and how the concern was resolved.

Justification/Background:

At the Feb 14 COW, the Planning Consultant presented an excellent report on “Road Standards for New Development” which highlighted the costs, legal and insurance liability risks associated with these agreements. He recommended that the Township no longer approve any more of these agreements and is quoted in the Feb 21, 2023 Lanark Era as saying “It is not a question of if but a matter of time before one of these developments results in a negative situation”. To their credit, all Council members acted proactively by voting unanimously to adopt his recommendation.

In a recent report done for Tay Valley Township about road access agreements, the insurer for that Township states that some recent claims have ranged between been \$17 million and \$30 million. Given the devastating impact such a claim would have on our Township, I believe it is essential for the Township to be proactive in monitoring all the road access agreements to minimize the risk of such a claim. This monitoring should ensure that all conditions of the agreement are being followed, and if there have been complaints regarding potential violations of an agreement, document them as well as any actions taken to remedy the situation before it turns into a negative and costly situation.

2. Revisions to the Delegation by-law for Consents

At the Feb 28 COW, council members voted in favour of Option 4.2 on p 62 of the agenda which reads:

Modify By-law 2022-1731 to clarify the conditions under which a **consent application report** would be sent to Council for consideration.

It is my understanding that this report is completed before the applicant begins clearance of his conditions of consent (see Step 4 “Clearing of Conditions of Consent” in the Consent Application Process documented by the Planning Consultant on p 50 of the Feb 28 COW agenda). Assuming my understanding is correct, the clause above would not cover the case where a particular condition of consent becomes controversial while the applicant is taking actions related to his consent conditions. I believe it is essential for this delegation by-law to exempt a particular condition of consent from delegation to staff if new information triggers new valid concerns at this later “Clearing of Conditions of Consent” step.

**Will Council make a motion to add an additional clause to cover this situation?
Something like:**

Modify By-law 2022-1731 to clarify the conditions under which clearance of a particular condition of consent will be sent to Council for approval after the “consent application report” stage in cases where:

- **Planning-related concerns have been raised by the public or other commenting bodies due to new information raised at this step;**
- **Township assets are involved.**

Justification/Background:

In his report under item 4. On p 59 of the Feb 28 COW agenda, the Planning Consultant states “The vast majority of these conditions require clearance by the Township... It has been the practice in the Township that the clearance of conditions is managed at the staff level and does not require Council’s oversight.” I believe there needs to be a mechanism in the delegation by-law for specific conditions of consent to be raised to Council for approval if valid concerns are raised during the “clearing of conditions of consent” step of the consent process after the “consent application report” has been submitted. It was confirmed to me by a Sr. Planner at the County that concerns regarding conditions of consent should be raised to the Township instead of the County since it is the Township who is responsible for their clearance.

With file B22-040, planning-related concerns were submitted at the beginning of the consent process to the with cc to the Township, then subsequently additional planning-related concerns were raised to the Township as the applicant took actions while working through his conditions of consent and new information came to light. Although road use agreements are no longer permitted, it is still possible that for any future consent application, planning-related concerns could arise while the applicant is taking actions related to clearance of their conditions of consent.

In previous COW meetings it has been noted that it is rare for the Township to receive concerns from the public regarding conditions of consent, so when there are concerns raised either at the beginning of the process or as the applicant works through his conditions of consent, it is likely an indication of a potential problem that Council needs to consider before approving that condition of consent.

3. Standard Operating Procedure for the processing of Development Agreements

Will Council please make a motion to have staff develop a Standard Operating Procedure for Development Agreements and other agreements that:

- **are related to Township assets**
- **are registered on title**
- **have the potential to create financial, liability or legal issues for the Township**
- **have the potential to impact neighbouring property owners or the environment**

Justification/Background:

I agree with the recommendation from the Planning Consultant at the top of p 62 of the Feb 28 COW agenda that Council debate the merits of establishing a Standard Operating Procedure for processing of development agreements. I am further requesting that SOPs be created for other types of agreements that meet the above criteria where there is not already policies in place to specify how they must be handled. It is especially important in an environment of high staff turnover to have documentation for all of these procedures.

Respectfully,
Siobhan Baker

March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Via email: premier@ontario.ca

RE: A Call to the Provincial government to End Homelessness in Ontario

Dear Premier Ford,

During the February 27, 2023 regular meeting of council, the AMO request calling on the province to calling on the province to end homelessness was brought forward and discussed, the following resolution was carried:

Moved: Chad Hyatt Seconded: Debb Pitel

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;
WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;
WHEREAS homelessness requires a range of housing, social service and health solutions from government;
WHEREAS homelessness is felt most at the level of local government and the residents that they serve;
WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,
WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Town of Petrolia calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; to the Association of Municipalities of Ontario; County of Lambton Social Services.

Carried

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

cc: file
Minister of Municipal Affairs and Housing minister.mah@ontario.ca
Minister of Children, Community and Social Services MinisterMCCSS@ontario.ca
Minister of Health sylvia.jones@ontario.ca
MPP Bob Bailey, Sarnia-Lambton bob.bailey@pc.ola.org
County of Lambton Social Services melissa.fitzpatrick@county-lambton.on.ca
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



March 17, 2023

Hello,

We are writing to let you know that on March 16, 2023, the Ministry of Natural Resources and Forestry made an update to the proposal to make amendments to [Ontario Regulation 161/17](#) under the [Public Lands Act](#) regarding the use of floating accommodations.

The changes to the proposal are described in the updated proposal notice on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) (ERO number [019-6590](#)), which was first published on February 24, 2023 and updated on March 16, 2023.

In the updated proposal, we are still proposing to amend Ontario Regulation 161/17 to clarify the structures or things that cannot be placed and used for overnight accommodation on water over public land.

The following changes proposed in the original posting have been removed through the update:

- reducing the number of days that a person can camp on water over public land (per location, per calendar year) from 21 days to 7 days
- increasing the distance that a person camping on water must move their camping unit to be occupying a different location from 100 metres to 1 kilometre
- adding a new condition to prohibit camping on water within 300 metres of a developed shoreline, including any waterfront structure, dock, boathouse, erosion control structure, altered shoreline, boat launch and/or fill
- harmonizing the conditions for camping on public land so that residents and non-residents are required to follow the same conditions when camping on water over public lands or on public lands
- specifying conditions for swim rafts, jumps, ramps for water sports, heat loops and water intake pipes
- clarifying that camping on a road, trail, parking lot or boat launch is prohibited
- amending the regulation to add the following to the list of excluded public lands to which section 21.1 of the *Public Lands Act* and Ontario Regulation 161/17 do not apply:

- lands subject to an agreement authorizing the use of those lands
- lands subject to an authorization under the *Aggregate Resources Act*.

We encourage you to review the updated proposal notice (ERO number [019-6590](#)) and provide feedback through the ERO. The comment period for the proposal closes on **April 11, 2023**.

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section

From: jeannie.kelso@jeannie.kelso
To: [LH CLERK](#)
Subject: Fwd: RE: CBC News : Fireworks could be banned in Mont-Tremblant, Que.,starting in April
Date: March 21, 2023 7:05:21 AM

Good morning Amanda

Could you add this to our COW communications for our next meeting.

thx Jeannie

----- Original Message -----

From: [REDACTED]
To: jeannie.kelso@bell.net
Sent: Monday, March 20, 2023 5:01 PM
Subject: RE: CBC News : Fireworks could be banned in Mont-Tremblant, Que.,starting in April

That would be absolutely fantastic!

Sent from [Mail](#) for Windows

From: jeannie.kelso@jeannie.kelso
Sent: Monday, March 20, 2023 4:45 PM
To: [Susan McLenaghan](#)
Subject: Re: CBC News : Fireworks could be banned in Mont-Tremblant, Que.,starting in April

Hi Sue

Thanks for this link.....it is an interesting proposition.

Would you like me to forward this onto the clerk to have it included in an upcoming committee of the whole agenda where it could be discussed by all of council?

Jeannie

----- Original Message -----

From: [REDACTED]

To: jeannie.kelso@bell.net

Sent: Monday, March 20, 2023 12:56 PM

Subject: CBC News : Fireworks could be banned in Mont-Tremblant, Que., starting in April

Hi Jeannie,

Please see link below for more information.

This would be an excellent policy for Lanark Highlands to adopt. As fireworks have become cheaper and more readily available they are no longer limited to special occasions, but become a regular item in the summer...bad for air quality, bad for water quality and really bad for all living things...dogs,cats,horses, birds,deer that panic and take flight often with catastrophic results...abandonment of nests, young and grievous injuries.

Best,

Susan McLenaghan

[REDACTED]

<https://www.cbc.ca/news/canada/montreal/fireworks-ban-mont-tremblant-1.6782459>

Sent from my iPad



Committee of the Whole

March 28, 2023

Staff Report: #CAO-2023-01

REPORT BY: Darlene Plumley, CAO/Deputy Clerk
REPORT SUBJECT: Compensation and Organization Review
DEPARTMENT: Corporate Services

RECOMMENDATION(S):

“THAT, Council receives for information the report prepared by CAO/Deputy Clerk Plumley of the concerning the award of the Compensation and Organization Review;

AND THAT, the scoring and adherence to the Request for Proposal process was confirmed to be fairly undertaken and an evaluation and review of references were favorable;

AND FUTHER THAT, authorization be given to the Reeve and CAO/Deputy Clerk to enter into a contract with Pesce & Associates, Human Resources Consultants in the amount of \$22,400.00 plus HST.

AND FURTHER THAT, a request to include a review of the compensation for the Staff of the Lanark Library be incorporated as part of the process.

AND FUTHER THAT, this matter be brought to the March 28, 2023 meeting of Council for adoption.”

1. BACKGROUND

At the Priority Setting Session held on February 16, 2023 it was unanimously agreed that Focus on staffing retention, and equitable pay based on like size and circumstance municipalities in order to provide a stable future with succession plan and ongoing training for staff, make Lanark Highlands an attractive and welcoming workplace.

On February 21st, 2023 a Request for Proposal was issued with a closing date of March 16, 2023.

2. DISCUSSION

Of the three submissions received an analysis was undertaken to ensure compliance with the Scope of Work identified in the Request for Proposal, all were deemed complete. The choice of consultant was based on the time frame identified and the

ability for internal staff to accommodate what is required to engage with the consultant as well as the integration of union and non-union interaction.

Request for Proposal Submissions

<u>Nom #</u>	<u>Company</u>	<u>Price</u>	<u>H.S.T.</u>	
1	Pesce & Associates	\$22,400	\$2,912	\$25,312
2	Gallagher Consulting	\$21,935	\$2,850	\$24,785
3	ML Consulting	\$24,000	\$3,120	\$27,785

3. FINANCIAL IMPLICATIONS

The 2022 budget contained \$22,000 for Pay Equity/Compensation Review and Organizational Review that was carried over from 2021.

4. STRATEGIC PRIORITIES

Staff retention and recruitment
Pay Equity
Non-Union and Union Employees

5. RELEVANT LEGISLATION AND POLICIES

6. OTHERS CONSULTED

Treasurer Rob Bunker
Clerk Amanda Noel
Union Steward Mark Summers

7. ATTACHMENTS

Prepared By: Darlene Plumley, CAO/Deputy Clerk



Committee of the Whole

March 28, 2023

Staff Report: #CA-2023-07

REPORT BY: Chelsea Rath, Manager of Facilities & Community Affairs

REPORT SUBJECT: Municipal Grants Recommendations and Achievement Awards

DEPARTMENT: Community Affairs

RECOMMENDATION(S):

***“THAT,** Council adopts the recommendations of the Municipal Grants Committee with respect to the allocation of 2023 grant funds as outlined in report #CA-2023-07 pending the approval of the 2023 operating and capital budget;*

***AND THAT,** staff are authorized to issue the funds as recommended, if approved, upon the adoption of the 2023 operating and capital budget;*

***AND THAT,** the annual Municipal Grants budget be increased to \$25,000.00;*

***AND FUTHER THAT,** Council awards the suggested Achievement Award recipients and agrees to condense the award categories as recommended.”*

1. BACKGROUND

The Lanark Highlands Municipal Grants Committee met on February 16th, 2023, to review and discuss the 2023 Municipal Grant applications and the 2022 Achievement Award nominations.

2. DISCUSSION

2022 Achievement Awards

The Committee agreed to remove some of the individual award categories as there are many different categories. The remaining categories moving forward will be:

- Volunteer Achievement Award
- Community Spirit Award
- Senior of the Year Award
- Business - Best Community Impact Award

Moved by Amanda Wark
Seconded by Jan Kammersgaard

"THAT, Appendix "A" be recommended to the Committee of the Whole as the 2022 Achievement Awards recipients.

APPENDIX "A"

ACHIEVEMENT AWARDS 2022

<u>Nom #</u>	<u>Nominee</u>	<u>Nominator</u>	<u>Category</u>	
1	Romalda Park	Amy & Grace Turner	Senior of the Year Award	Awarded
2	Warren McMeekin & Gail Logan	Tom Bird	Community Spirit Award	Awarded

2023 Municipal Grant Applications

Moved by Gregory Drew
Seconded by Jeannie Kelso

"THAT, Appendix "B" be recommended to the Committee of the Whole as the 2023 Municipal Grants recipients."

APPENDIX "B"

MUNICIPAL GRANT APPLICATIONS 2023

<u>App #</u>	<u>Organization</u>	<u>Project Description</u>	<u>Amount Requested</u>	<u>Amount Recommended</u>
1	McDonalds Corners Agricultural Society	Furnace & Hot Water Tank Replacement	\$5,800.00	\$4,000.00
2	Lanark Village Community Development	Light the Night Contest & Bridge Decorating	\$750.00	\$500.00
3	Lanark Village Community Development	Pride of the Village Contest	\$1,500.00	\$500.00
4	Lanark Village Community Development	Spring & Fall Events (Pumpkin carving contest & Spring/Easter Hunt)	\$500.00	\$500.00

5	Lavant Community Parking Lot Committee (Jan Kammersgaard)	Lavant Community Center Park Parking Lot	\$6,900.00	\$0
6	Darling White Lake Community Center	Upkeep of Community Center	\$1,600.00	\$0
7	Lanark Highlands Frosty Fling	Lanark Highlands Frosty Fling Winter Carnival	\$8,000.00	\$0
8	Maple Grove Public School – School Council	Swimming Lessons Program for Grade 1-3	\$3,000.00	\$1,500.00
9	Lanark Highlands Public Library	Retrospective Collection Development – Children’s & Teen Series	\$2,782.00	\$2,782.00
10	Tatlock Hall Association	Tatlock Hall Play Structures & Sports Field	\$2,000.00	\$0
11	*LATE SUBMISSION* Lanark & District Civitan Club	Canada Day Fireworks	\$2,000.00	\$2,000.00
		TOTAL FUNDING REQUESTED:	\$34,832.00	\$13,282.00
		TOTAL FUNDING AVAILABLE (pending council approval):	\$16,682.00	\$3,400.00

3. **FINANCIAL IMPLICATIONS**

Last years municipal grants only used \$3,318.00 as there was only 3 applications received. Council did approve allocating the surplus of \$6,682.00 to the 2023 Municipal Grants Budget, that is why it shows a total of \$16,682.00 available for 2023.

4. **OPTIONS CONSIDERED**

OPTION 1: Council Approve the Committee’s Recommended Funding: Recommended

- The Municipal Grants Committee reviewed and agreed the recommended funding would have a positive outcome for the community.
- By approving the recommended funding Council will be supporting community groups new and ongoing events.

OPTION 2: Council Declines the Committee’s Recommended Funding: Not Recommended

- This option is not recommended by Staff as the Municipal Grants Committee have reviewed the applications and have come to an agreement that the recommended funding is beneficial to the community.

5. **STRATEGIC PRIORITIES**

-N/A

6. **RELEVANT LEGISLATION AND POLICIES**

- - Municipal Grants Policy F-05-2019

7. **OTHERS CONSULTED**

-Municipal Grants Committee

8. **ATTACHMENTS**

Prepared By: Chelsea Rath, Manager of Facilities and Community Affairs

Approved By: Darlene Plumley, CAO/Deputy Clerk



Committee of the Whole

March 28, 2023

Staff Report: #PLN-2023-09

REPORT BY: Forbes Symon, Senior Planner, Jp2g Consultants Inc.

REPORT SUBJECT: Thomas Cavanagh Construction Ltd.
Dalhousie Con 10 Pt Lot 5, Geographic township of Dalhousie
(Highland Line) Township of Lanark Highlands
Amendment to Township's Official Plan and Zoning By-law

DEPARTMENT: Planning

RECOMMENDATION(S):

*“**THAT**, Council DEFER consideration of Official Plan Amendment OPA #8 and Zoning By-Law Amendment ZA-2023-02 to permit the establishment of a pit on lands described as Part Lot 5, Concession 10, geographic Township of Dalhousie, now in the Township of Lanark Highlands to allow the applicant to address comments from the public, provide more information on the impacts on Long Sault Creek and Barbers Lake, to allow the Township to open discussions with the proponent regarding the 24hr pit operations plan and potential impacts on neighboring properties and the Highland Line Road, and to allow for the completion of the peer review of the various studies.”*

1. LOCATION AND DESCRIPTION

The subject property is located on Part Lot 5, Concession 10, geographic Township of Dalhousie, now in the Township of Lanark Highlands (Appendix A – Key Map). The property is not identified with a civic address as there are no buildings on the property nor has a civic address been applied for. The OPA/ZBA applications identify the subject property as being 50.6 ha (125 ac) in size, all of which will be licensed Aggregate Resources Act (ARA) lands. The applications also indicate that the 35.1 ha (86.7 ac) is proposed to be subject to aggregate extraction.

It is important to appreciate that this new proposed pit is to be a Class ‘A’ License to operate a pit **below the water table**, with a maximum annual tonnage to be extracted at 1,000,000 tonnes. The pit is proposed to operate on a 24-hour basis with limitations on what equipment can operate between the hours of 7 pm and 7 am.

For this proposed pit to proceed, there is a need for the proponent to obtain an amendment to the Lanark County Sustainable Communities Official Plan (SCOP), an amendment to the Township of Lanark Highlands Official Plan and Zoning By-law and obtain an Aggregate Resource Act (ARA) license from the Ministry of Natural Resources and Forestry.

The amendment to the SCOP is required to permit any new mineral aggregate operations within the County by adding them to the Licensed Aggregate Extraction Operation Designation. The proposed SCOP Official Plan Amendment (OPA) will amend the current designation from “Rural” to “Licensed Aggregate Extraction Operation”.

The amendment to the Lanark Highlands Official Plan as submitted is to change the land use designation from “Rural Communities” to “Mineral Aggregate Resource Policy Area – Pit”. The amendment to the Lanark Highlands Zoning By-law No. 2003-451 to amend the zoning from “Rural (RU)” and “Mineral Aggregate Reserve – Holding (MAR-h)” to “Mineral Aggregate Resources Pit (MXP)” (Appendix B, C, D).

Concurrent with the amendments to the County and Township planning documents, the proponent has initiated an Aggregate Resources Act (ARA) site plan license request with the Ministry of Natural Resources and Forestry. It is important to appreciate that the County and Township planning approvals focus on land uses, while the ARA site plan license focuses on site extraction details, pit operations, and rehabilitation (Appendix E). The ARA application has been deemed complete by the MNRF and is filed as ARA application #626599 (Appendix F).

The applicant’s Planning Justification Report describes the site as being comprised of two parcels separated by Anderson Lane. Anderson Lane is a Township Road which provides access to a dwelling located adjacent to the property on Lot 4, Con 10. The entire subject property and the proposed pit will have frontage on Highland Line, a Township year-round maintained road.

The proposed pit operation is expected to potentially generate high traffic volume. The proposed operation will extract aggregate using an on-site mobile screening plant and will also require occasional crushing. Both operations will only operate between 7:00 am and 7:00 pm.

The subject property can be best described as a rolling hilled landscape, with tree cover on high lands and hay and pasture fields on flatter and lower lands. A large portion of the tree cover on the property was removed in the spring of 2020. The most significant feature of the property is that it drains to and abuts Barbers Lake. Barbers Lake is part of the Long Sault Creek Sub watershed which is known to be a cold-water stream with a documented native brook trout population (Watershed Canada). In addition to the subject property, approximately 6 other properties abut Barbers Lake, with six dwellings abutting the lake.

It is worth noting that on a site inspection following the submission of the applications, it was confirmed that a large portion of the subject lands visible from the Highland Line has been deforested.

One of the region’s most significant rural economic development attractions, Wheelers Pancake House, is located directly to the west of the subject property. The proponent’s Planning Justification Report suggested that the main structures of the Pancake House are located 500-600 m from the subject property and that visual and acoustic berms will be used to mitigate potential impacts from the proposed pit.

There are currently no buildings located on the subject property.

2. APPLICANT SUBMISSIONS

On behalf of Thomas Cavanagh Construction Ltd., MHBC Planning Urban Design & Landscape Architecture submitted the following information in support of their applications:

- Stage 1 through 4 Archaeological Assessments (WSP Golder);
- Traffic Impact Study (Castleglenn Consultants)
- Acoustic Assessment (Freefield Ltd.);
- Level 1 and Level 2 Water Report (WSP Golder);
- Natural Environment Level 1 and 2 Technical Report (WSP Golder);
- Planning Report and ARA Summary Statement (MHBC);
- Site Plan (WSP Golder).

At the time of the writing of this report, the peer review of the above-noted reports has not been finalized. Future comments on the reports will be forthcoming at a future meeting.

3. ARA PROPOSED SITE PLAN SUBMISSION

The proposal involves Thomas Cavanagh Construction Ltd. making a Class A Licence to operate a pit below the water table. The maximum annual tonnage is proposed to be 1,000,000 tonnes. The ARA License application has been deemed complete and has been assigned #626599. The ARA site plan is attached as Appendix E. Correspondence from MNR indicates that MECP will review the proposal in terms of the hydrogeological report. The ARA circulation/commenting period is 60 days from January 31, 2023 (Appendix F).

It is worth noting that within 7 kilometres of the subject property, there are 9 other ongoing aggregate pit licenses. These licenses combine for a total maximum annual extraction of 900,000 tonnes. Only one of these 9 surrounding pits is below water (Pit ID 4239). All the operating pits within proximity to the subject property are pits which operate 1.5 m above groundwater levels.

It is also worth noting that of the 9 pits within 7 km of the site, four have frontage on Highland Line. The existing Highland Line pits have a combined annual tonnage of 690,000 tonnes and cover approximately 144 ha of land. All the existing pits that front on Highland Line Road use the existing/proposed haul route east along Highland Line Road to County Road #12 (Watsons Corners Road).

The most recently approved pit on Highland Line Road referred to as the McKinnon Pit, operated by Arnott Brothers, resulted in an agreement between the Township and the proponent for upgrades to the Highland Line Road and limits on pit operation. Of particular interest are the limits to heavy truck travel from 6:00 am to 6:00 pm, Monday to Friday with no truck traffic on weekends or public holidays. During the half-load season, no truck travel is permitted along Highland Line Road, except in case of emergency. The agreement also identified the times of the year when on-site crushing would take place. This pit covers approximately 34.3 ha of land and has a maximum annual extraction of 150,000 tonnes.

4. PLANNING ANALYSIS

4.1 Provincial Policy Statement (PPS) 2020

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning that provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. As per Section 3(5) (a) of the Planning Act, R.S.O. 1990, all planning decisions must be consistent with the PPS.

The applicant's Planning Report provides a very detailed assessment of consistency with the PPS (2020) and concludes that the "proposed Highland Line Pit operation has been designed to ensure that social, economic, and environmental impacts are minimized. The proposal will make available close to market aggregate which will serve local eastern Ontario markets". It also concludes that the proposed pit is consistent with the PPS (2020).

There are several points which should be stressed about the PPS. First, Section 2.5.2 deals with Mineral Aggregate Resources. It clearly states that "as much of the mineral aggregate resources as is realistically possible shall be made available as close to markets as possible." It also states that "demonstration of the need for mineral aggregate resources, including any type of supply/demand analysis, shall not be required".

Section 2.5.2.2 states that extraction shall be undertaken in a manner which minimizes social, economic, and environmental impacts. The policies also state that the aggregate resource should be protected from non-compatible uses.

4.2 Lanark County Sustainable Communities Official Plan (SCOP)

The subject lands are designated "Rural" in the Lanark County SCOP and as such, there is a need to amend the SCOP to permit the proposed Highland Line Pit. The SCOP Official Plan Amendment (OPA) is intended to amend the designation from 'Rural' to 'Licensed Aggregate Extraction Operation'.

The applicant's Planning Report confirms that the proposed Highland Line Pit requires an amendment to Schedule A of the SCOP from Rural to Licensed Aggregate Extraction Operation.

The SCOP policies in Section 6.2, Mineral Aggregate Resources identify the economic importance of aggregate and the need to protect the resource from non-compatible land uses. It identifies a broad range of permitted uses including portable asphalt and concrete plants. It also creates a 300 m buffer around all aggregate operations to limit non-compatible uses to be established.

4.3 Lanark Highlands Official Plan

The applicant's Planning Justification Report identifies the lands as being designated "Rural Communities" on Schedule 'A' of the Official Plan. As such, there is a need to amend the Township OP to permit the proposed pit. The Township Official Plan Amendment (OPA) is intended to amend the designation from 'Rural Communities' to 'Mineral Aggregate Resource Policy Area – Pit'. A portion of the proposed pit is currently identified as a "Mineral Aggregate Reserve", consistent with provincial mapping of aggregate resources.

The applicant's Planning Justification Report assessed the relevant policies of the Lanark Highlands Official Plan and concludes that the proposed pit conforms to the Township's Official Plan.

Section 4.1 of the OP contains the Mineral Aggregate policies. It recognizes the range of permitted uses highlighted in the PPS, including pits and quarries and portable asphalt and concrete plants. Section 43.1.3 sets out the policies for new or expanded mineral aggregate resource policy areas. It clearly states that provided all applicable policies of the OP are met, the establishment of a new licensed operation shall be permitted subject to the lands being within the appropriate designation.

Where new pits are proposed within 300 m of a residential, institutional, or commercial use the proponent is required to provide information related to hydrogeological impacts and demonstrate that the extraction operation will not result in negative impacts on the existing non-extraction development's water and sewer services. They are also required to provide information on traffic impact, noise, and vibration impact assessments and "demonstrate conclusively that the proposed extraction operation can proceed without negative impacts on the existing non-extraction development.

As noted earlier, the subject property and the proposed mineral aggregate extraction are proposed within 30 m of Barbers Lake. What the Planning Justification Report for the proposed development failed to recognize was that a portion of the property is within the Waterfront Communities designation. Section 3.1 of the Official Plan states that "Waterfront Communities is defined as those lands generally extending inland 150.0 metres from any lake or watercourse as shown on Schedule A, except that:

1. lands which ecologically, physically, visually or functionally related to the water body, although extending beyond 150.0 metres from the waterbody shall be deemed to be within the Waterfront Communities;
2. lands which do not ecologically, physically, or functionally related to the water body, although within 150.0 metres of the waterbody shall be deemed not to be within the Waterfront Communities; and,
3. lands within the Village and Hamlet Communities designation on Schedule A to this Plan shall be deemed not to be in the Waterfront Communities."

The OP acknowledges that "the extent of the Waterfront Communities is not shown graphically on Schedule A." It states that "in considering the precise location of where the Waterfront policies apply, the following matters shall be considered:

1. the extent to which the lands or the existing or proposed use of the lands are associated with or impact upon the waterfront;
2. the existence of topographic features or other terrain constraints which would limit or orient the proposed use of the land toward or away from the waterbody; and,
3. the presence of man-made features which would orient the proposed use of the land toward or away from the waterbody."

Section 3.1.2 sets out the Waterfront Objectives which include:

1. "To protect the visual qualities of the lakes and rivers and to protect or enhance the natural shoreline character.

2. To protect wetlands, wildlife habitat areas and fish habitats from incompatible development.
3. To maintain or improve the ecological, scenic, or recreational character of the Township's lakes and rivers and those lands that are visually connected to the shoreline.
4. To ensure that shoreline development does not harm the quality of lake water and, wherever possible, to rehabilitate and naturalize shoreline areas that are currently developed.
5. To encourage an increased awareness of the sensitivity of the environment and environmental stewardship of lands in the Waterfront Communities.
6. To ensure that development, redevelopment, and the increasing use of shoreline properties do not result in additional environmental impacts or increase municipal servicing costs.
7. To promote the maintenance and enhancement of native vegetation buffer areas in all shoreline areas of the Township.
8. To promote the use of septic systems and tile beds that utilize phosphorous-retaining soils. To encourage and support the development of lake management plans that identify and protect the unique social, cultural, and ecological values of different lakes in the Township.
9. To protect areas of archaeological potential.
10. To preserve the dark sky through sensitive lighting design and installation.”

The policies of Section 3.1 have not yet been addressed by the proposed mineral aggregate pit applications. Currently, it is not possible to state that the proposed development conforms to the Township's Official Plan.

4.4 Lanark Highlands Zoning By-law

Schedule A to the Lanark Highlands Zoning By-Law 2003-451 identifies the subject property as being covered by two zones: 'Mineral Aggregate Reserve - Holding (MAR-h)' and 'Rural' (RU). Neither of these zones permits the proposed pit operation and, as a result, a Zoning By-law Amendment (ZBA) is required to place the property within the 'Mineral Aggregate Resources Pit' (MXP) zone, which is designed to permit a pit.

The Planning Report identified that Section 4.32.3 states that “the minimum setback distances for pits and quarries from property lines shall be as set out in the Aggregate Resources Act”. This provision recognizes that extraction setbacks are outlined on the site plan approved under the Aggregate Resources Act and that the site plan prevails to the extent of any conflicts with a municipal by-law.

The proposed pit zoning by-law amendment application does not include any special provisions or setbacks.

4.4 Mississippi-Rideau Source Protection Plan

One of the issues that were identified through the preliminary review of the proposed pit application was that the Government of Ontario Pits and Quarries website identified the entire subject property as being a vulnerable aquifer and a large portion of the western half of the subject property as being a “significant groundwater recharge area”. The highly vulnerable aquifers represent 89% of the region, while significant groundwater recharge

areas represent 13% of the region's land base. The MECP describes drinking water threats under the Clean Water Act to include "an activity that reduces the recharge of an aquifer."

5. COMMENTS

Notice of the proposed Official Plan Amendment and Zoning By-law Amendment to permit the proposed pit were issued on January 30, 2023, to all property owners within 120 m of the subject lands, posted on the subject lands, mailed to all prescribed ministries and agencies and posted on the Township's website.

To date agency comments have been received by the MVCA, focused on the natural hazard aspects of the development (Appendix G). It is anticipated that additional comments may be forthcoming from agencies. Prescribed provincial agencies, as well as the Department of Fisheries and Oceans, will be commenting on the proposal through the ARA circulation by the MNRF.

There has been a high volume of comments received from the public and surrounding property owners. All comments from the public that have been received at the time of the writing of this report are found in Appendix H. It is anticipated that additional comments will be forthcoming. All comments received by the Township prior to their making a decision on the two applications will be considered as part of the public record. At this time approximately 115 public comments have been received.

The following is a summary of the range of topics and concerns that have been submitted:

1. The below water table pit is a great concern regarding the protection of drinking water and environmental impacts on Barbers Lake and Long Sault Creek.
2. Overall disregard of the impact on those who live/own lands on Barbers Lake and the environmental impact on the Lake.
3. Overall loss of habitat and impact, 2020 deforestation.
4. The 24hr operation and noise throughout the night, impact on the natural environment with lighting, light pollution.
5. Economic impact on a significant regional business (Wheelers Pancake House & Museum).
6. Traffic impact related 24hr operation, the ability of the road to withstand high use.
7. The general quality of life impacts, noise, air pollution, and visual impact.
8. Concerns with enforcement of terms and conditions of ARA site plan – past infractions by applicant.

Most if not all comments received are well documented and have merit. It will be the proponent's responsibility to address these comments before Council makes a decision on the OPA and ZBA application.

There were a number of comments from the public suggesting that Council simply refuse the OPA and ZBA outright. It is critical that prior to Council making a decision on the merits of the application that they have the benefit of peer review comments, the results of the ARA circulation and public agency comments and have had an opportunity to negotiate with the proponent. This is a critical step in the approval process.

Should Council refuse the applications without the support of peer review/agency comments, they would run the risk of having to defend those decisions before the OLT and need to provide a planning rationale for their decision. A quick emotional decision is not appropriate and could put the Township in a position where they are required to incur costs to defend their position.

As a result, it is recommended that Council stick to the process that has been recommended and defer making a decision at this time to allow the process to evolve and comments received.

6. SUMMARY AND RECOMMENDATIONS

The proposal before Council is to permit a below-water pit to be operated 24hr per day on lands described as Part Lot 5, Concession 10, geographic Township of Dalhousie, now in the Township of Lanark Highlands. The proposed maximum annual extraction is proposed to be 1,000,000 tonnes. This proposal requires an amendment to the Lanark Highlands Official Plan, Lanark Highlands Zoning By-law, Lanark County Sustainable Communities Official Plan, and a license from the MNR under the Aggregate Resources Act. Typically, the ARA site license contains all the operational and design details of the pit operation.

There have been numerous studies which have been submitted in support of the various applications. At this time, the peer review of the various studies is ongoing and not yet finalized.

From a land use planning perspective, the proposed pit is in an area of known aggregate deposit and the surrounding neighborhood understands and has experience with aggregate extraction and the four (4) other pits located along the Highland Line. However, the scale of the proposed extraction will be 30% greater than the combined extraction of the four (4) existing pits along the highland line. It will also be the first pit to operate below the water table and 24hr per day on the Highland Line.

The preliminary review of the proposal has generated Township questions and concerns regarding the 24-hour operation of the pit, its impact on the surrounding property owners, its impact on the cold-water creek, and its impact on Highland Line Road. There is also the concern that a portion of the land is located within the Waterfront Communities designation which has not been addressed.

This development proposal has generated a tremendous amount of public interest, as reflected in the 115 comments attached as Appendix G to this report. These comments have merit and should be addressed by the proponent prior to Council making a decision on the merits of the OPA and ZBA.

It is the recommendation of this report that Council DEFER making a decision on the merits of the OPA and ZBA until the applicant has had an opportunity to address comments from the public, provide more information on the impacts on Long Sault Creek/Barbers Lake, to allow the Township to open discussions with the proponent regarding the 24hr pit operations plan and potential impacts on neighboring properties and the Highland Line Road and to allow for the completion of the peer review of the various studies.

All of which is respectfully submitted.

Sincerely,
Jp2g Consultants Inc.
ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS



Forbes Symon, MCIP, RPP
Senior Planner

7. ATTACHMENTS

- Appendix A – Key Map
- Appendix B – Official Plan Schedule A
- Appendix C – Official Plan Schedule B
- Appendix D – Zoning Schedule
- Appendix E – Proposed Site Plan
- Appendix F – ARA Complete Application
- Appendix G – Agency Comments
- Appendix H – Public Comments

Prepared By: Forbes Symon, Senior Planner, Jp2g Consultants Inc.

Approved By: Darlene Plumley, CAO/Deputy Clerk

Appendix A Key Map

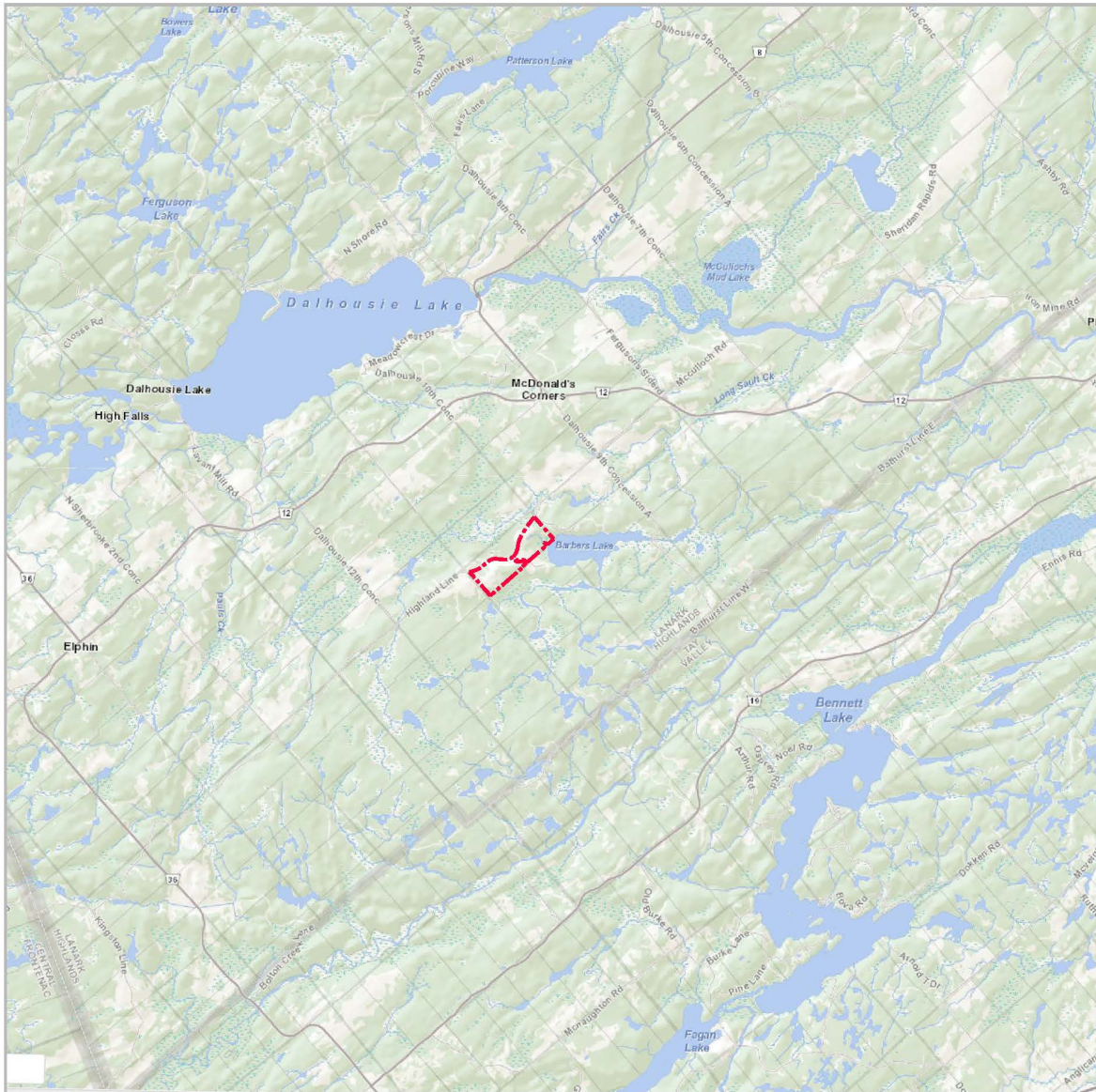


Figure 1
Location Map

LEGEND

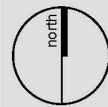
 Subject Lands

DATE: November 2022

SCALE: NTS

FILE: 0851E

DRAWN: DGS



K:\0851E-THOMAS CAVANAUGH CONSTRUCTION-HIGHLAND LINERPT\LOCATION MAP.DWG

**Thomas Cavanagh
Construction Limited**
Part of Lot 5, Concession 10
(Geographic Township of Dalhousie)
Township of Lanark Highlands
County of Lanark

Base Map Source:
agMaps online mapping service ©Queen's Printer for Ontario 2022



**PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE**
200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM

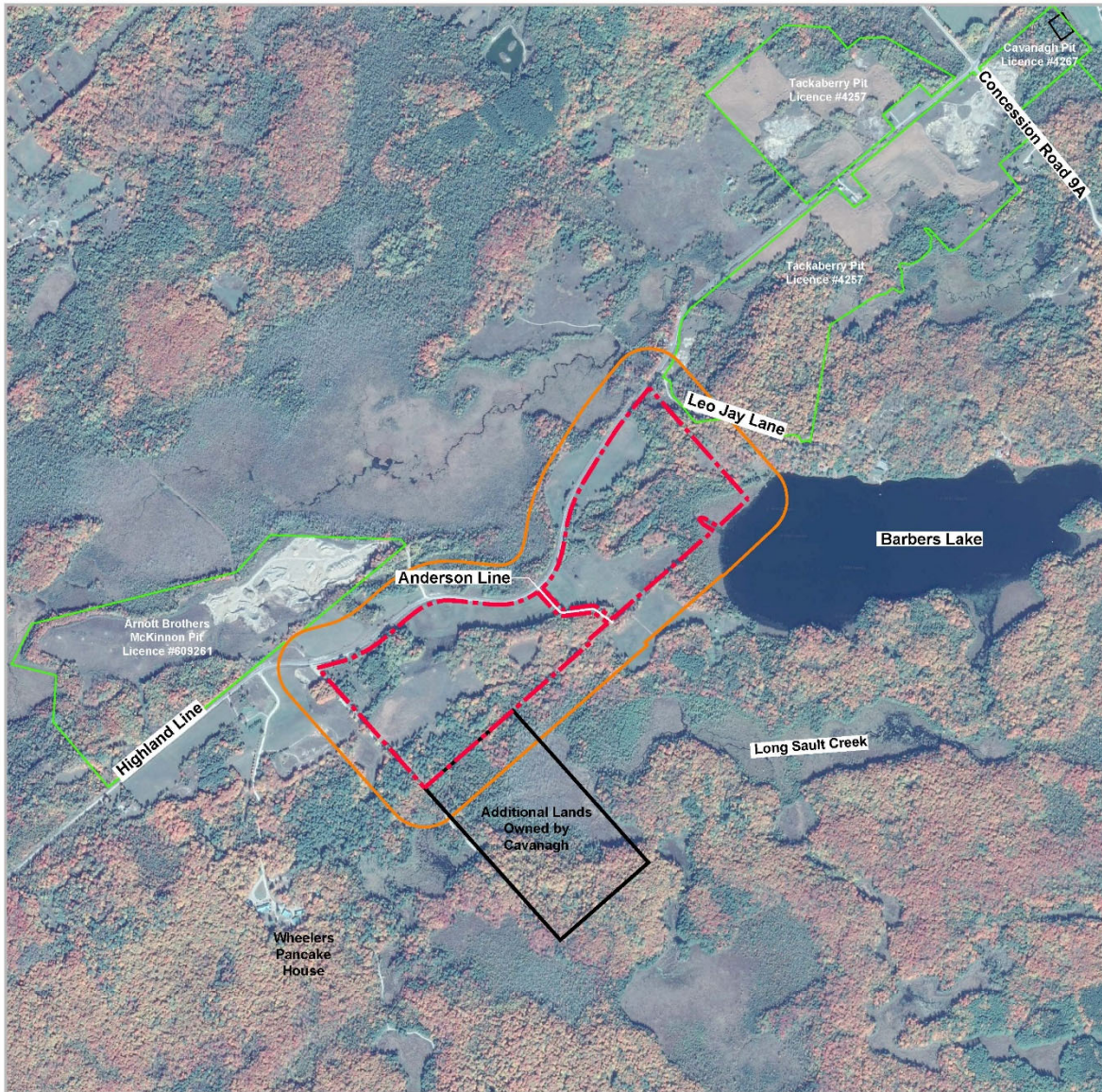




Figure 2
Imagery Map

LEGEND

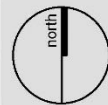
-  Subject Lands
-  120m from Subject Lands

DATE: November 2022

SCALE: NTS

FILE: 0851E

DRAWN: DGS



**Thomas Cavanagh
 Construction Limited**
 Part of Lot 5, Concession 10
 (Geographic Township of Dalhousie)
 Township of Lanark Highlands
 County of Lanark

Base Map Source:
 Google Imagery 2019

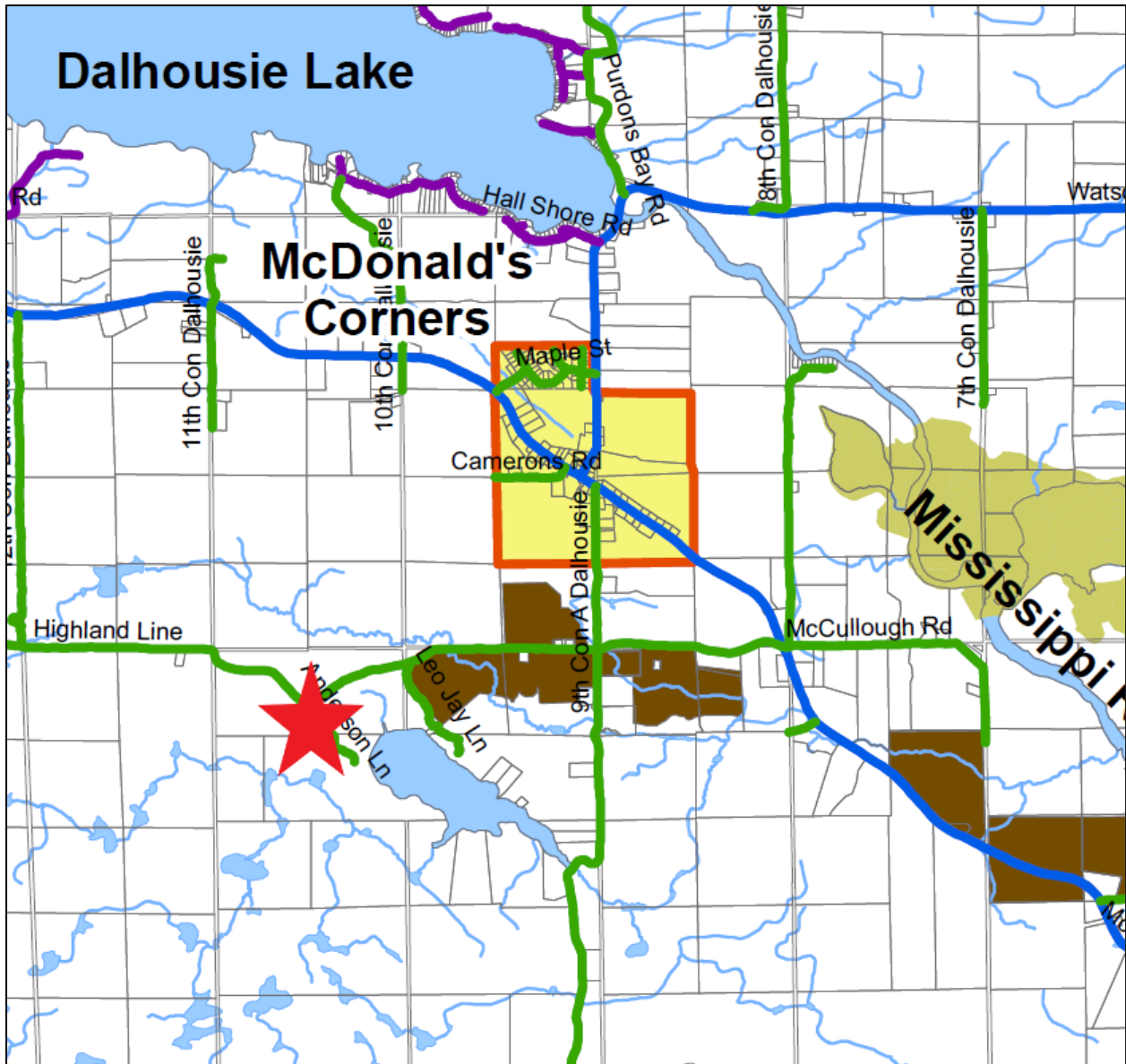
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 MAP.DWG



**PLANNING
 URBAN DESIGN
 & LANDSCAPE
 ARCHITECTURE**

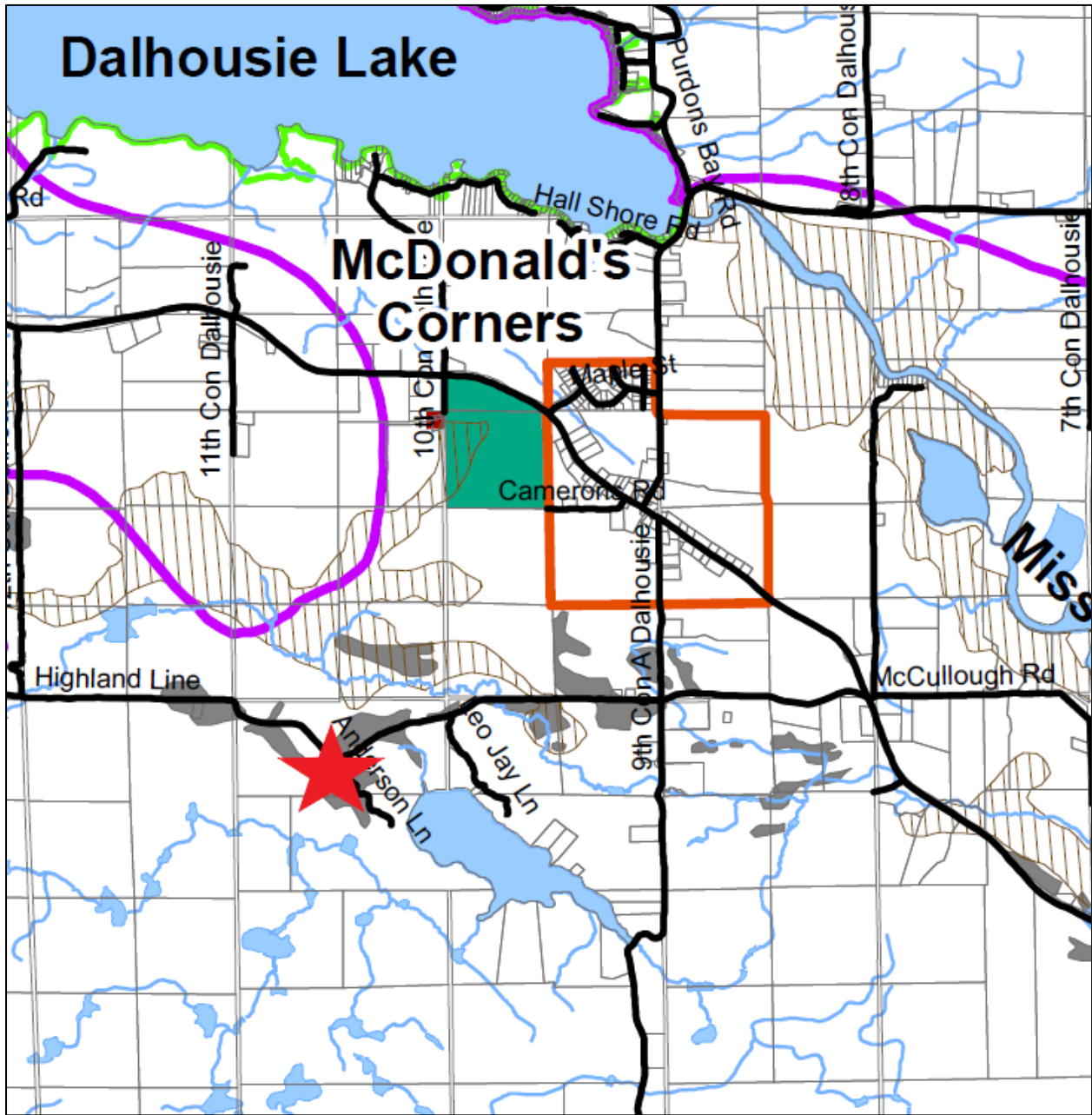
200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9
 P: 519.576.3690 F: 519.576.0121 | WWW.MHBCPLAN.COM

Appendix B
Official Plan Schedule A



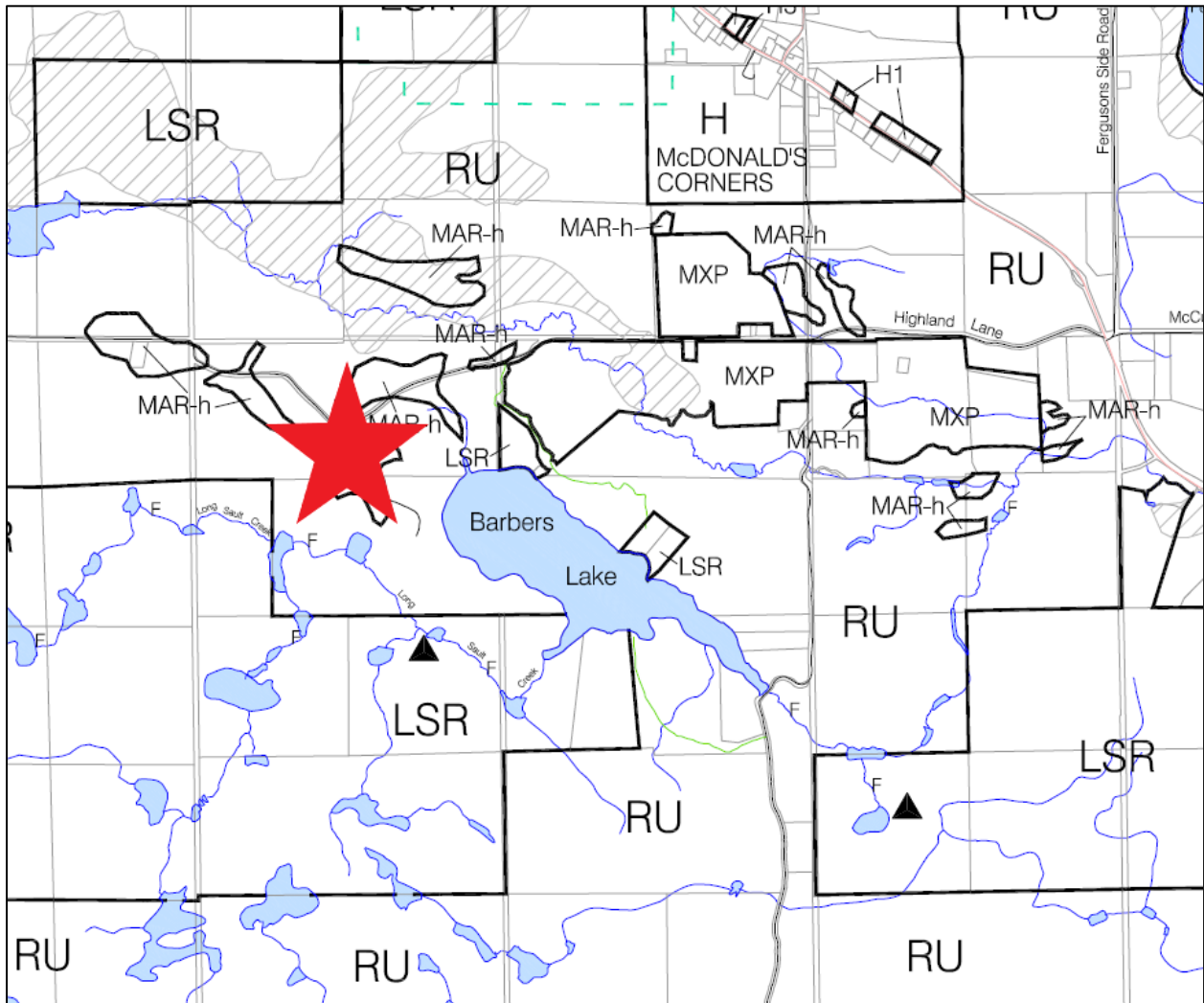
★ Subject Land - Rural Communities/Waterfront Communities designation

Appendix C
Official Plan Schedule B



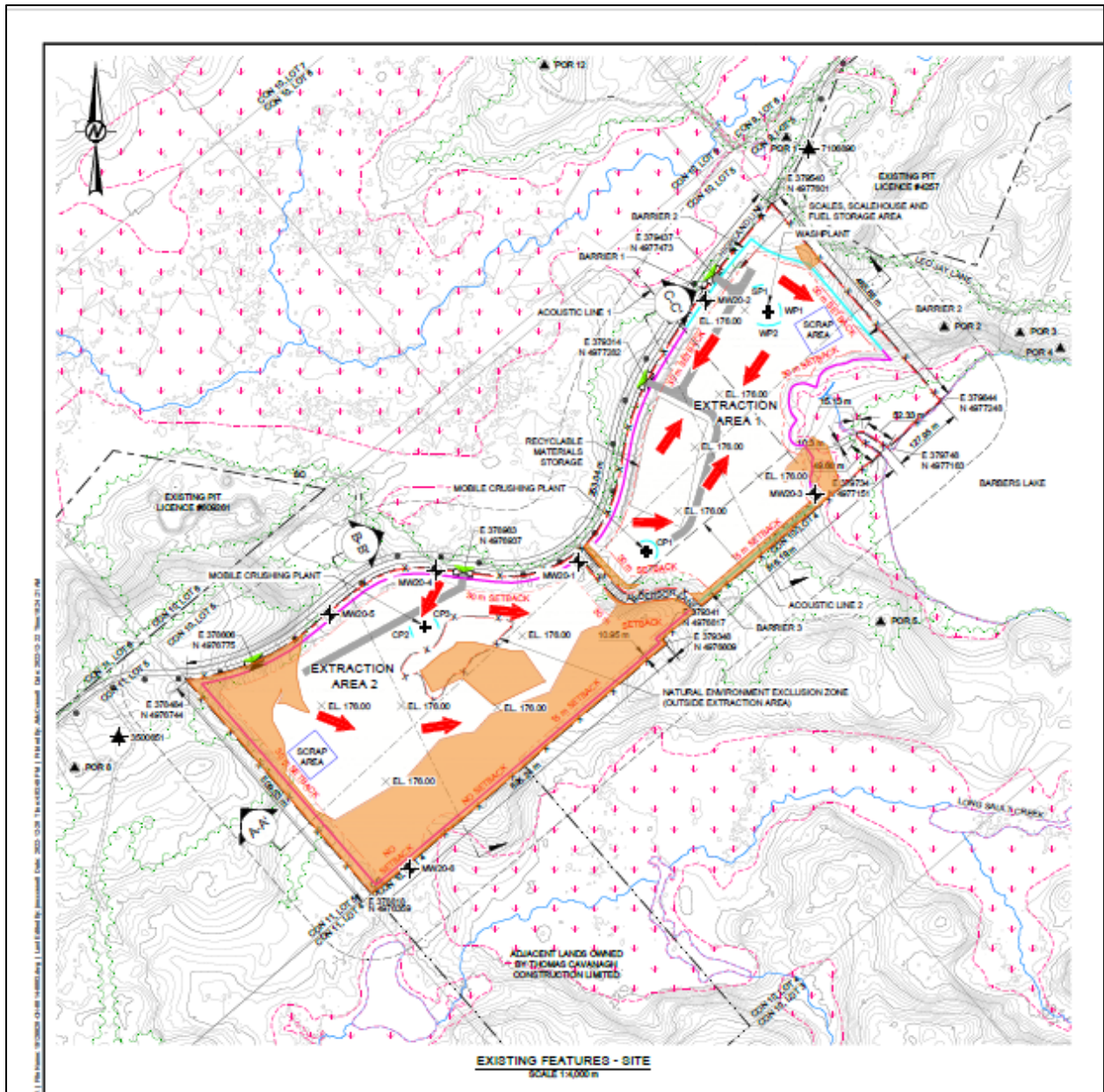
★ Subject Land

Appendix D Zoning Schedule



★ Subject Land: Rural and Mineral Aggregate Reserve - holding

Appendix E Proposed Site Plan



Appendix F

ARA Complete Application

Ministry of Natural Resources and
Forestry

Aggregates Section

Divisional Delivery Branch
300 Water Street
Peterborough, ON K9J 3C7

E: ARAApprovals@ontario.ca

Ministère des Richesses naturelles et des
Forêts

Section des Agrégats

Direction de la prestation des services de la Division
300, rue Water
Peterborough (ON) K9J 3C7

E : ARAApprovals@ontario.ca



January 31, 2023

Thomas Cavanagh Construction Limited
9094 Cavanagh Road
Ashton, ON K0A 1B0
Via email: PWhite@thomascavanagh.com

Subject: *Aggregate Resources Act* Licence Application #626599
Thomas Cavanagh Construction Limited
Class (A) – Licence Pit Below Water
Maximum Annual Tonnage Limit – 1,000,000 tonnes
Lot 5, Concession 10, Geographic Township of Dalhousie
Township of Lanark Highlands, County of Lanark

Dear Phil:

The Ministry has completed the review of the above noted licence application which consists of the application form, summary statement, technical reports and site plan received on January 18, 2023. The information submitted meets the requirements of the Aggregate Resources Act (ARA), O.Reg 244/97 and Aggregate Resources of Ontario Standards and the application has been deemed complete and assigned #626599. Please reference this number in all future correspondence with the Ministry.

Notification/Circulation/Consultation

You may proceed with Notification and Consultation as outlined for a Class A Licence, Pit, below water in accordance with O. Reg 244/97 and Aggregate Resources of Ontario: Circulation Standards under the ARA.

A copy of the Public Notice of Application Form to be used to meet the notification/circulation requirements in O. Reg 244/97 is attached. In order to include the consultation details for this new licence application in the Environmental Registry of Ontario (ERO) proposal notice, **please provide to the Ministry as soon as possible the following:**

- the date the 60 day notification period will commence for this application;
- the name of the newspaper(s) in which notice will be published; and
- Completed Public Notice of Application Form with completed applicant and consultation information.

.../2

The following clarification is provided regarding circulation of the complete application package to agencies during the 60 day Notification:

The local Ministry of Natural Resources office to be circulated is:

ARAApprovals@ontario.ca. Please reference the identified licence reference number above.

The Ministry of the Environment, Conservation and Parks:

As of April 1, 2019 in addition to the agencies specified in 4.1.3 of the Provincial Standards, circulation of the application package should also be sent to SAROntario@ontario.ca regarding review of Species at Risk and the applicability of the *Endangered Species Act* which is administered by the Ministry of Environment, Conservation and Parks.

Note – The above is in addition to the requirement to circulate the application package to the appropriate MECP office and person to ensure review of the hydrogeological report for this application which is proposed to extract below the water table.

Indigenous Consultation

The MNRF has a constitutional obligation to consult and where appropriate, accommodate Aboriginal communities when considering an action or decision that may have an adverse impact on Aboriginal and/or treaty rights. For direction regarding engagement or consultation with Aboriginal communities that may be impacted, please contact Tanya McLaurin, Resource Liaison Specialist, Kemptville District at 613-302-5327/ tanya.mclaurin@ontario.ca.

Next Steps and MNRF Contact Information

The MNRF review at this time is with regard to the completeness of the application. During the 60 day consultation period, the MNRF will be reviewing in detail the contents of the reports and associated recommendations along with how the site will be operated and rehabilitated to ensure compliance with legislation and policies that are the responsibility of the MNRF.

Once the 60 day ARA period has concluded, we request that a table outlining all written comments/objections received, including Indigenous consultation be prepared and submitted to MNRF. Upon receipt, we will compare the table to Ministry's records and identify to any comments received on the ERO. A telephone conversation can also be arranged at that time to discuss the next stage of the ARA process involving Resolution of Objections.

This application will be assigned to an Aggregate Specialist, and they will contact you directly with further direction. If you have any questions or require additional information in the meantime, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Uche Eje". The signature is written in a cursive, flowing style.

Uche Eje
Application Review Coordinator
Aggregates Section
Email: uche.eje2@ontario.ca
Phone number: (365) 885-2684

Attachments
Public Notice of Application Form

c – Neal Deruyter, MHBC Plan, nderuyter@mhbcplan.com

Appendix G
Agency Comments



File: 23-LH-OP; PLHOP-6

March 9, 2023

Amanda Noel
Clerk
Township of Lanark Highlands
75 George Street
Lanark, ON K0G 1K0

Dear Ms. Noel:

**Re: Official Plan & Zoning By-law Amendment – OPA-08 & ZA-2023-02
Dalhousie Con 10, Pt Lot 5, Highland Line, Township of Lanark Highlands, (Dalhousie)
THOMAS CAVANAGH CONSTRUCTION LTD**

The staff of Mississippi Valley Conservation Authority (MVCA) has reviewed the above noted application for concerns related to natural hazards for the subject property and surrounding lands. The details of the proposed operation are provided in a series of supporting documents. MVCA's review has focussed on the Site Plan, Natural Environment Report (NER), Maximum Predicted Water Table Report, and Level 1 and 2 Water Report. These reports have been reviewed in the context of the following mandated responsibilities:

- Section 1.6.6 Stormwater, & 3.1 Natural Hazards of the Provincial Policy Statement under Section 3 of the Planning Act;
- The Conservation Authority ("Development, Interference with Wetlands and Alteration to Shorelines and Watercourses" regulation 153/06 under Section 28 of the Conservation Authorities Act;
- The Mississippi-Rideau Source Protection Plan.

SUMMARY OF PROPOSAL

The proposed planning applications are to permit the opening and expansion of a mineral aggregate pit within the subject property. The applicant is applying for a Class 'A' License to operate a pit below the water table for the extraction of sand and gravel. The license area is approximately 50.6 hectares with two extraction areas totalling 35.1 ha.

The proposed pit depth will be 176 meters above sea level (masl) "which is equivalent to a depth of extraction of 8 to 40 m". "Only unconsolidated materials (sand, gravel) will be removed from the Site. Any bedrock encountered on the Site will remain in place. ... extraction operations below the groundwater table will not involve dewatering of the excavation." The property and the proposed extraction area are bisected by Anderson Road. It is proposed that the excavation area will have a 15 m buffer from property lines and a 30 m buffer from road allowances and wetland features.



SITE CHARACTERISTICS

The subject property is a mix of wetland; deciduous, mixed and coniferous forest; and small patches of active agriculture. Adjacent and nearby land use is residential, farmland and aggregate operations. The topography is hilly, sloping mostly to the southeast. In addition, the following features have been identified, in reference to the *Natural Environment Report* (NER) and MVCA's mapping:

(4) Wetlands

The following unevaluated wetlands exist onsite (Refer to Table 2 and Figures 1 and 2 in the NER, for details):

- a large wetland to the north of Highland Line;
- a large riparian wetland associated with Long Sault Creek to the south west of the site boundary;
- a cedar swamp within the south east corner of the site;
- a lacustrine marsh associated with Barber's Lake, which then outlets to Long Sault Creek.

These wetlands are partially located within the licensed area but outside of the proposed areas of extraction. These wetlands, and their 30 m adjacent lands, are regulated by MVCA.

Waterbodies/Watercourses

- southeast corner of the property has frontage on a small waterbody named Barber Lake;
- several watercourses, that flow off-site, are hydraulically connected to the site, including Long Sault Creek
- "... a small intermittent watercourse in the northeast portion of the Site (Figure 1). This watercourse appears to originate from two seepage/spring areas then flows through a cedar swamp into a small inlet of Barber's Lake. There are several locations where this watercourse flows underground and then resurfaces one to two meters downstream."

Note: While not mentioned in the in the NER, downstream of the Site, Long Sault Creek is known to be a cold to cool water system that supports a sensitive brook trout population. To track natural variation in the water temperature at this sensitive site MVCA established a long-term monitoring station in 2015, with temperature logger data collected in 2015, and from 2017 to 2022. Since 2017 the creek has consistently been classified as cool or cold-cool.

Significant Recharge Area

MVCA mapping and the Mississippi-Rideau Source Protection Plan (revised 2022) identifies areas of Significant Groundwater Recharge within the site. This is typical of areas that are dominated by sand and/or gravel deposits, where surface water can readily seep into the ground and recharge the underlying aquifer.

COMMENTS

As previously indicated, (4) **wetlands** have been identified within, or just outside, the proposed licensed area. These wetlands, as well as their 30 m adjacent lands, are regulated by MVCA under Ontario Regulation 153/06. MVCA's review of wetlands is focused on assessing potential impacts to the hydraulic function of the wetland with respect to flood and erosion hazards. We also consider impacts from a broader water management/water balance perspective, particularly in terms of resilience to climate change impacts. This includes both flood mitigation with respect to the natural storage provided by wetland, as well as drought mitigation, where wetlands augment base flows by discharging stored water during dry periods. Our review does not specifically assess potential ecological impacts.



In the context of the broader **surface and groundwater system**, the site is within the catchment area of, and is hydraulically (small tributary) and hydrologically connected to, Long Sault Creek. We note that impacts to the hydraulic/hydrologic function of the adjacent riparian/lacustrine wetlands from a reduction in surface runoff is not clearly discussed. Clarification and confirmation is required on potential impacts to Long Sault Creek baseflows due to quarry operations. The NER indicates that creek baseflow will be maintained by infiltrating water from the pit. However, it is unclear where this infiltrated water will outlet and what impact there may be from the change in hydrology on the Long Sault Creek system upstream of this point. Potential impacts on seasonal water level fluctuations on the sensitive hydrology and features have also not been clearly discussed.

CONCLUSIONS AND RECOMMENDATIONS

While MVCA accepts the methodology within the NER with respect to review related to natural hazards, and the recommendations in the *Water Report*, we also recommend the following:

- In terms of the cool-cold water function of Long Sault Creek, while MVCA monitors stream temperature, the review/assessment of impacts to thermal hydrologic regime does not fall under our plan review mandate and should be addressed in the consultants reports and captured under the municipalities own natural heritage review.
- Similarly, the consultant's reports should include discussion regarding the **Significant Groundwater Recharge Areas** and whether there are any potential impacts or concerns that the municipality should consider.
- Clarification is required on potential hydraulic/hydrologic impacts to the adjacent wetlands associated with a change to drainage and existing flows.

Thank-you for the opportunity to comment. Should any questions arise please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Daire Keval".

Environmental Planner (MVCA)

Appendix H

Public Comments

All public comments received as of Tuesday, March 21st, 2023, at 12:00 pm can be found by:

- Going to the website – <https://www.lanarkhighlands.ca/>
- Clicking “Town Hall”
- Clicking “Planning” under “Departments”
- Selecting either “The Official Plan” or “Zoning By-Law”
- Then select the Thomas Cavanagh Construction Limited Application
- Scroll down and click the “OPA-08 & ZA-2023-02 Thomas Cavanagh Construction Limited (Highland Line Pit) - Public Comments (Received as of March 21st, 2023 @1200pm” document

Follow the link below to the document:

[https://www.lanarkhighlands.ca/images/Public Comments All Comments received as of March 21st 2023 1200pm.pdf](https://www.lanarkhighlands.ca/images/Public%20Comments%20All%20Comments%20received%20as%20of%20March%2021st%202023%201200pm.pdf)



Committee of the Whole

March 28, 2023

Staff Report: #RDS-2023-07

REPORT BY: Chad Kean, Manager of Public Works

REPORT SUBJECT: Transfer portion of 8th Concession Dalhousie to Lanark Township from the County

DEPARTMENT: Public Works

RECOMMENDATION(S):

***“THAT,** Council authorize staff to coordinate with the County of Lanark to finalize the transfer of the lands to Lanark Highlands for the County portion of the 8th Concession Dalhousie as outlined in Report 2023-07,*

***AND THAT,** Council authorize staff to provide an agreement to the retained lawyer agreeing and accepting the conflict of interest,*

***AND FURTHER THAT,** a Township By-Law be created to assume the portion of the 8th Concession Dalhousie into the Lanark Highlands Road Network”.*

1. BACKGROUND

Lanark County approached the Township in the Spring of 2022, identifying that a portion of the 8th Concession is currently a Township Road, and maintained by the Township, but is still registered to the County of Lanark, as it is located on the former road alignment of County Road 8. This portion is approx. 230m.

The County has begun the process of removing that land from their road system and are proposing to transfer to the Township, while preserving a 30m ROW for County Road 8.

The Township’s By-Law 2002-362 to “Establish Highways and to Provide Road Classifications” includes the 8th Concessions from Watson’s Corners Road (Cty Road 8) to civic pin 1147 as a Class 5 Township Road, and further north to Porcupine Way.

2. DISCUSSION

The County has had their Lawyer (Mary Foss) conduct a title search to confirm ownership. The County noted that they would like to continue to use Ms. Foss as their lawyer for this arrangement but will require official agreement from the Township due to the conflict of interest of Ms. Foss being the lawyer for the Township as well.

The County is planning on transferring the remaining properties to the abutting landowners unless the Township has interest in them as shown in the below colour coded sketch.

Once an agreement is established between the Township and County on the boundaries of the parcel's to be assumed by the Township, and the survey and reference plan is complete, then the following would take place:

1. The County Passes a By-Law to remove the portion of the 8th Conc. from the road system and conveys to Lanark Highlands.
2. The County Passes a By-Law to stop-up and close the remaining parcels and convey to adjacent landowners.
3. The County deeds the lands to Lanark Highlands (Parts 3, 4, 11, 13 of Survey Plan 27R-11954 AND Parts 1 and 2 of Survey Plan 27R-6640) and lands to the abutting Landowners.
4. Lanark Highlands passes a By-Law to assume the portion of the 8th Conc. into our road system.

The County would also require a letter of indemnification, where Lanark Highlands accepts the condition and state of the road and that it meets the Townships reasonable standards. The County had upgraded the guiderail and signage in the fall of 2021.

3. FINANCIAL IMPLICATIONS

No financial implications are expected for the transfer of noted lands in this report.

The winter maintenance costs are currently borne by the Township. Any further maintenance costs of the portion of 8th Concession Dalhousie will be the responsibility of the Township of Lanark Highlands.

New signage has been placed as well as new steel beam guiderail (SBGR) recently installed in the fall of 2021 by the County.

Note that the current condition of the asphalt in the proposed area of transfer has experienced some raveling and deterioration at the shoulders. The County is proposing the current condition of the noted road section be assumed by Lanark Highlands.

4. OPTIONS CONSIDERED

Option 1

Undertake the transfer of the aforementioned lands from the County to Lanark Highlands, inclusive to an official agreement from the Township due to the conflict of interest of Ms. Foss being the lawyer for the Township and the County.

Option 2

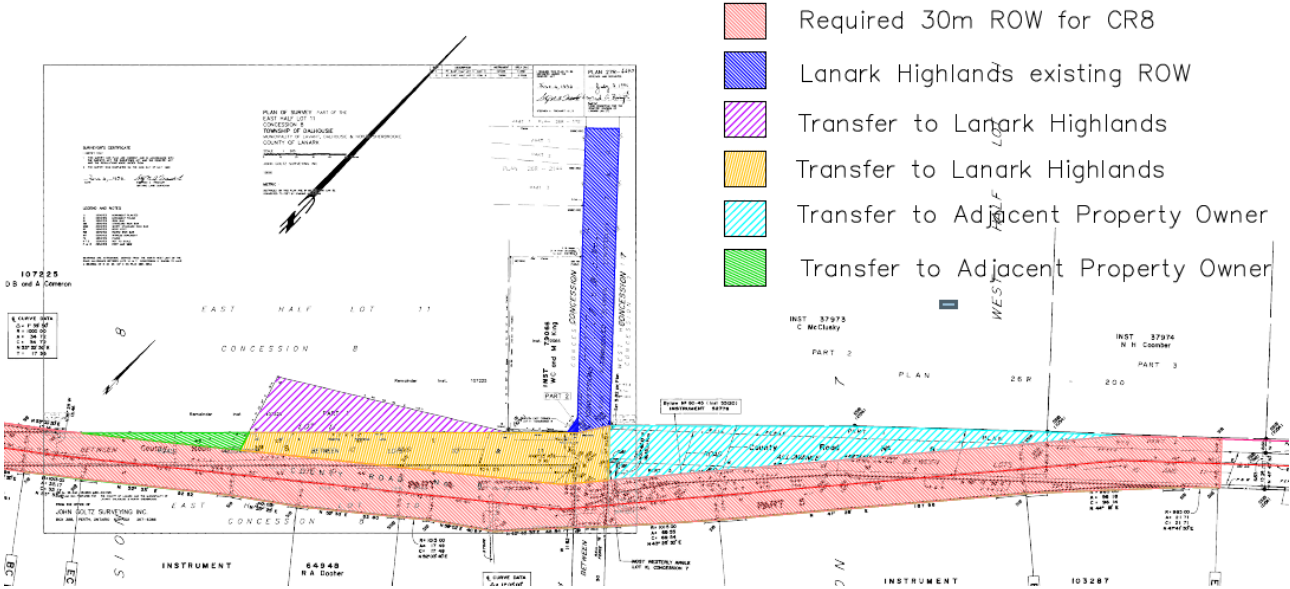
Not accept the transfer.

Option 3

Request additional information from staff or the County.

For added clarity, the colour coded survey identifies the portion proposed to be transferred to Lanark Highlands, and in comparison to map shot below”

Survey Shot



Map Shot



5. STRATEGIC PRIORITIES

N/A

6. RELEVANT LEGISLATION AND POLICIES

The Township's By-Law 2002-362 to "Establish Highways and to Provide Road Classifications"

7. OTHERS CONSULTED

Lanark County Public Works

8. ATTACHMENTS

N/A

Prepared By: Chad Kean, Public Works Manager

Approved By: Darlene Plumley, CAO/Deputy Clerk



Committee of the Whole

March 28, 2023

Staff Report: #RDS-2023-09

REPORT BY: Chad Kean, Manager of Public Works

REPORT SUBJECT: Detour Update for Clyde Forks Bridge Replacement

DEPARTMENT: Public Works

RECOMMENDATION(S):

“THAT, this report RDS-2023-09 regarding the Detour Update for the Clyde Forks Bridge Replacement be received as information.”

1. BACKGROUND

At the regular scheduled COW meeting held on August 9, 2022, staff presented report RDS-2022-018 outlining the status of the Clyde Forks Bridge Replacement Project along with a recommendation to collaborate with MVCA to secure a detour along a portion of the K&P Trail when the replacement of the Clyde Forks Bridge project is underway.

The below Motion was carried from the aforementioned COW meeting:

8.4.6 RDS-2022-018_Clyde Forks Bridge Replacement – Status Update Chad Kean, Manager of Public Works

Motion #COW-2022- 186

Moved by Councillor Closs

Seconded by Councillor King

THAT, Council authorize staff to proceed with securing an appropriate detour plan on the K&P Trail with the applicable agencies, as outlined in Report RDS-2022-018,

AND THAT, the remaining of the report RDS-2022-018 be received as information.

CARRIED

2. DISCUSSION

Staff have been in discussions with MVCA, legal, and our insurance provider for the implementation of an agreement for the use of a portion of the K&P trail for an intended detour while the Clyde Forks bridge is being replaced (by a full road closure).

To provide a brief summary of dates of the agreement process:

- A site review / meeting with MVCA, Safe Roads, and staff was conducted December 14, 2022.

- Documentation to support the agreement was provided to MVCA on Dec. 20. 2022 (culvert inventory and action plan).
- Staff followed up with MVCA for the status of the draft agreement on Jan. 18 and Feb. 15, 2023.
- A draft agreement was provided to staff by MVCA on February 22, 2023.
- A detailed review and comments from both staff and the retained engineer for the project were provided to MVCA on March 3, 2023.
- Additional insurance comments were provided to MVCA on March 8, 2023.

It was communicated by MVCA that the comments / required edits were agreeable and a final review was anticipated by management at MVCA and thereafter would be provided to the retained lawyer for finalization.

3. FINANCIAL IMPLICATIONS

As an estimate of the costs for the detour implementation, the following items have an approx. cost for the intended scope of work:

- | | |
|-----------------------------------|----------|
| - Agreement | \$ 3,000 |
| - Gravel topping | \$ 9,500 |
| - Gravel / fill for 'pull overs' | \$ 3,000 |
| - PW grading time 10hrs | |
| - Brushing | \$ 4,500 |
| - Signage | \$ 2,500 |
| - PW signage install time 8hrs | |
| - Culverts (2 – 1.2m dia. supply) | \$ 6,300 |
| - PW culverts install time 10 hrs | |
| - Misc. | \$ 3,500 |

Sub total **~\$32,300**

4. OPTIONS CONSIDERED

This report is for information only.

5. STRATEGIC PRIORITIES

N/A

6. RELEVANT LEGISLATION AND POLICIES

N/A

7. OTHERS CONSULTED

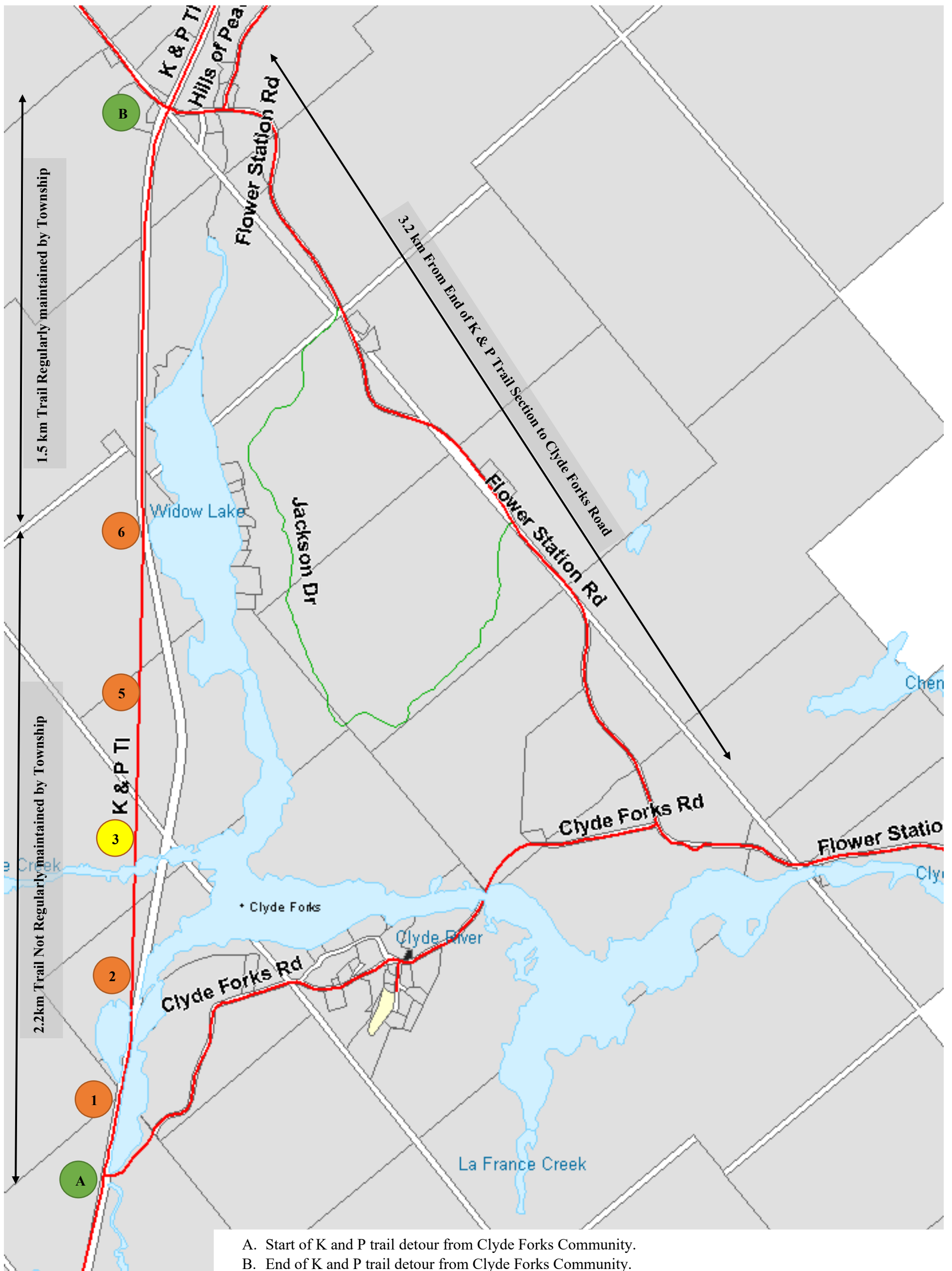
Safe Roads Engineering

8. ATTACHMENTS

Appendix A – Proposed K&P Detour (Revised)

Prepared By: Chad Kean, Public Works Manager

Approved By: Darlene Plumley, CAO/Deputy Clerk



A. Start of K and P trail detour from Clyde Forks Community.
 B. End of K and P trail detour from Clyde Forks Community.

1. Wide trail area to pull over to allow vehicle(s) to pass. (~270 meters from Clyde Forks/K & P)
 2. Wide trail area to pull over to allow vehicle(s) to pass. (~600 meters from Clyde Forks/K & P)
 3. Trail area which could be widened allow vehicle(s) to pass. (~1.2 kilometres from Clyde Forks/K & P)
 4. Wide trail area to pull over to allow vehicle(s) to pass. (~1.6 kilometres from Clyde Forks/K & P)
 5. Wide area to pull over to allow vehicles to pass near # 3646. (~2.2 kilometres from Clyde Forks/K&P)
- Multiple areas for vehicles to pull over to allow vehicles to pass from point 6 to B (for the 1.5km), as this is a maintained section of the K&P with residents / driveways on the section.

- End of K & P portion of detour.
- Area of Trail which is wide enough to allow vehicle(s) to pull over.
- Area of Trail which could be widened to allow vehicle(s) to pull over.



Committee of the Whole

March 28, 2023

Staff Report: #RDS-2023-010

REPORT BY: Chad Kean, Manager of Public Works

REPORT SUBJECT: Weed Control / Wild Parsnip

DEPARTMENT: Public Works

RECOMMENDATION(S):

*“**THAT**, Council authorize staff to undertake option ____ of Report RDS-2023-010 as a method to control noxious weeds at various locations throughout the Township in 2023”.*

1. BACKGROUND

At the regular scheduled COW meeting held on May 10, 2022, staff presented report RDS-2022-05 with a suggested motion to participate in the Clearview Herbicide spraying program, with the option for residents to enter into a no spray agreement.

This motion was defeated, meaning that staff would be required to further explore other options in an attempt to control the growth and spread of weeds within the Township, inclusive to wild parsnip.

8.3.3 Wild Parsnip Control Report RDS-2022-05

Chad Kean, Manager of Public Works

Motion #COW-2022-129

Moved by Reeve McLaren

Seconded by Councillor Closs

THAT, Council direct staff to participate in the Clearview Herbicide spraying program, conducted by Wagar & Corput Weed Control Inc., organized by the County on selected Township roadsides as indicated in Report RDS-2022-05, with the option for residents to enter into a “no spray agreement”;

AND THAT, the Manager of Public Works is authorized to execute “no spray agreements” on behalf of the Township.

DEFEATED

At the regular scheduled COW meeting held on August 9, 2022, staff presented report RDS-2022-16 outlining the options to undertake road-side spraying or weed control.

The below Motion was carried from the aforementioned COW meeting (with option number 5 in the report being 'do not undertake any weed control for 2022'):

8.4.5 RDS-2022-016_Weed Control – No Spraying
Chad Kean, Manager of Public Works

Motion #COW-2022- 185

Moved by Councillor Closs

Seconded by Councillor King

THAT, Council authorize staff to undertake option number 5 of Report RDS-2022-016 and not undertake any weed control for 2022;

AND THAT, staff are directed to provide and promote existing educational information to the public regarding wild parsnip;

AND FURTHER THAT, options for weed control be provided in late 2022 and early 2023 for Council's consideration.

CARRIED

2. DISCUSSION

The County contract with Wagar and Corput has been extended for 2023.

In 2022, the County undertook a presentation on wild parsnip to Drummond/North Elmsley. It contains information in regard to wild parsnip and the road spraying program.

Attached is the Ontario Invasive Plant Council's Best Management Practices document for wild parsnip, and there is also related information on the Lanark County [website](https://www.lanarkcounty.ca/en/roads-trails-and-transit/vegetation-management-plan.aspx).
(<https://www.lanarkcounty.ca/en/roads-trails-and-transit/vegetation-management-plan.aspx>)

Staff and the County have coordinated a contingency plan for the notification of spraying – should it be approved. The County will be submitting their application (inclusive to the joining municipalities in the tender) to the MECP on April 3, 2023 along with the roads that are to be sprayed to be identified on the individual municipal websites.

Therefore, should spraying be a possibility, Lanark Highlands can submit our own application to the MECP (after final Council approval – assuming at the regular scheduled Council meeting of April 11, 2023) noting that we would participate in the County contract with Wagar & Corput.

A. Summary

Weeds such as Wild Parsnip tend to invade our undisturbed Rights-Of-Way posing the risks of human exposure, where serious burns and rashes could occur, including vision loss, due to human skin coming in contact with these weeds. Other reasons for controlling these noxious weeds include motorists' safety, maintaining sight lines, proper drainage, as well as preventing the spread of invasives to adjacent properties. It is imperative that the vegetation does not obstruct traffic signs and sight lines around corners. When the vegetation blocks the line of sight around curves it obstructs the drivers view of the potential wildlife crossing, as well as other vehicles, and therefore must be treated and controlled to promote road safety.

B. Human Health Impacts

The Medical Officer of Health has declared Wild Parsnip as a Public Health Risk and further determined that Wild Parsnip is a risk to the health of the residents of Lanark County. Wild Parsnip produces a sap that contains furocoumarins. When the sap comes in contact with

human skin and the skin is exposed to sunlight it causes a serious rash, burn or blister. If the sap comes in contact with an eye it can result in vision impairment and potentially blindness. Animals that come into contact with the plant may transfer the sap to humans.

Wild Parsnip has been moving across Canada in a westerly direction and is most commonly found in undisturbed areas such as along fence rows, edge of agriculture fields, roadsides, trails, ditches, watercourses, drainage areas, clearings and quarries. It spends its first year as a low-lying plant (rosette) and may grow to 1.5 metres in height. The seeds mature by mid-summer and remain attached to the dead stock until dispersed from August to November. Seeds can be spread by wind, but there is also high risk of spread by seed movement on equipment such as mowers, ATV's, canoes, etc.

C. Environmental Impacts

Wild Parsnip is reproduced by seeds, germinates in the Spring and the plant returns in the same place year after year. It overtakes native vegetation and crowds out important low growing plants, and other pollinating plants. This negatively impacts pollinators as it reduces the population of pollinator friendly plants.

D. Regulations

The *Weed Control Act, R.S.O. 1990, c. W.5* identifies that “every persons in possession of land shall destroy all noxious weeds on it” [RSP. 1990 c. W.5 s.3.].

E. Past Practices

The wild parsnip spraying program began in 2015 as a trial in Lanark County and thereafter in 2016 to 2021 with positive results. In 2016, the Country of Lanark began their annual spraying program. Their program consists of spraying the roadside of County Roads with ClearView herbicide to control the growth and spread of Wild Parsnip. The Township of Lanark Highlands participated in this program in 2016 and 2017. In 2018, residents raised concerns about the negative health effects of using herbicides. Due to the concerns and budget items, the Township did not participate in the spraying program from 2018 to 2022. In the spring of 2020, the summer student of the Public Works Department located Wild Parsnip on roadsides. In 2021, another summer student had added some areas of concern to the list / map of Wild Parsnip. This was done to determine whether the weed had spread since the last spraying program conducted in 2017.

According to the visual inspection performed, the majority of the Wild Parsnip can be found in the North East portion of the Township. In June of 2020, there was an estimated total of 40.6 kilometers of roadside covered in Wild Parsnip. This can be compared to 25.1 kilometers and 23.5 kilometers in 2017 and 2018, respectively [see Table 1].

Table 1: Kilometers of Wild Parsnip by Year

	2017	2018	2020
Kilometers of Wild Parsnip	25.1	23.5	40.6

Staff have provided other methods of removing the wild parsnip for consideration, should Council decide to not undertake any spraying regime in 2023. These options are as follows:

- Road-side mowing. There is an annual regiment of road-side mowing typically undertaken by the Public Works Department in mid-late summer. This will cut any wild

parsnip, however will not affect the root nor kill any seeds. Therefore, wild parsnip is likely to regrow in the same season and produce more seeds. Road-side mowing would only be a short-term solution to sight lines and disruption of traffic signs.

For best results mowing must be concentrated on low plants (rosettes) which is difficult to accomplish in uneven terrain or where the plant grows among rocks. Cut plants will likely re-sprout after mowing.

The City of Ottawa and Lanark County has found that mowing is not a successful strategy on its own to decrease infestation levels. Lanark County estimates mowing at the correct times to be 30% – 40% effective.

- Mechanical tilling the roadsides. This method is cost prohibitive and would affect all vegetation in the areas / roadsides. This method will also be difficult in various areas based on the topography, rock outcrops, saplings / trees, and obstacles in the roadsides.
- Hand-pull / physical removal. This option could be a serious health and safety issue for PW staff as well as shortage of staff within the department. The Township could advertise for students / labourers to hand-pull wild parsnip and place in appropriate bags.

In regard to the risk to residents and visitors to the Township and the fact that the Township may be subject to an order by the Weed Inspector, it is recommended that Council take appropriate action.

3. FINANCIAL IMPLICATIONS

Following the finalization of the 2021 Budget, public comments were received in which addressed the request to include “weed control” / “wild parsnip spraying” in the future. Consequently, staff increased the line item in the 2022 Budget to \$30,000 from \$2,000 in 2021 toward weed control. This value was not used in 2022 and therefore is expected to transfer into the 2023 budget.

4. OPTIONS CONSIDERED

Option #1 - Road-Side Spraying

Enter into the joint contract with the County and award the road side spraying to Wagar & Corput Weed Control Inc. for various the areas throughout the Township, with the option for residents to enter into a No Spray Agreement.

Suggested Motion:

“That Council direct staff to participate in the Clearview Herbicide spraying program, conducted by Wagar & Corput Weed Control Inc., on selected Township roadsides as indicated in Report RDS-2023-010, with the option for residents to enter into a “no spray agreement”,

And that the Manager of Public Works is authorized to sign the “no spray agreements”.

Option #2 – Excavation

Council may choose staff to retain a contractor to excavate and dispose of the weeds / wild parsnip in the most severe locations, with an intention to remain within the budgeted \$30,000 (2022 amount and carried over to 2023).

Option #3 – Road-Side Mowing

Council may choose staff to retain a road-side mower contractor to cut areas of concern / re-growth independent of the annual road-side mowing and prior to the noxious weeds 'going to seed', with an intention to remain within the budgeted \$30,000 (2022 amount and carried over to 2023).

Option #4 – Hand-Pull

Council may choose staff to advertise locally for labours to hand-pull the most significant areas with an intention to remain within the budgeted \$30,000 (2022 amount and carried over to 2023). This may be difficult to achieve based on the health effects / safety concerns.

Option #5 – Do Nothing

Council may choose to not undertake any weed control for 2023.

5. STRATEGIC PRIORITIES

N/A

6. RELEVANT LEGISLATION AND POLICIES

The *Weed Control Act, R.S.O. 1990, c*

7. OTHERS CONSULTED

Lanark County

8. ATTACHMENTS

- Appendix A - Herbicide Frequently Asked Questions
- Appendix B - No Spray Agreement (to be revised to reflect 2023)
- Appendix C - Best Management Practices

Prepared By: Chad Kean, Public Works Manager

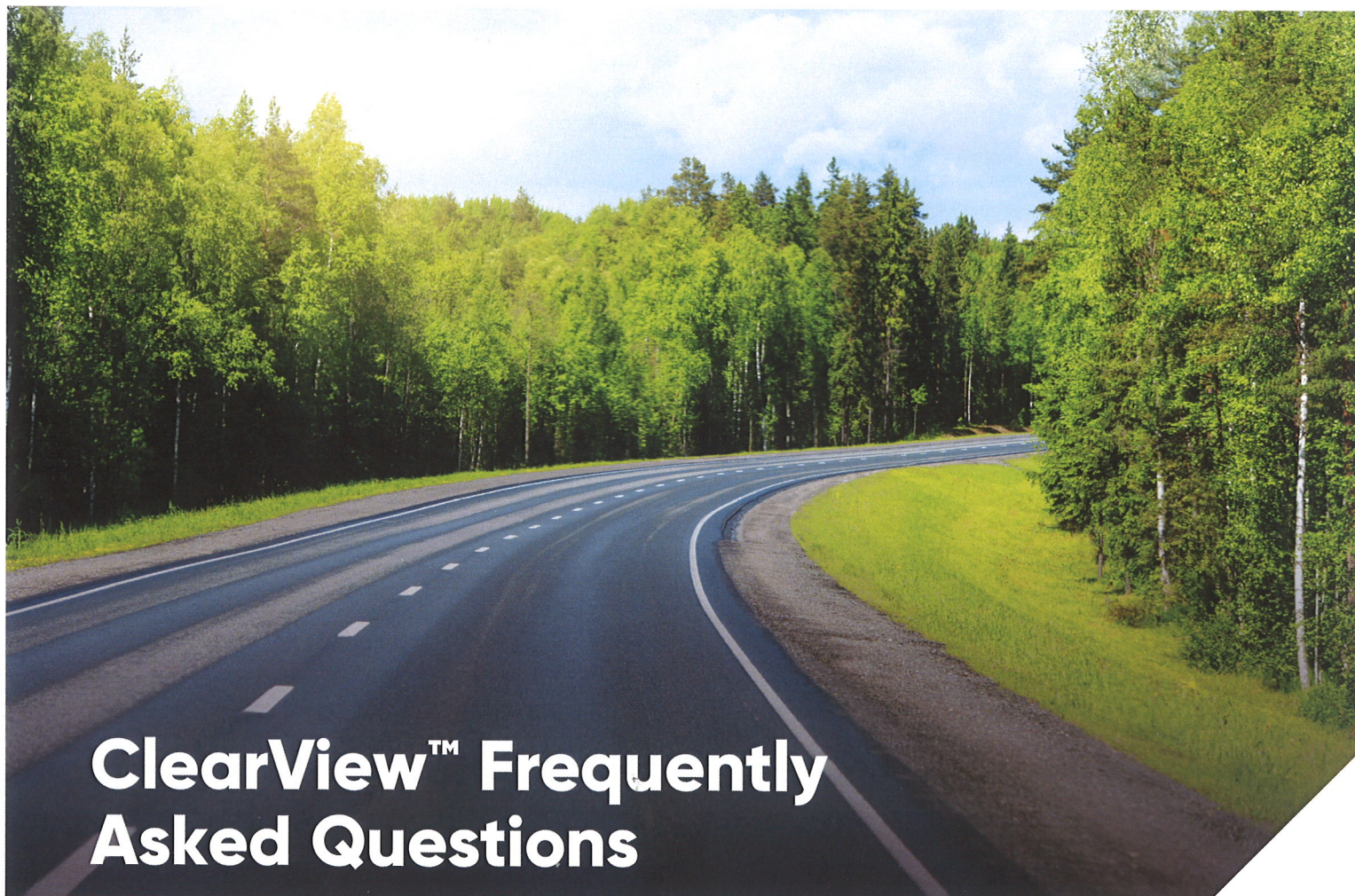
Approved By: Darlene Plumley, CAO/Deputy Clerk

ClearView™

HERBICIDE

What is ClearView™ Herbicide?

ClearView is a herbicide professional vegetation managers use to control unwanted weeds, and small brush along right of ways such as electrical power lines, roadsides, pipelines, and oil/gas sites. It is an important tool in an effective vegetation management program.



ClearView™ Frequently Asked Questions

Frequently Asked Questions

HERBICIDE SAFETY AND THE ENVIRONMENT

Bodies of water

Health Canada – PMRA completes a full assessment on potential effects of pesticides on aquatic organisms. As part of this evaluation Health Canada – PMRA analyzes worst case scenarios, including direct applications to water. Then they establish rules or restrictions to mitigate problems, if they exist, for each product such as buffer zones which is the distance between water and where the herbicide can be applied. When label directions for ClearView™ are followed, there are no unacceptable risks for aquatic organisms or drinking water for human consumption.

Plant consumption by animals

Health Canada – PMRA evaluates the amount of herbicide residue that would be present in grains and seeds, fruits, grass, and leaves to determine the amount an animal would be exposed to if they ate exclusively from the treated site. ClearView does not represent a risk of concern to wildlife, domestic animals or pets when used according to the label.

Pollinators

Bees, butterflies and hummingbirds are examples of pollinators that feed from flowers, transferring pollen in the process. Herbicides should not be confused with insecticides. Insecticides usually target the nervous system in insects, while herbicides target a specific pathway in plants. These target sites do not exist in pollinators, including bees. For this reason, when ClearView is used according to the label, it does not pose an unacceptable risk to pollinators.

Soil

ClearView is broken down by naturally occurring soil microorganisms (fungi and bacteria), as well as sunlight. When the process is complete, the final products are carbon dioxide, water and other organic materials. How quickly the product breaks down depends on rainfall and soil temperature.

Nearby ornamentals and gardens

ClearView has the potential to harm any woody or broadleaf plant that comes in direct contact with the product solution. Therefore, applicators take great care to apply ClearView only to targeted vegetation. ClearView will not harm grasses.

Applicators use extra caution to protect your ornamentals or garden by leaving an untreated buffer zone which adds an extra measure of protection. A selective, spot application is highly unlikely to cause damage to ornamentals or gardens. When making foliar applications, applicators monitor wind speed and direction to ensure accuracy.

¹http://publications.gc.ca/collections/collection_2017/sc-hc/H110-2016-eng.pdf

²<https://www.canada.ca/en/health-canada/services/about-pesticides/are-pesticides-safe.html?wbdisable=true>

Questions? Visit us at corteva.ca or call the Corteva Agriscience™, Agriculture Division of DowDuPont Solutions Center at 1.800.667.3852

Frequently Asked Questions

ClearView's™ active ingredients disrupt a growth regulator as well as impede an enzyme function only found in plants. It enters treated vegetation through leaves, and uses the plant's own transportation system to move into the roots and leaves. It induces rapid growth, which disrupts food production and causes the plant to be controlled due to lack of nutrients. ClearView also prevents the function of an enzyme, found only in plants, responsible for amino acid synthesis. Applicators can selectively target the species of concern and leave the desirable species to continue growing.

The PMRA regulates label claims. It is necessary for a manufacturer to demonstrate with scientific studies the formulated product controls or suppresses the weeds written on the label. A control claim means the weed is no longer viable, and any new weeds emerging are a result of weed seeds germinating post herbicide application.

Who applies ClearView?

Trained, professional applicators apply ClearView in designated areas using approved application techniques. Every province enforces strict standards requiring applicators to be certified. Applicators follow directions on the product label, which is reviewed by the Pest Management Regulatory Agency (PMRA), a division of Health Canada.

HERBICIDE REGULATION IN CANADA

Who regulates the registration of herbicides in Canada?

Before a herbicide can be sold in Canada, it must be registered by the Pest Management Regulatory Agency (PMRA), a division of Health Canada. Health Canada is also responsible for regulating many of the common products you use every day such as toothpaste and deodorant, as well as prescription drugs and over-the-counter medications.

Pesticides are one of the most stringently regulated products in Canada. The PMRA employs over 350 scientists, including biologists, chemists, toxicologists, epidemiologists, plant pathologists, weed scientists and entomologists, for the sole purpose of evaluating pesticides. Before a pesticide can be approved for use in Canada, the PMRA requires that it undergo a thorough scientific review and safety assessment to ensure it meets Health Canada's standards. Only those products that meet these strict health and environmental standards can be registered by the PMRA for use or sale in Canada. A herbicide product will not be registered in Canada unless a health and environmental assessment shows that no harm to human health and the environment will result from its use.

What is included in the PMRA's science-based risk assessment?

- An examination of all sources and routes (oral, dermal, inhalation) of potential exposure to a given pesticide, including exposure through diet, from drinking water and from contact with treated areas like lawns and gardens
- An estimation of the amount of pesticides that people, including children, may come in contact with, both during and after a pesticide application
- A human health risk assessment with a particular focus on vulnerable populations, including children; this considers the potential for a pesticide to cause adverse health effects such as cancer, birth defects and endocrine disruption, and allows registration only for those pesticides with exposures well below levels that cause adverse effects
- An assessment of the movement, persistence and transformation (fate) of a pesticide in the environment
- An environmental risk assessment that considers risks to plants, birds, mammals, beneficial insects, aquatic organisms as well as fate in the environment
- A value assessment that considers the contribution of the product to pest management, as well as its health, safety and environmental benefits, and social and economic impact¹

Registered products are re-evaluated regularly to ensure they continue to meet current high-level scientific safety standards. Health Canada also conducts regular investigations and inspections to ensure only registered products are used in Canada and that they are used according to label directions.

HERBICIDES AND HUMAN HEALTH

What is the impact of ClearView on human health?

Prior to registering a product, Health Canada – PMRA completes a human health risk assessment that focuses on vulnerable populations, including children and expecting mothers. The evaluation determines the potential for a pesticide to cause adverse health effects. Health Canada will not register a pesticide that is known to cause cancer or other illnesses².

ClearView, as with any pesticide registered in Canada, do not represent unacceptable risk to human health when used according to the label directions.

What are the guidelines for entering an area treated with ClearView?

Once the solution has dried, it is safe to enter the treated area.

Frequently Asked Questions



RIGHT OF WAY VEGETATION: CONTROL AND OPTIONS

Why use ClearView™? Can't you just cut the vegetation?

Mowing and trimming are important parts of any right of way maintenance program, but mechanical means alone do not provide a long-term sustainable solution for managing vegetation along right of ways. Mechanical control can reduce pollinator habitat, distribute weed seeds and cause some plant species to re-sprout rapidly resulting in increased density of the stand. In addition, flying debris and cutting equipment can be dangerous to animals, wildlife, work crews and surrounding property. Mechanical control also needs to be repeated frequently in order to maintain the right of way.

Selective application of ClearView herbicide allows desirable species to flourish which increases biodiversity. It is less disruptive to the landscape and controls the entire plant so crews only need to visit the right of way for vegetation management once every two to four years. Integrated vegetation management programs use both mechanical and herbicide control strategies and are proven to be the safest, most cost effective long-term vegetation management strategy.

Why does vegetation need to be controlled along a right of way?

Safety is the major reason for managing vegetation along right of ways. Trees, brush and weeds along right of ways can create safety hazards.

For driver and passenger safety, vegetation cannot block traffic signs or roadside markers. It must not conceal guardrails or overtake road shoulders. Vegetation must not obstruct driver vision at intersections or block the line of sight around curves. Excessive vegetation also prevents proper drainage, which damages roadbeds by creating potholes and other hazards.

Trees growing into power lines can cause electrical power outages and make maintenance difficult and dangerous. Additionally, areas around utility substations and land beneath transmission towers require a vegetation-free zone to prevent fire hazards and ensure the transfer of electricity.

Railway companies need to control weeds along their right of ways to maintain the ballast. Weeds hold water around railway ties causing them to rot, increasing chances for derailment accidents. Sparks from the rails can also ignite weeds and brush growing too close to the ballast, which can create a fire hazard for neighbouring residents. Brush that obstructs motorists' views at railway crossings is especially dangerous; preventing growth can help avert car/train accidents.

Invasive species growth and spread can negatively affect biodiversity. Controlling these invasive plants allows natural species to flourish and contributes to a safe and diverse environment for wildlife, pollinators, beneficial species and the public.

HERBICIDES: FUNCTION AND APPLICATION

How do herbicides work?

Herbicides interrupt or modify a biological process within the plant that leads to the plant being controlled. There are many different biological pathways within a plant and they can vary between species. Because of this, a herbicide can be considered "selective" – it will affect plants with certain biological pathways, but if a plant does not have that pathway, it will not be impacted. These pathways do not exist in other organisms either, including humans and animals. For this reason herbicides, when used according to the label, only effect the plants they are designed to control.



NO SPRAY AGREEMENT

THE PARTIES TO THIS AGREEMENT ARE:

The Corporation of the Township of Lanark Highlands

75 George Street, Lanark, Ontario K0G 1K0
Phone: (613) 259-2398; Fax: (613) 259-2291
E-Mail: publicworks@lanarkhighlands.ca
("Township")

AND:

_____ } Full Name(s)
_____ } Mailing Address
_____ }
_____ } Phone Number
_____ } Email

("Landowner/Occupant")

BACKGROUND:

1. Township is the "road authority" under the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c. P.50, ("**PTHIA**") and is responsible for all weed control on its roads pursuant to the *Weed Control Act*, R.S.O. 1990, c. W.5 ("**WCA**").
2. The term "road" has the same meaning as "highway" pursuant to the *PTHIA* and includes but not limited to all highways, streets and ditches under the jurisdiction of Township ("**Township Road**").
3. Township uses various herbicides as vegetation control measures on Township Road.
4. The Parties wish to enter into this No Spray Agreement ("**Agreement**") to outline the rights and responsibilities of the Landowner/Occupant in respect to vegetation management on certain parts of Township Road.

AGREEMENT:

The parties to this Agreement, in consideration of the mutual promises, terms, covenants, and conditions contained in this Agreement, agree as follows:

1. Township agrees to grant permission to the Landowner/Occupant whose lands abut Township Road to provide vegetation management on certain parts of Township Road on the terms and conditions contained herein.
2. The Landowner/Occupant shall carry out and be responsible for vegetation control measures in accordance with paragraph 4 herein on that portion of the Township Road lying between the edge of the shoulder of the roadway and the boundary line of the Landowner/Occupant property, legally and graphically described as:

Civic Address (PIN #): _____ Road Name: _____

Lot: _____ Concession: _____

Geographic Municipality: _____

GPS Coordinates: (to be completed by Township) _____

("Control Area")

- Check this box if Agreement is **NOT** for the entire property (just at a specific location i.e. garden area) (If you selected this option, attach a clear diagram / map indicating where the agreement applies to. Indicate your house or significant landmark to assist Township staff to ensure your request is clearly identified.)

3. The Landowner/Occupant hereby certifies to Township that he/she is the registered owner of the lands abutting the Control Area or is the occupant of the lands abutting the Control Area and has authority to enter into this Agreement.
4. The Landowner/Occupant agrees to undertake vegetation control measures in the Control Area according to the following standards:
 - (a) All "Noxious Weeds" as per the list of Noxious Weeds in the *WCA* will be completely destroyed (all parts of the plant); and,

(b) Control the spread of all Noxious Weeds as per the list of Noxious Weeds in the WCA for the full season.

("Vegetation Control Measures")

5. The Landowner/Occupant shall carry out their responsibilities, as outlined in paragraphs 2 and 4. (a) above **on or before June 26, 2022**. In the event Township, in its absolute discretion, determines that the Landowner/Occupant has not undertaken adequate Vegetation Control Measures, Township shall notify the Landowner/Occupant in writing at the email and/or mailing address provided on page 1 and the Control Area shall return to Township's regular Roadside Vegetation Management Program, which may include roadside spraying. No guarantee that any Vegetation Control Measures deemed inadequate after **June 26, 2022** will be included in the Township's 2022 Roadside Vegetation Management Program.

6. The Landowner/Occupant shall at all times save harmless and indemnify Township, its elected officials, officers, employees, agents and assigns from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner resulting from or attributable to any term or provision of this Agreement including but not limited to liability for personal injury, sickness, disease, death, damage to property or loss of any kind and however caused, whether arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of Township, its elected officials, officers, employees, agents, or anyone acting on behalf of the Township, or any of them, in connection with or in any way related to this Agreement.

MISCELLANEOUS

7. In this Agreement the number and gender shall be construed as the context requires.

8. The headings in this Agreement are for convenience only and do not constitute part of the terms of the Agreement.

9. Time shall be of the essence of this Agreement.

10. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable.

11. This Agreement constitutes the entire agreement between the parties and no other warranties are given or implied.

12. This Agreement shall be governed by the laws of the Province of Ontario.

13. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns respectively of each of the Parties hereto.

14. This Agreement shall not be amended or modified in any respect otherwise than in writing and executed by the parties hereto or their respective heirs, administrators, successors or assigns.

15. The parties agree to execute all reasonably necessary documents in order to give effect to the terms and effect of this agreement.

16. The term of this Agreement shall be from the date of signing by Township to **December 31, 2022**. The Agreement may be delivered in person, by email, by fax or mail. Only those Agreements that are signed and dated will be accepted.

IN WITNESS WHEREOF the Parties have hereunto affixed their hands and seals.

THE CORPORATION OF THE TOWNSHIP OF LANARK HIGHLANDS

Per: _____ Date: _____
* _____
Chad Kean, Manager of Public Works

* _____
Witness

* _____ (seal) Date: _____
Print Name: _____
Occupant/Landowner

Wild Parsnip

(*Pastinaca sativa*)

Best Management Practices in Ontario



ontario.ca/invasivespecies

Foreword

These Best Management Practices (BMPs) provide guidance for managing invasive Wild Parsnip (*Pastinaca sativa*) in Ontario. Funding and leadership for the production of this document was provided by the Invasive Species Centre. The BMPs were developed by the Ontario Invasive Plant Council (OIPC), and its partners to facilitate the invasive plant control initiatives of individuals and organizations concerned with the protection of biodiversity, agricultural lands, infrastructure, crops and natural lands.

These BMPs are based on the most effective and environmentally safe control practices known from recent research and experience. They reflect current provincial and federal legislation regarding pesticide usage, habitat disturbance and species at risk protection. These BMPs are subject to change as legislation is updated or new research findings emerge. They are not intended to provide legal advice, and interested parties are advised to refer to the applicable legislation to address specific circumstances. Check the website of the Ontario Invasive Plant Council (www.ontarioinvasiveplants.ca) for updates.

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Inquiries regarding this document can be directed to the

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Peterborough, ON

K9J 8L5

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For more information on invasive plants in Ontario, visit www.ontario.ca/invasivespecies,
www.ontarioinvasiveplants.ca, www.invadingspecies.com or www.invasivespeciescentre.ca

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Wild Parsnip.

Photo courtesy of Linda Haugen, USDA
Forest Service, Bugwood.org.



Wild Parsnip infestation.

Photo courtesy of Theodore Webster, USDA Agricultural Research Service, Bugwood.org.

Introduction

Wild Parsnip (*Pastinaca sativa*) is a tall monocarpic (short-lived) perennial plant in the carrot family (*Apiaceae*), native to Europe and Asia. It has been introduced to Canada, the United States, South America and New Zealand.

It was likely brought to North America by early European settlers who grew it as a root crop. Wild populations are thought to be a result of escaped cultivated plants. By 1943 there were reports of Wild Parsnip growing wild in every Canadian province. By the 1970's its range included the territories (with the exception of the area now known as Nunavut). Other common names include bird's nest, common parsnip, poison parsnip, and hart's eye.

Wild Parsnip grows quickly, forming dense stands, especially in disturbed areas. Seeds are dispersed by wind, water and on vehicles and equipment. It can become a problem particularly in abandoned agricultural areas.

The seeds of Wild Parsnip contain chemicals called furanocoumarins, which along with deterring herbivores from eating the plant, can also cause a burn-like rash (phytophotodermatitis) in people and livestock. This is the same toxin present in Giant Hogweed (*Heracleum mantegazzianum*) as well as several other members of the carrot (*Apiaceae*) family.

Description

Parsnip is a plant that is familiar to many of us in its culinary form. It has been grown as a root crop for centuries, with reports dating back to the Romans and Greeks and from medieval Europe on the plant being used as food for people and livestock. The first reports of a cultivated form in Canada are from the early 1600s, and “wild” populations were noted around European settlements. The entire plant has a distinct “parsnip” odour.

While not as widely grown as an agricultural crop as it once was, parsnip it still a staple in many of our kitchens. It is the wild variety of this plant that is causing concern and spreading along roadsides, agricultural fields, railroad embankments and other disturbed habitats. As the populations expand, more people come into contact with the plant, its invasive qualities and the toxic compounds that can cause serious burn-like rashes.

Height:

Wild Parsnip can grow to a height of 0.5 to 1.5 metres.



Wild Parsnip.

Photo courtesy of Owen Williams.

Stems:

Wild Parsnip has a single light green (sometimes purple tinged) deeply grooved, hollow stem (except at the nodes) and stands between 5 and 150 cm tall. It is smooth (with few hairs), and typically 2.5 to 5 cm in diameter.



The stem of Wild Parsnip is light green and deeply grooved.

Photo courtesy of Ohio State Weed Lab Archive. The Ohio State University, Bugwood.org.

Leaves:

The leaves of Wild Parsnip are alternate on the stem, pinnately compound, approximately 15 cm in length, with saw toothed edges. Leaves are further divided into leaflets that grow across from each other along the stem, with 2 to 5 pairs of opposite leaflets and one diamond-shaped terminal leaflet. The petiole (the stem of the leaf) on lower leaves is longer than that on leaves closer to the top of the stem.



Wild Parsnip leaves have distinct saw-toothed edges.

Photo courtesy of Ohio State Weed Lab Archive. The Ohio State University, Bugwood.org.

Roots:

Wild Parsnip has a thick funnel shaped taproot, which can grow to a depth of 1.5 metres. This root is where energy reserves are stored during its first year. It is thought to benefit the plant during times of drought, storing moisture and nutrients.



Wild Parsnip root.

Photo courtesy of Wikipedia.org, 2007.



Underside of Wild Parsnip leaves.

Photo courtesy of Owen Williams.

Flowers:

Wild Parsnip has small yellow, 5-petaled flowers growing in clusters that in Canada bloom from June through to October. Petals are yellow, usually without bracts or bractlets (small leaves at the base of the flower), with small or non-existent sepals (small leaves that protect flowers before they open). Flowers are arranged in 15 to 25 rays, of unequal length, and grow in a flat umbrella-shaped umbel that is 5 to 15 cm across.



Yellow flowers form flat umbrella shaped clusters.

Photo courtesy of Owen Williams.



Seed of Wild Parsnip. Seed dispersal takes place between August and November.

Photo courtesy of Bruce Ackley, The Ohio State University, Bugwood.org.

Fruit:

After flowering, Wild Parsnip plants produce a dry fruit or seed called a schizocarp. This fruit is about 6mm long, oval, and once matured, splits into 2 sections called mericarps, which are flat, smooth, round and 5 to 7 mm long. Each mericarp contains a seed, which matures in mid-summer. Seeds usually remain attached to the dead stalks and seed dispersal can take place between August and November (with September being the most common time). Seeds can remain viable in soil for up to 5 years.













Fruit of Wild Parsnip splits open to disperse the seed.

Photo courtesy of John Cardina, The Ohio State University, Bugwood.org.

Look-alikes

Wild Parsnip looks similar to several invasive and native plant species that grow in Ontario. Several of these plants, such as Giant Hogweed, share Wild Parsnip's toxic sap, so care should be taken if you are unsure of which plant you are dealing with.

	Wild Parsnip <i>(Pastinaca sativa)</i>  <p>Photo courtesy of David McMurray.</p>	Giant Hogweed <i>(Heracleum mantegazzianum)</i>  <p>Photo courtesy of Ken Towle.</p>	Cow Parsnip <i>(Heracleum maximum)</i>  <p>Photo courtesy of Lynda Shores.</p>	Queen Anne's Lace <i>(Daucus carota)</i>  <p>Photo courtesy of Chris Evans, Illinois Wildlife Action Plan, Bugwood.org.</p>	Angelica <i>(Angelica spp.)</i>  <p>Photo courtesy of Owen Williams.</p>
Stem	<ul style="list-style-type: none"> • 0.5 to 1.5 m 	<ul style="list-style-type: none"> • 2.5 to 5 m 	<ul style="list-style-type: none"> • 1 to 2.5 m 	<ul style="list-style-type: none"> • 0.3 to 1.5 m 	<ul style="list-style-type: none"> • 1.2 to 2.1 m
Flowers	<ul style="list-style-type: none"> • Yellow flower clusters 10 to 20 cm across 	<ul style="list-style-type: none"> • Large, white umbrella-shaped flower clusters 30 to 90 cm across, made up of 50 to 150 small flower clusters 	<ul style="list-style-type: none"> • White umbrella-shaped flower cluster • 10 to 30 cm across, made up of 15 to 30 small clusters 	<ul style="list-style-type: none"> • White flower cluster 5 to 10 cm across • Pale pink before fully opened • Often single purple flower in centre of flower cluster 	<ul style="list-style-type: none"> • Greenish-white globe-like flower clusters 8 to 25 cm across
Stem	<ul style="list-style-type: none"> • Green, 2.5 to 5 cm thick • Smooth with few hairs 	<ul style="list-style-type: none"> • Hollow, 5 to 15 cm thick • Prominent purple blotches • Distinct, coarse, bristly hairs 	<ul style="list-style-type: none"> • Hollow, 5 cm thick at base • Green, few to no purple spots • Soft and fuzzy hairs 	<ul style="list-style-type: none"> • Green, 1 to 2.5 cm thick • Covered with fine bristly hairs 	<ul style="list-style-type: none"> • Purple or purple blotched • Smooth (no hairs)

	<p>Wild Parsnip (<i>Pastinaca sativa</i>)</p>  <p>Photo courtesy of David McMurray.</p>	<p>Giant Hogweed (<i>Heracleum mantegazzianum</i>)</p>  <p>Photo courtesy of Ken Towle.</p>	<p>Cow Parsnip (<i>Heracleum maximum</i>)</p>  <p>Photo courtesy of Lynda Shores.</p>	<p>Queen Anne's Lace (<i>Daucus carota</i>)</p>  <p>Photo courtesy of Chris Evans, Illinois Wildlife Action Plan, Bugwood.org.</p>	<p>Angelica (<i>Angelica spp.</i>)</p>  <p>Photo courtesy of Owen Williams.</p>
Lifecycle	<ul style="list-style-type: none"> • Biennial (lives for 2 years) or perennial (lives longer than 2 years) 	<ul style="list-style-type: none"> • Biennial/Perennial 	<ul style="list-style-type: none"> • Perennial 	<ul style="list-style-type: none"> • Biennial 	<ul style="list-style-type: none"> • Perennial
Origin	<ul style="list-style-type: none"> • Invasive 	<ul style="list-style-type: none"> • Invasive 	<ul style="list-style-type: none"> • Native 	<ul style="list-style-type: none"> • Invasive 	<ul style="list-style-type: none"> • Native

Other native and non-native species that share similar appearances include Water Parsnip (*Sium suave*), Spotted Water Hemlock (*Cicuta maculate*) and Poison Hemlock (*Conium maculatum*).

Biology and Life Cycle of Wild Parsnip

Wild Parsnip is a member of the Apiaceae family; the same family as culinary plants such as carrot, celery, celeriac, fennel, anise, caraway, chervil, coriander, dill, lovage, parsley and weed plants such as Wild Carrot, Giant Hogweed, and Poison Hemlock.

Wild Parsnip is a tall “monocarpic perennial”; meaning it is a plant that matures, flowers and fruits once, and then dies.

Wild Parsnip reproduces only via seed (sexual reproduction) and seeds are carried and spread to new areas by wind and water, and on mowing or other equipment. One plant produces, on average, 975 seeds with a median dispersal distance of 3 metres (lighter seeds are carried further than larger, heavier ones). Growth of the plant begins in the spring and lasts through early autumn. In its more southern range, the plant may keep some of its leaves all winter.

The plant takes two or more years to mature, and spends its first year (or more) as a basal rosette growing close to the ground. During this first year as a basal rosette, the plant stores its reserves in a large taproot. Once the plant matures, it flowers, then dies.

Parsnip is still cultivated for human consumption. It is harvested in its first year of growth, just after the large taproot has formed. Wild Parsnip plants may actually be recent escapees of cultivated crops.

There are no known cases of Wild Parsnip hybridizing with other species.



First year Wild Parsnip plants grow as a basal rosette.

Photo courtesy of Ohio State Weed Lab Archive, The Ohio State University, Bugwood.org.



Wild Parsnip is often found in full sun, but can grow in semi-shade.

Photo courtesy of Michael Irvine.

Habitat

Wild Parsnip is most often found in areas exposed to full sun, although it can grow in the semi-shade of forests and riverbanks. It is tolerant of a variety of soils, but cannot survive in flooded environments. Its deep taproot is thought to be of benefit during times of drought. In its native range Wild Parsnip grows best in rich, moist alkaline soils, while in Canada it appears to do well in a variety of soil conditions.

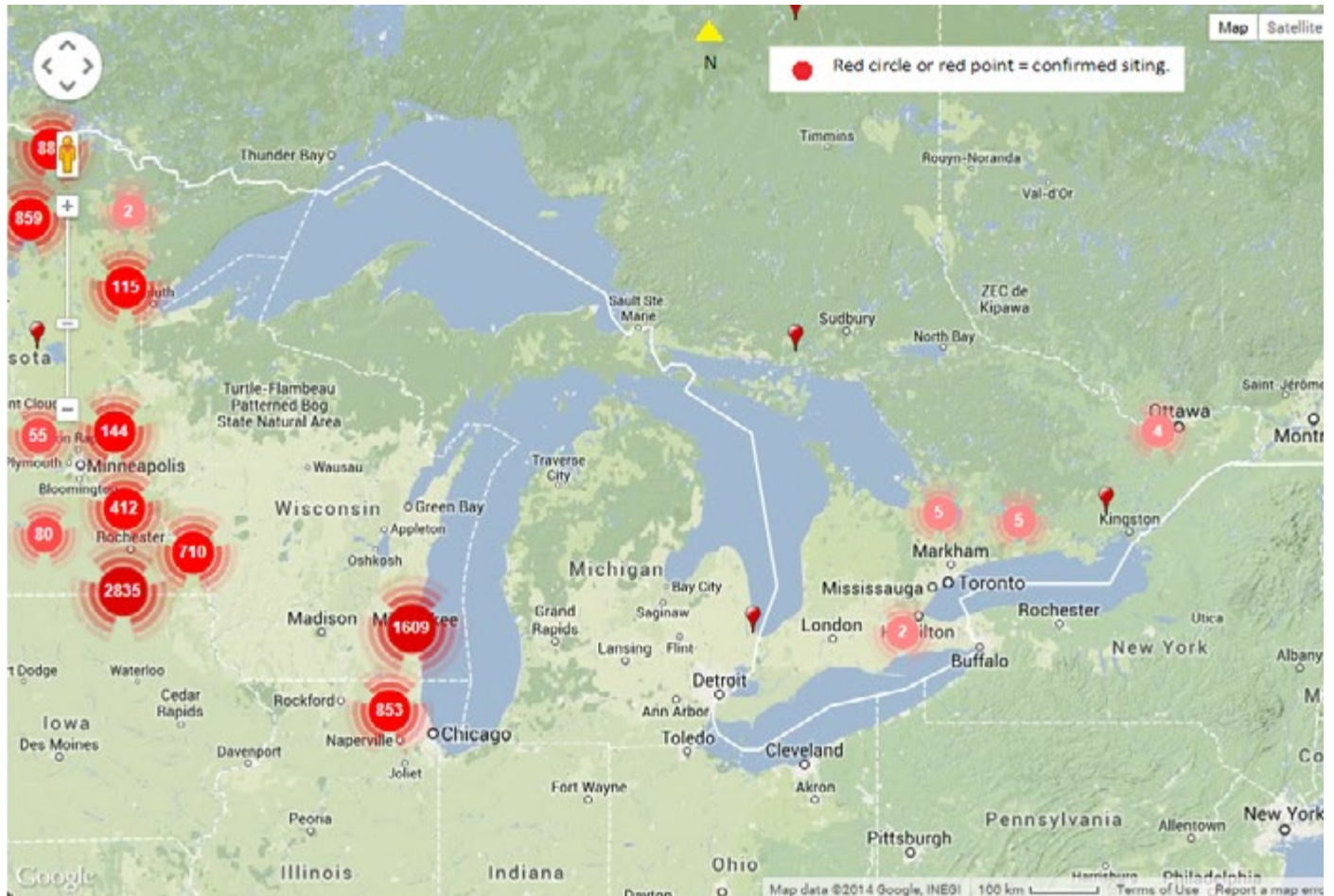
In Canada, Wild Parsnip is most often found in disturbed areas (i.e. railway embankments, roadsides, trails, shorelines, ditches, beaches, forest clearings and areas such as abandoned mine sites, quarries, and waste areas). Less common sites include cultivated fields, gardens, meadows, swampy lowlands and grassy areas.

Ontario populations are commonly found growing along fence rows, the edge of agricultural fields, watercourses and drainage areas. It often grows along with perennial grasses.

Distribution

Wild Parsnip is native to much of temperate Europe, Eastern Europe and western Central Asia (growing in Turkey, Iran, the Caucasus region, and the Western Himalayans).

During the last 15 to 20 years, Wild Parsnip has become increasingly common around eastern Ontario, with large populations east of Belleville and in western Quebec. It is now spreading west across the province. In the United States it's found in most states, with the exception of Alabama, Hawaii, Georgia and Florida.



Wild Parsnip Distribution Map courtesy of EDDMapS (www.eddmaps.org/ontario). The map point data is based on records contained in the Invasive Species Database, compiled from various sources as of February 13, 2014. This map is illustrative only. Do not rely on this map as a definitive distribution as it is subject to change based on additional confirmed invasive species sites. This map may contain cartographic errors or omissions.

Impacts

Biodiversity

Wild Parsnip invades disturbed areas such as roadsides, pastures, crop land and fields with reduced tillage use. It outcompetes native vegetation, particularly crowding out lower-growing plants.

It can also have an impact on pollinators, as honeybees do not visit the plant and it may displace other, more pollinator friendly plants, such as goldenrod (*Solidago spp.*).



Wild Parsnip can be found along recreational trails.

Photo courtesy of David Featherstone.

Agriculture

Wild Parsnip can reduce the quality of some agricultural forage crops. In agricultural operations using a no-till or reduced tillage system, it is a concern, as perennial weeds such as Wild Parsnip are able to take over.

It is not valuable as a forage plant, and in fact the chemical compounds in Wild Parsnip inhibit weight gain and fertility in livestock that feed on it.



Wild Parsnip can invade agricultural fields.

Photo courtesy of David Featherstone.



Wild Parsnip can invade disturbed areas such as roadsides.

Photo courtesy of JP East.

Health Risks

Both the wild and cultivated forms of parsnip contain toxic compounds, called furanocoumarins. These compounds can cause serious rashes, burns or blisters to skin exposed to the sap and then sunlight. The plant poses a risk to agricultural workers, those involved with vegetation control, and to people unknowingly exposed to the plant in the wild. The roots of Wild Parsnip (non-cultivated form) may also contain furanocoumarins, therefore it is recommended that the root of this plant not be consumed.



Wild Parsnip.

Photo courtesy of Bob Bowles.

Benefits

Unlike most invasive plants, parsnip (the cultivated variety, as opposed to the wild plant) plays a role in agriculture, and is grown in all Canadian provinces as an annual crop.

Because of its unique chemical make-up, Wild Parsnip is the subject of research for a variety of medical and other uses, including insect repellent, treatment of skin disorders such as psoriasis and its potential anti-fungal, anti-bacterial and anti-inflammatory properties.

Wild Parsnip has also shown promise in phytoremediation of soils contaminated by metals. Research has shown parsnip can absorb cadmium, nickel, lead and manganese.



Cultivated parsnip.

Photo courtesy of Kim Stoner, Connecticut Agricultural Experiment Station, www.extension.org.

Regulatory tools

Federally

Wild Parsnip is not a federally regulated species.

Provincially

Wild Parsnip is not a provincially regulated species.

Municipal – Property Standards Bylaw

Under the Building Code Act, municipalities are able to pass bylaws to address the presence of invasive plants. Municipalities can enact bylaws to control plants when there is a risk of negative impact to human health and safety.

Municipalities are also responsible for enforcing the Weed Control Act to reduce the infestation of noxious weeds. Municipalities can designate additional plants not listed on the Ontario Noxious Weed list as noxious within their own jurisdiction.



Wild Parsnip and Wild Carrot found along railroad tracks.

Photo courtesy of David Featherstone.

Best Management Practices

Controlling Wild Parsnip before it becomes locally established will reduce its impacts on human health, biodiversity, the economy and society.

It is important to use a control plan that incorporates integrated pest management principles. This means using existing knowledge about the pest species and its surrounding environment to prevent and fight infestations and may require more than one type of control measure to be successful.

Once Wild Parsnip has been confirmed at a location, a control plan can be developed based on infestation size, site accessibility, potential for spread and the risk of environmental, economic or social impacts. Site specific conditions such as native plant diversity, wildlife usage and water table fluctuations should also be considered when developing control plans. A detailed inventory of each site is strongly recommended before starting control efforts to help ensure proper methods and timing are used to minimize negative impacts.

After an infestation of Wild Parsnip is confirmed, land managers should first focus their efforts on preventing spread by removing isolated plants and small populations (satellite infestations) outside the main infested area. When action is taken early it can significantly reduce the cost of control.

With large infestations and limited time and resources, control work can seem daunting. It is important to develop a feasible, long-term strategy with the following considerations:

1. Try to remove the outlying populations (isolated plants or satellite populations) first, to prevent further spread.
2. Concentrate on high-priority areas such as the most productive or sensitive part of an ecosystem or a favourite natural area.
3. Consider dedicating a certain time each year to control efforts. Make it a joint effort with neighboring landowners/land managers.
4. Plan to replant native tree and shrub species once the Wild Parsnip population is eradicated or under control. This will help jump-start natural succession and increase biodiversity in the area.
5. Follow-up monitoring is crucial to remove seedlings that may sprout after initial control efforts.

The following BMPs can be used as a guide in the development of a control plan. A number of natural resource considerations should be applied before starting control plans, including species at risk and habitat disruption.

Natural Resource Considerations

You are responsible for ensuring that your project follows all relevant laws, including the Endangered Species Act (ESA). If protected species or habitats are present, an assessment of the potential effects of the control project could be required. Consult with your local MNR district office early in your control plans for advice. If controlling Wild Parsnip in riparian areas impacts to shoreline health must also be considered.

Setting Priorities

When creating management plans, it is important to make the most of resources by prioritizing invasive species control. The following will help you to prioritize sites and areas within sites for control of Wild Parsnip.

Site Prioritization

(This section modified from "The Landowners Guide to Managing and Controlling Invasive Plants, published by Credit Valley Conservation)

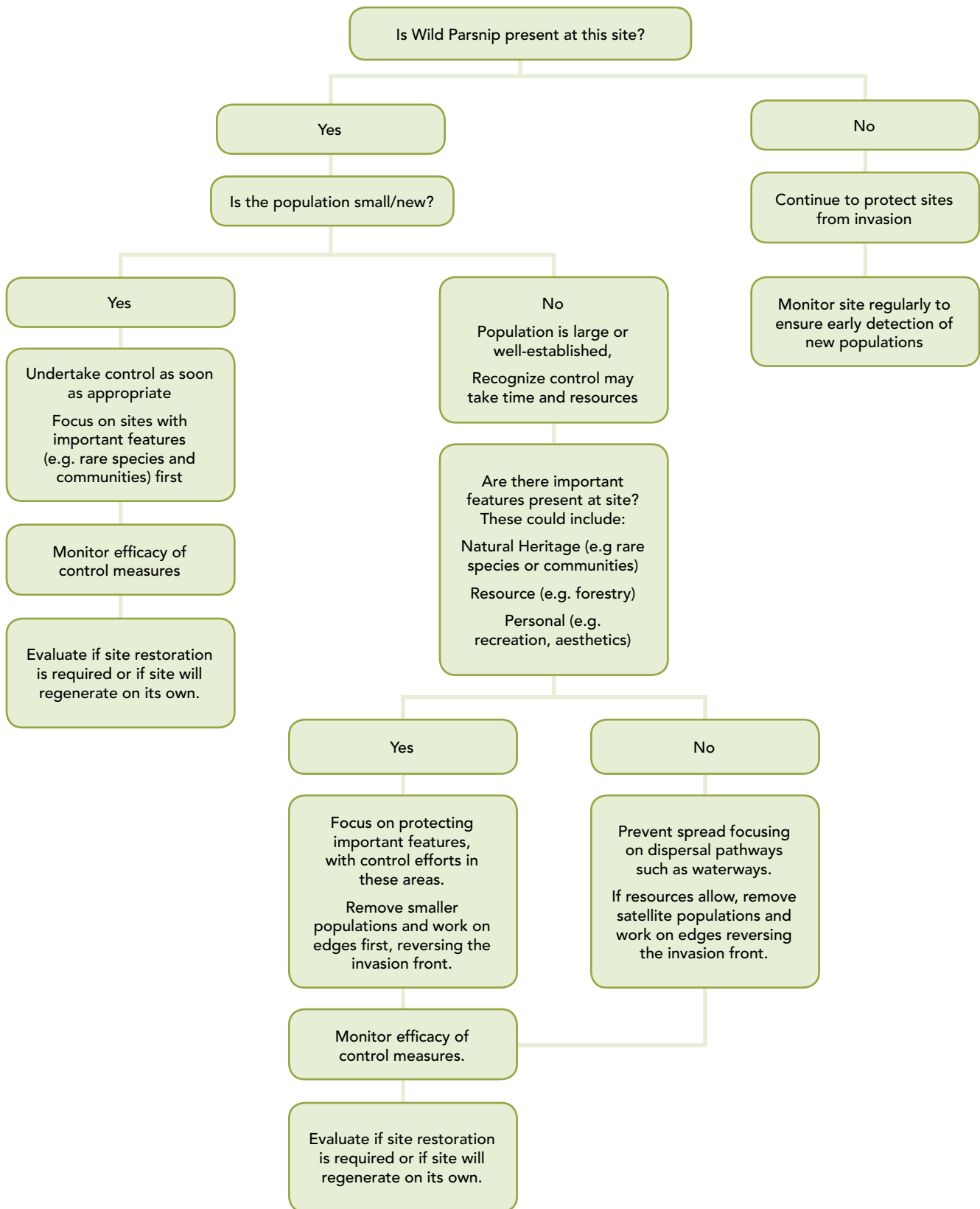
1. Protect areas where Wild Parsnip is absent or just appearing
2. Protect rare species and communities. These include federal, provincial and regionally listed rare species and communities.
3. Protect important habitats and land values (e.g. industry).
4. Cost and effort: Will the area where Wild Parsnip has invaded require resources for restoration or can it be left to regenerate naturally? (Note – it is usually recommended to restore control areas to make them more resilient to future invasions).

Prioritizing within a Control Area

1. Focus on large blocks of un-invaded areas and keep them free of invaders
2. Control small, younger, outlier (satellite) populations first
3. "Unfragment" the boundaries of invaded areas by removing outlying plants
4. Reverse the invasion, expand the un-invaded area outward

It is crucial to prioritize control by determining where the satellite populations are, and eradicating those before they join up with larger populations.

This flow chart can help land managers choose which site to first focus control efforts:



Assessing Regeneration vs. Restoration

Consider the following factors:

- **Level of disturbance at the site**

What is the level of disturbance at site? Was it a heavily invaded site? (i.e. a lot of disturbance was caused when things were removed) Will it continue to be disturbed? (i.e. through trail use and management)

- **Invasive Species Biology**

What is the biology of the invasive species removed and is there a seed bank to consider (there will always be a seed bank to consider when dealing with Wild Parsnip)?

- **Re-invasion Risk**

Are there invasive species in the area that could re-invade the site from certain pathways of introduction, such as nearby trails or watercourses?

- **Existing native vegetation**

What native vegetation is left? How long before it regenerates by itself? Does it need help?

If you answered yes to most of the questions above, it is most likely that the site will be re-invaded before it has a chance to regenerate on its own. Restoration will be needed to reduce the risk of re-invasion. **See page 26 for restoration methods.**

Control Measures

Controlling Wild Parsnip before it becomes well established will reduce its impacts to biodiversity, agriculture and society.

Health and Safety Considerations

Regardless of the management option, always wear protective clothing and eye protection when controlling Wild Parsnip.

The clear, watery sap of Wild Parsnip contains toxins that can cause serious reactions, including reddening, blistering and ulceration of the skin (known as phytophotodermatitis). Severe burns can occur if the sap contacts the skin and is then exposed to sunlight. Symptoms can occur within 48 hours and scarring and pigmentation can last for weeks and even months.

The general public, land managers and even field workers harvesting cultivated Wild Parsnip are at risk of phytophotodermatitis.

Keep pets and animals clear of Wild Parsnip, as the sap can be transferred on their fur.

When controlling Wild Parsnip, protective clothing, including waterproof gloves, long sleeve shirts and pants, and eye protection are necessary. Ideally, wear disposable "spray suit" coveralls over normal clothing (spray suits are commercial grade waterproof coveralls). Tape coveralls at the wrist to minimize potential skin exposure to the sap.

Remove protective clothing carefully to reduce the risk of skin coming into contact with sap that may be on your clothing.

1. Wash rubber gloves first with soap and water prior to removing other clothing.
2. Remove disposable spray suit or other protective clothing.
3. Wash rubber gloves again before removing them.
4. Lastly, remove protective eye wear.
5. Place non-disposable clothing in the laundry and wash yourself immediately with soap and water.

If you are exposed to Wild Parsnip sap:

- If skin comes into contact with sap, wash it thoroughly with soap and water.
- Avoid further exposure of the affected skin to UV/sunlight.
- If photodermatitis (burn like rash) occurs, seek medical attention.
- If there is a chance your eyes were exposed to direct contact with the sap, immediately flush the eye with water and seek immediate medical attention.

Manual Control

Because Wild Parsnip reproduces only by seed, the reduction or prevention of seed production is an important goal in any control program.

Mowing:

If timed correctly, mowing Wild Parsnip plants can be an effective way of controlling larger infestations. Infested areas should be mowed as soon as flower stalks appear, but before seeds set to prevent seed production. Poorly timed mowing can actually increase Wild Parsnip populations. Mowing, in July or August for example, can disperse the seeds. Mowing when the umbel starts to flower (May-June) can be effective at reducing fruit production. This is because energy reserves then have to go towards stem production instead of flower and seed production. Mowing can also allow sunlight to reach rosettes that are lower than the mower blades, allowing them to grow quickly. This control method needs to be repeated for several seasons for it to be effective.



Large infestation of Wild Parsnip.

Photo courtesy of David Featherstone.

Care must be taken when mowing to prevent the transfer of sap onto equipment and people. Proper safety equipment should be used (eye protection, water proof gloves and long sleeves and pants). Mowers and any other equipment used should be thoroughly cleaned after use on Wild Parsnip to prevent the spread of plant parts and spreading the sap (See: Clean Equipment Protocol for Industry available at <http://www.ontarioinvasiveplants.ca/index.php/municipalities>). Take caution after mowing, as mown plants are not as noticeable as full grown plants. Fresh mowed stems and new growth can be a hazard for people walking barefoot as they may not be visible or recognizable.

Pulling:

For small infestations, you can remove Wild Parsnip plants using a shovel. *Hand pulling Wild Parsnip is not recommended due to the risk of exposure to the toxic sap contained in the plant's leaves, stems and roots.* The best times for removing the plant are right after a rain when the ground is soft, or during times of drought (when the taproot shrinks). Severing the tap root with a hoe or other sharp object, before the plant goes to seed, 2.5-5 cm below the soil, can also be effective. Again, it is easiest in moist soil, and in the spring, when the taproot is a manageable size.

Follow up with site monitoring to check for re-sprouts and missed plants.

Tarping:

Tarping - covering the ground with a tarp - may be used in conjunction with other control methods. For example, after digging or mowing Wild Parsnip plants, the area can be covered with black plastic, smothering growth of new plants. Leave the plastic in place for at least one full growing season. Once the plastic is removed, replanting and restoration is advised.

Cultural Control

Wild Parsnip can be outcompeted by other plants, mostly in high-quality prairie settings and only if the growth of native plants is aggressive enough.

Tillage:

In agricultural settings where tillage is used, Wild Parsnip is not usually an issue.

Burning:

Burning does not control Wild Parsnip populations directly, but periodic burning can encourage the growth of native fire tolerant species, which can out compete Wild Parsnip.

Caution must be taken if burning an area containing Wild Parsnip. Burning could release sap into the air, potentially causing severe reactions to people downwind.



Tarpping a Wild Parsnip patch.

Photo courtesy of Parks Canada.

Chemical Control

Herbicide Application

Herbicides must be applied in accordance with all label directions. For an up-to-date list of herbicides labelled for Wild Parsnip control, visit the Pest Management Regulatory Agency's web site at www.pmr-arla.gc.ca. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)'s Publication 75, Guide to Weed Control is an excellent reference for all aspects of weed control, and includes a section on invasive plant management. To determine if a federally registered herbicide is also classified for use in Ontario, visit <http://app.ene.gov.on.ca/pepsis/>.

Anyone using a pesticide is responsible for complying with all federal and provincial legislation. Most non-domestic (i.e. commercial, restricted etc.) herbicides can only be applied by licensed exterminators. For more information, refer to the Ontario Pesticides Act and Ontario Regulation 63/09 (available on www.e-laws.gov.on.ca), or contact the Ontario Ministry of the Environment (<http://www.ene.gov.on.ca/environment>).

Chemical Control Timing

Based on the life cycle of Wild Parsnip, the most effective time to apply a systematic herbicide is in the early spring on newly bolted plants (right after the flower stalks have grown) or rosettes and in the late fall on rosettes. Treating a Wild Parsnip plant in full flower would likely not prevent setting of the seeds and is not recommended.

Foliar Spray:

Refer to the label of the herbicide you are using for rates and instructions for foliar application. Spray only until the Wild Parsnip leaves are covered in herbicide. Avoid overspraying to the point that the herbicide is dripping off the leaves.

Wick or wiper applications:

Some herbicides may be applied directly to the leaves of Wild Parsnip, using a wick or wiper applicator. This is an alternative to foliar spray where there are concerns over drifting herbicides and impacts to surrounding species.

As glyphosate is translocated throughout an actively growing plant, foliar herbicide applications are most effective in spring on actively growing plants, followed with a subsequent summer application for missed plants or plants that have re-grown. Since glyphosate is non-selective and removes only the green vegetation that it comes into contact with, new seedlings will often germinate and emerge where glyphosate applications have occurred.

It is recommended that areas treated with glyphosate are covered in mulch 10-14 days after application to manage seedling germination. Herbicide treatments need to be repeated annually. If a plant is flowering, herbicides are not effective and control methods should focus on carefully removing the flower heads.

Legislation governing pesticide use:

The Ontario Pesticides Act and Ontario Regulation 63/09 provide natural resources, forestry and agricultural exceptions which may allow chemical control of invasive plants on your property. Other exceptions under the Act include golf courses and for the promotion of public health and safety.

Health or safety, plants poisonous to the touch:

The exception for plants that are poisonous to the touch allows the use of pesticides to control plants such as Wild Parsnip. Under this exception, only the use of herbicides listed in Class 10 (i.e. glyphosate) are allowed for use to control plants poisonous to the touch.



Wild Parsnip along a walking trail.

Photo courtesy of David Featherstone.

Forestry Exception:

A forest is defined as a treed area of land that is one hectare in size or larger. Class 9 pesticides may be used in a forest for the purposes of harvesting, renewing, maintaining or establishing a forest, protecting forest resources derived from a forest, and accessing a forest for these purposes under the forestry exception.

The control of Wild Parsnip may fall under the forestry exception; a Forestry Class of land exterminator license would be required to use commercial pesticides in a forest.

Refer also to the Ministry of Environment's factsheet titled "Pesticides Act and Ontario Regulation 63/09 Private Land and Woodlot Owners April 2011" http://www.ene.gov.on.ca/stdprodconsume/groups/lr/@ene/@resources/documents/resource/stdprod_085367.pdf



Wild Parsnip along fenceline.

Photo courtesy of John Kemp.

Agriculture Exception:

There is an exception for the use of Class 9 pesticides for uses related to agriculture by a farmer. This exception may apply to the control of Wild Parsnip in agricultural fields or near farm operations.

A farmer is an individual who owns or operates an agricultural operation.

An agricultural operation is an agricultural, aquacultural or horticultural operation and includes:

- growing, producing or raising farm animals;
- production of crops, including greenhouse crops, maple syrup, mushrooms, nursery stock, tobacco, trees and turf grass, and any additional agricultural crops prescribed under the Nutrient Management Act, 2002;
- activities that are part of an agricultural operation such as maintenance of a shelterbelt for the purposes of the agricultural operation, and;
- the production of wood from a farm woodlot, if at least one of the activities described earlier is carried out on the property where the farm woodlot is located.

Some activities are not included in the definition of an "agricultural operation", please refer also to the Ministry of the Environment's factsheet titled "Pesticides Act and Ontario Regulation 63/09 Agriculture May 2011" http://www.ene.gov.on.ca/stdprodconsume/groups/lr/@ene/@resources/documents/resource/stdprod_080128.pdf

Biological Control

Biological control is the use of a herbivore, predator, disease or other natural enemy to reduce established populations of invasive species. Most invasive species have no natural enemies in their new habitats. Biological control aims to re-establish an ecological balance between the invasive species and its natural enemies by selecting highly host-specific natural enemies from the country of origin, and moving them to the country where the invasive species is a problem. This is only done after extensive host-range testing in the country of origin or quarantine, to ensure that the potential biocontrol agent is host-specific to the targeted invasive species. This method has been used successfully for invasive plants in North America, including Purple Loosestrife (*Lythrum salicaria*), Leafy Spurge (*Euphorbia esula*), Diffuse Knapweed (*Centaurea diffusa*) and St John's Wort (*Hypericum perforatum*).

There are many species which will feed on Wild Parsnip, but most do not cause enough damage to the plants to provide control. Deer and other large mammals will eat Wild Parsnip and small mammals and upland birds eat the seeds. A number of insects consume Wild Parsnip, but "sequential flower development" means that when Wild Parsnip is damaged, the plant will compensate by producing more flowers.

One of the challenges associated with implementing a host-specific biocontrol for Wild Parsnip in Ontario, is that the host-specific organism will not only feed on Wild Parsnip, but also cultivated parsnip, which could impact agricultural operations.



Some species will feed on Wild Parsnip.

Photo courtesy of David Featherstone.



Wild Parsnip.

Photo courtesy of JP East.

Disposal

Once you have removed Wild Parsnip plants from the ground, **DO NOT burn or compost**. If possible, leave the stems at the removal site allowing them to completely dry out. Taking safety precautions while handling the plant, place in black plastic bags and leave in direct sun for at least a week. Contact your municipality to check if these bagged plants may then be sent to your local landfill site.

Choosing the Best Control Method

		Isolated Plants	Small (.1-.5ha)	Medium (.5-2ha)	Large (more than 2 ha)
Density of Infested Area	Low Density (1-50 plants or less than 10% cover)	<ul style="list-style-type: none"> • Pulling 	<ul style="list-style-type: none"> • Pulling, mowing, tarping, burning 	<ul style="list-style-type: none"> • Pulling, mowing, tarping, tillage, burning 	<ul style="list-style-type: none"> • Mowing, tarping, tillage, burning
	Medium Density (50-1000 plants or between 10% and 30% cover)		<ul style="list-style-type: none"> • Mowing, tarping, burning, chemical 	<ul style="list-style-type: none"> • Mowing, tarping, tillage, burning, chemical 	<ul style="list-style-type: none"> • Mowing, tarping, tillage, burning, chemical
	High Density (more than 1000 plants or 30 – 100% cover)		<ul style="list-style-type: none"> • Mowing, tarping, burning, chemical, biological 	<ul style="list-style-type: none"> • Mowing, tarping, tillage, burning, chemical, biological 	<ul style="list-style-type: none"> • Mowing, tarping, tillage, burning, chemical, biological

Control Measures Summary

Method	Population Characteristics	Purpose of Control	Notes
Pulling	<ul style="list-style-type: none"> • Small to medium 	<ul style="list-style-type: none"> • Removal of all plants 	<ul style="list-style-type: none"> • Roots must be removed
Mowing/ Cutting	<ul style="list-style-type: none"> • Small to large 	<ul style="list-style-type: none"> • Reduce seed production and plant density 	<ul style="list-style-type: none"> • Timing is critical
Tarping	<ul style="list-style-type: none"> • Any size of population, dependent on resources 	<ul style="list-style-type: none"> • Reduce growth and seed production 	<ul style="list-style-type: none"> • Use in conjunction with other control methods
Tillage	<ul style="list-style-type: none"> • Medium to large 	<ul style="list-style-type: none"> • Reduce growth and seed production 	<ul style="list-style-type: none"> • For use on agricultural land
Burning	<ul style="list-style-type: none"> • Any size of population 	<ul style="list-style-type: none"> • Removal of top growth, depletion of root reserves 	<ul style="list-style-type: none"> • Burning can encourage the growth of native species that may outcompete Wild Parsnip, use in conjunction with other control methods and caution must be taken during a controlled burn
Chemical	<ul style="list-style-type: none"> • Large populations 	<ul style="list-style-type: none"> • Herbicide application; eradication or control to manageable levels 	<ul style="list-style-type: none"> • Multiple applications may be necessary
Biological	<ul style="list-style-type: none"> • Large populations 	<ul style="list-style-type: none"> • Once a population is past manageable or treatable levels, often the only viable control option is biological control (introduction of a predator, disease or pathogen to reduce populations) 	<ul style="list-style-type: none"> • No biological control is currently available

Restoration

Restoration can be a critical aspect of invasive plant management. Site restoration will result in a healthier ecosystem more resistant to future invasions. Monitor all restoration activities to ensure native species are becoming established, and continue removal of invasive plants that remain onsite.

Types of Restoration

During Control

Mulching:

Mulching sites immediately after invasive species control (i.e. manual or chemical control of Wild Parsnip) may aid in the recovery of native species and prevent immediate re-colonization by other invaders. Mulching reduces light availability, allowing more shade-tolerant native plant species to germinate and colonize the gaps left by the Wild Parsnip removal.

Seeding:

Seeding an area with an annual cover crop or native plant species, immediately after management activities, may be useful to prevent the establishment of new invasive species. This can give desirable native species the chance to establish themselves.

After Control

Soil Rehabilitation:

Wild Parsnip changes soil chemistry by adding nitrogen to the soil. The soil may no longer support native plant species, and may be better suited to other invaders moving in. Replenishing the mycorrhizae in the soil after all Wild Parsnip control has been completed will help to reduce any effects and restore soil conditions to encourage native species to re-grow. Growth of mycorrhizal fungi can be encouraged by using leaf mulch, logs and sticks (to provide food and protective cover for the fungi) and reducing soil compaction. Commercial mycorrhizal products are also available for purchase in Ontario.

Planting:

If there are invasive plants nearby which may colonize the control area, planting larger native species stock (potted etc.) will help them outcompete invasive seedlings. Wait until all management is complete before doing a large stock re-planting, as it may be difficult to distinguish between newly planted native species and invasive seedlings. When completing planting at control sites, consider earthworm impacts (little to no leaf litter) and light availability (have any trees recently been removed which have opened up the forest canopy?). These environmental changes should be taken into account when choosing plant species for restoration, as they will affect the growing and soil conditions. Also, additional management activities may disturb the newly planted materials, so it is best to postpone planting until all invasive plant control is complete.



Wild Parsnip can be found along river banks.

Photo courtesy of Adriana Bernardo.

Preventing the Spread

Everyone can help prevent the spread of Wild Parsnip by following these tips:

Report it.

If you think you see Wild Parsnip in an area where it has not been intentionally planted, take a picture, record the location and contact the Invading Species Hotline to report it. For more information and guidance call the Invading Species Hotline at **1-800-563-7711** or visit www.invadingspecies.com or www.ontarioinvasiveplants.ca.

Watch for it.

Learn what Wild Parsnip looks like. Monitor property boundaries, roadsides, fence lines and trails. Early detection of invasive plants can make it easier and cheaper to remove or control them.

Stay on trails.

Avoid traveling off-trail in areas known to have Wild Parsnip or other invasive species.

Stop the spread.

Inspect, clean and remove mud, seeds and plant parts from clothing, pets (and horses), vehicles (including bicycles), and equipment such as mowers and tools. Clean vehicles and equipment in an area where plant seeds or parts aren't likely to spread (e.g., wash vehicles in a driveway or at a car wash) before travelling to a new area.

Keep it natural.

Try to avoid disturbing soil and never remove native plants from natural areas. This leaves the soil bare and vulnerable to invasive species.

Use native species

Try to use local native species in your garden. Don't plant Wild Parsnip and if you have removed it, try to replant with native species. Don't transplant invasive species such as Wild Parsnip. Encourage your local garden centre to sell non-invasive or native plants. [The Grow Me Instead guides list alternatives to plant instead of invasive species.](#)

Tracking the Spread of Wild Parsnip

Several reporting tools have been developed to assist the public and resource professionals to report sightings, track the spread, detect it early, and respond quickly. These include:

1) EDDMaps is an on-line reporting tool where users can view existing sightings of Wild Parsnip and other invasive species in Ontario, and document their sightings.

This tool, at www.eddmaps.org/ontario is free to use.

2) The toll-free Invading Species Hotline (1-800-563-7711) and website (www.invadingspecies.com), which individuals can use to report sightings verbally or on-line.

If you think you have Wild Parsnip on your property or if you see it in your community where it hasn't been intentionally planted, please report it. You will be asked to send in photos of the leaf, bark and flower for identification.

Best Management Practices Documents Series:

Common Buckthorn Best Management Practices for Ontario

Dog-strangling Vine Best Management Practices for Ontario

Garlic Mustard Best Management Practices for Ontario

Giant Hogweed Best Management Practices for Ontario

Phragmites (Common Reed) Best Management Practices for Ontario

Japanese Knotweed Best Management Practices for Ontario

Wild Parsnip Best Management Practices for Ontario

Invasive Honeysuckles Best Management Practices for Ontario

White Sweet Clover Best Management Practices for Ontario

European Black Alder Best Management Practices for Ontario

Additional Publications from the Ontario Invasive Plant Council:

Clean Equipment Protocol for Industry

Compendium of Invasive Plant Management

Grow Me Instead! Beautiful Non-Invasive Plants for Your Garden, a guide for Southern Ontario

Grow Me Instead! Beautiful Non-Invasive Plants for Your Garden, a guide for Northern Ontario

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Committee of the Whole

March 28, 2023

Staff Report: #RDS-2023-011

REPORT BY: Chad Kean, Manager of Public Works
REPORT SUBJECT: Purchase of a New Steamer in 2023
DEPARTMENT: Public Works

RECOMMENDATION(S):

***“THAT,** Council authorize staff to proceed with the purchase of one propane steamer as outlined in Report RDS-2023-011,*

***AND THAT,** this matter be brought to the Council meeting of March 28, 2023 to proceed with securing the unit.”*

1. BACKGROUND

The Township’s Public Works Department previously maintained three propane steamers – mainly used to unthaw transvers culverts throughout the Township.

In 2022, two steamers were nearing their life span and required significant replacement parts to maintain a safe operational state. The department utilized components from the two steamers to create one more reliable steamer.

Late 2022 and into 2023, the third steamer has shown negative effects based on its age of 43 years in service (1980).

2. DISCUSSION

The 2023 budget is being prepared by Township staff and not yet presented or approved by Council. Should this report be considered and the recommended motion by accepted by Council, the dollar value of the steamer will be included in the 2023 budget accordingly.

Staff had requested a quote from a reputable steamer supply company with a base price of \$18,200. Including minor options (flashing light, 100’ snake, delivery), the final quote was \$20,670 (excluding HST).

It was communicated by the supplier that one unit is currently available and would be placed on ‘hold’ for the Township – upon approval to purchase the unit.

Staff have attempted to obtain similar quotes on similar units, but this has proven to be a challenge.

Note that staff have reached out the County, as it was believed they had recently purchased a steamer from the same supplier. It was confirmed, that a unit in 2020 was purchased by the County for \$19,500.

As such, although the process has not been completely inline with the Township's procurement policy (to prepare a RFQ and submit in a public forum with an intent to receive three quotations where possible – inclusive to advertising in local paper and Township website), staff and Council understand that the 2006 Procurement Policy does require updating and staff have a very comparable cost for a similar unit in 2020.

The below excerpts are extracted from the Township's Procurement Policy for reference:

1. PROCUREMENT OF GOODS AND/OR SERVICES

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

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

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

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

A second area of the policy is "Emergency Procurement". Noting that steamers are used in the Spring mainly to unthaw culverts to ensure proper drainage. This drainage is to alleviate negative impacts to the Township's roads as well as to abutting lands. Staff point to this clause but also have prepared this report for the final determination from Council in regard to the purchase of a steamer.

c. EMERGENCY PROCUREMENT

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

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

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

3. FINANCIAL IMPLICATIONS

The submitted cost was \$18,200. Including minor options (flashing light, 100' snake, delivery), the final quote was \$20,670 (excluding HST).

4. OPTIONS CONSIDERED

Option 1 - Proceed with the purchase of the aforementioned steamer.

Option 2 – Prepare a public Request for Quotation.

Option 3 – Not purchase a steamer in 2023.

5. STRATEGIC PRIORITIES

N/A

6. RELEVANT LEGISLATION AND POLICIES

Procurement Policy

7. OTHERS CONSULTED

CAO, Darlene Plumley

8. ATTACHMENTS

N/A

Prepared By: Chad Kean, Public Works Manager

Approved By: Darlene Plumley, CAO/Deputy Clerk



Committee of the Whole

March 28, 2023

Staff Report: #RDS-2023-08

REPORT BY: Chad Kean, Manager of Public Works
REPORT SUBJECT: Clyde Forks Bridge Procurement Tender Results
DEPARTMENT: Public Works

RECOMMENDATION(S):

***“THAT,** Council authorize staff to enter into an agreement with Acrow Limited for the procurement of the Clyde Forks Bridge for a submitted cost of \$513,535 (excluding HST) as outlined in Report RDS-2023-08,*

***AND THAT,** this matter be brought to the Council Meeting of March 28, 2023, to proceed with the agreement and procurement”.*

1. BACKGROUND

At the regular scheduled COW and Council meeting held on January 24, 2023, staff presented report RDS-2023-02 outlining the status of the Clyde Forks Bridge Replacement Project along with a recommendation to prepare a tender for the procurement of the bridge (superstructure) with the potential risks and benefits outlined in the noted report.

The below Motion was carried:

10. MOTIONS

10.1 Clyde Forks Bridge Status Update and Tender Process

Resolution #C-2023- 017

Moved by Councillor Roberts

Seconded by Councillor Kelso

***THAT,* Council authorize staff to proceed with preparing and issuing a tender for the procurement of the Clyde Forks Bridge as outlined in Report RDS-2023-02;**

***AND THAT,* the remainder of this report be received as information.**

ADOPTED

2. DISCUSSION

Various discussions and planning were undertaken by staff with the County of Lanark for a possible joint tender for the procurement of two superstructures, however the timing, design, scope of work did not coincide for a joint tender.

Staff prepared a tender and was made available to the public on March 7, 2023 with a closing date of March 22, 2023.

The scope of the tender was specified as ‘the Township of Lanark Highlands is soliciting quotations for the supply of a prefabricated and pre-engineered permanent modular bridge to replace the existing structure on Clyde Forks Road over the Clyde River. The bridge shall be a single span with a nominal length of 36.58 m (120’), with additional approach ramps for both sides of the structure. The nominal travelled deck width shall be a minimum of 4.9 m and maximum of 5.3 m from curb to curb.

The truss configuration shall be determined by the manufacturer based on the requirements of the specification.

The specification covered the requirements for the design, supply, and delivery of a modular bridge structure from an approved supplier for permanent installation, including the following:

- a. Design, supply, delivery of the new modular bridge, complete with epoxy coated steel decking and all associated hardware components necessary for the complete installation of the modular bridge and approach ramps;
- b. Design and supply of modular bridge bearings and bearing plates, and
- c. Engineered Working Drawings outlining assembly and erection instructions shall be included as part of the work.

The Township received two bids as summarised below:

- | | |
|----------------------------|-----------------|
| - Algonquin Bridge Limited | \$523,971 + HST |
| - Acrow Limited | \$513,535 + HST |

3. FINANCIAL IMPLICATIONS

Similar to the information provided in Report 2023-02, a recap of Budget and Costs to Date:

The 2022 budgeted amount was \$1,526,000.

Safe Roads Engineering was awarded the engineering services for this project at a cost of \$89,815.

Extras to Date:

- Cultural Heritage Evaluation Report = \$6,800
- Culvert Inventory on the K&P as a requirement for a detour = \$4,000
- Additional topographic survey to confirm site elevations and road platform = \$3,500
- Legal Costs for an Agreement for the K&P Detour = assumed \$3,000
- Culvert repairs and scope of work on the K&P for planned detour = assumed \$32,300

Should Council choose to award the bridge procurement to the proponent with the lowest bid submitted as \$513,535, the approx. remaining amount from the 2022 budget value will be \$873,050.

4. OPTIONS CONSIDERED

Option 1 Recommended:

Award the procurement of the Clyde Forks Bridge to Acrow Limited with a submitted cost of \$513,535 (excluding HST).

Option 2

Award the procurement of the Clyde Forks Bridge to Algonquin Bridge Limited with a submitted cost of \$523,971 (excluding HST).

Option 3

Council may choose to not entertain procuring the Clyde Forks Bridge, and include this scope in the construction tender.

5. STRATEGIC PRIORITIES

Draft Asset Management Plan

6. RELEVANT LEGISLATION AND POLICIES

Procurement Policy

7. OTHERS CONSULTED

Safe Roads Engineering

8. ATTACHMENTS

N/A

Prepared By: Chad Kean, Public Works Manager

Approved By: Darlene Plumley, CAO/Deputy Clerk



Committee of the Whole

March 28, 2023

Staff Report: #RDS-2023-012

REPORT BY: Chad Kean, Manager of Public Works

REPORT SUBJECT: Village Plow Truck Opportunity

DEPARTMENT: Public Works

RECOMMENDATION(S):

*“**THAT**, the Council authorize staff to proceed with the purchase of a Village Plow truck (single axle) with a ceiling amount of \$_____ (excluding HST), as identified in Report RDS-2023-012,*

***AND THAT**, this matter be brought to the Council Meeting of March 28, 2023 in order to advance the purchase.”*

1. BACKGROUND

The fleet condition (based on the Draft Asset Management Plan – 2019), identifies the current plow trucks along with the condition, proposed replacement year, and expenditures of each unit for a four-year period from 2019 to 2022.

Specifically, attention to be focused on unit 27-14 and its associated expenditures.

Vehicle ID	Unit No.	Year	Type	Base Location (Internal)	Replacement Year	% of Life Consumed	Condition	Probability of Failure	2022 Budget	2019, 2020 and 2021 Expenditures	2022 Expenditures	2019-2022 Total Expenditures
VEH035	35-03	2003	International	Middleville	2018	120%	Very Poor	Very High	Replace	\$58,138.00	\$15,151.00	\$73,289.00
VEH034	36-05	2005	International	Tatlock	2020	107%	Very Poor	Very High	Order New	\$49,449.00	\$28,275.00	\$77,724.00
VEH032	38-06	2006	International	McDonald's Corners	2021	100%	Poor	High	Replace	\$81,883.00	\$15,630.00	\$97,513.00
VEH033	37-06	2006	International	Middleville	2021	100%	Poor	High	Order new	\$71,598.00	\$12,909.00	\$84,507.00
VEH030	32-07	2007	Mack	Middleville	2022	93%	Poor	High	Order New	\$43,214.00	\$6,536.00	\$49,750.00
VEH031	39-07	2007	International	Joe's Lake	2022	93%	Poor	High		\$62,755.00	\$12,488.00	\$75,243.00
VEH043	302-07	2007	International	Spare / Lanark	2022	93%	Poor	High		\$22,563.00	\$5,305.00	\$27,868.00
VEH041	300-11	2011	International	McDonald's Corners	2026	67%	Fair	Moderate				
VEH039	27-14	2014	Navistar Terrastar	Lanark	2029	47%	Good	Low		\$23,382.00	\$20,431.00	\$43,813.00
VEH036	304-17	2017	Western Star	McDonald's Corners	2032	27%	Very Good	Very Low				
VEH037	303-17	2017	Western Star	Middleville	2032	27%	Very Good	Very Low				
NA	205-21	2021	Freightliner	McDonald's Corners	NA	NA	NA	NA				

2. DISCUSSION

Staff have successfully engaged with a plow truck company in Quebec that currently has a 2023 Freightliner unit available for a cost of ~\$345,000. As the unit is several hours away, there is an optional cost to float to Lanark Highlands for \$3,800.

Therefore, the remaining funds from the previously capped amount of \$375,000 for a third tandem axle plow unit is \$26,200.

Staff have been advised of a 2012 Single Axle Freightliner on “GovDeals” with the following details:

- Cummins ISC 300
- Engine Hours 3,994, ~63,000 km
- Plow, Wing, Spreader and Controls
- Located in NewMarket

This unit has a minimum bid of \$29,250 with no current bids (at time of writing this report) at the minimum. The bid / auction ends March 31, 2023.

This unit is ideal for the operations within the Village of Lanark, based on the weight and size. The current unit in the Township’s fleet is:

- Navistar; Terraastar 4x4
- ~70,400 km

From 2019, the Village Truck averages ~7,000km per year. Note that this truck is used for cold-patching and hauling the sweeping unit throughout the Township, whereas the forthcoming work trucks will be able to assist with these operations.

In regard to the Procurement Policy and specifically the subsection ‘Purchase of Used Equipment’, staff obtained a quote for a similar unit as: 2013 Freightliner with plow and wing, 64,000km with a provided cost of \$119,000 (in Quebec).

3. FINANCIAL IMPLICATIONS

Assuming the Township is able to purchase a third tandem plow truck, including a float charge, for \$348,800, there remains a value from the previously approved \$375,000 capped amount of \$26,200.

Therefore, an option is to enter into the bidding process on GovDeals with a pre-approved amount of \$_____ to attempt to secure the 2012 Freightliner for the Village Plow Truck.

The additional funds may be offset by selling the Township’s related fleet / units.

Furthermore, staff will identify the best method(s) from which to draw the funds or to acquire the funds and recommend to Council during the 2023 budget deliberations.

4. OPTIONS CONSIDERED

Option 1

Enter into the bidding process to attempt to secure the unit for the Village plowing operations, with a max amount approved for bidding of \$_____.

Option 2

Not enter into the bidding process and allocate funds in the 2023 Budget for future replacement of the existing Village Truck.

Option 3

Utilize the previously approved amount of \$375,000 for the village truck in lieu of a tandem plow truck.

5. STRATEGIC PRIORITIES

Draft Asset Management Plan

6. RELEVANT LEGISLATION AND POLICIES

Procurement Policy; Section VIII, Subsection 4; Clause (f) Purchase of Used Equipment

7. OTHERS CONSULTED

N/A

8. ATTACHMENTS

N/A

Prepared By: Chad Kean, Public Works Manager

Approved By: Darlene Plumley, CAO/Deputy Clerk