



Municipality of Mississippi Mills

COUNCIL AGENDA

**Tuesday, December 3, 2019
6:00 p.m.
Council Chambers, Municipal Office**

PLEASE REMEMBER TO SET YOUR CELL PHONE TO SILENT AND THAT NO RECORDING DEVICES ARE PERMITTED.

A. CALL TO ORDER (5:15 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Commemoration - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b))
2. CAO Performance Review Process - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b))
3. HR Matter - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b))

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

G. APPROVAL OF MINUTES

Council Minutes dated November 19 and 21, 2019

Pages 5-17

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS (None)

I. PUBLIC MEETINGS

1. Zoning By-Law Amendment Z-15-19,
Re:102 Gemmill St, Ramsay, Michael McGarry

Pages 18-21

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS**Minutes***Motion to receive:*

- MRPC – Oct 3, 2019 Pages 22-26
- Library – Oct 23, 2019 Pages 27-28
- Accessibility – Nov 20, 2019 Pages 29-39

*Motion to approve/support:***Accessibility**

- a. 5 Year Accessibility Plan Pages 32-39

Recommendation:

That Council approve the 5-Year Accessibility Plan as recommended by the Accessibility Advisory Committee.

(J.2) REPORTS**Roads and Public Works**

- a. Paterson Street Parking Restrictions Pages 40-42

Recommendation:

That Council direct staff to amend By-law 02-27 Traffic and Parking to restrict parking on both sides of Paterson Street between Tatra Street and Robert Hill Street as detailed in the report by the Director of Roads and Public Works dated December 3rd, 2019.

- b. Paterson Street Pedestrian Crossover Relocation Pages 43-46

Recommendation:

That Council provide direction to staff regarding the preferred location for the relocated pedestrian crossover on Paterson Street.

Administration and Finance

- a. Draft Procedural By-law Pages 47-92

Recommendation:

That Council direct Staff to bring forward the final Procedural By-law for approval.

b. Municipal Modernization Program

Pages 93-95

Recommendation:

- 1) That Council chose either option 1 or 2 to provide direction to staff to procure resources to perform an organization wide service delivery review in 2020.
- 2) That Council direct staff to make a submission to the Municipal Modernization Program.

(J.3) INFORMATION ITEMS

- Mayor's Report Page 96
- County Councillors' Report Pages 97-100
- Mississippi Valley Conservation Authority Report None
- Information List (*motion to receive*) Pages 101-107
- Meeting Calendars (*December*) Page 108

Motion to return to Council Session.

K. RISE AND REPORTRecommendation:

That the recommendations of the Committee of the Whole for the meeting of December 3, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 19-118 to 19-122 be taken as read, passed, signed and sealed in Open Council.

19-118 Part Lot Control Pt Block 15 Plan 27M-90 (Mill Run)	Page 109
19-119 Part Lot Control Pt Block 16 Plan 27M-90 (Mill Run)	Page 110
19-120 Part Lot Control Pt Block 16 Plan 27M-90 (Mill Run)	Page 111
19-121 Sale of Land	Pages 112-119
19-121 No Parking on Paterson St (amends 02-27)	Page 112

M. OTHER/NEW BUSINESS

1. Councillor Holmes Motion

Whereas By-law No. 13-108 regulates the use of All Terrain Vehicles within Mississippi Mills;

And whereas the Ottawa Valley Recreation Trail is a multi-use trail and as a result more All Terrain Vehicles are passing through Mississippi Mills;

And whereas the Ottawa Valley Recreation Trail is an economic driver for the Municipality;

Therefore be it resolved that Council direct staff to bring forward options for Schedule "A" of By-law 13-108 for Council to determine if the roadway restrictions regarding the use of ATV's outlined in the schedule are appropriate in consideration of the recently opened OVRT.

2. Township of Ramara Re: Conservation Authority Exit Clause Page 113-114
(Item # 9 from Info List # 19-19)

Recommendation:

That Council support the Township of Ramara's resolution regarding Conservation Authority's Exit Claus.

3. Lanark County Request
Re: No Parking on Waba Road

Recommendation:

That the Council of the Municipality of Mississippi Mills respectfully request that Lanark County Council proceed with the approval to establish a "No Parking" Zone, on the South side of County Road #20 (Waba Road), from Isabella Street to Dalkeith Street.

N. NOTICE OF MOTION

1. Councillor Guerard Motion

Whereas the Municipality of Mississippi Mills is in a two-tier municipal structure;

And whereas Lanark County is the upper Tier;

And whereas two members of Mississippi Mills Council sits on Lanark County Council and County Committees;

And whereas Lanark County Council makes a number of decisions of interest to Mississippi Mills residents and Council;

Therefore be it resolved that the two Mississippi Mills Council Members on Lanark County Council prepare written reports from Lanark County Council and Committee meetings;

And therefore be it further resolved that Council direct Staff to include information all Lanark County Council and Committee meeting information in the Mississippi Mills Council agenda.

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW – 19-122

Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #36-19

MINUTES

A regular meeting of Council was held on Tuesday, November 19, 2019 at 5:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 5:00 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 652-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council enter into an in camera session at 5:00 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

CARRIED

Resolution No. 653-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT Council return to regular session at 5:56 p.m.

CARRIED

Rise and Report

1. HR Matters

Staff direction was provided in camera.

2. Commemoration

Information was provided in camera.

C. O CANADA

The Council meeting was opened with the singing of O Canada.

D. ATTENDANCE**PRESENT:**

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Denzil Ferguson
Councillor Cynthia Guerard
Councillor Bev Holmes
Councillor Janet Maydan
Ken Kelly, Chief Administrative Officer
Jeanne Harfield, Acting Clerk
Niki Dwyer, Director of Planning
Guy Bourgon, Director of Roads and Public Works (left at 6:44 p.m.)
Tiffany MacLaren, Community Economic and Cultural Coordinator

ABSENT:**E. APPROVAL OF AGENDA**

Resolution No. 654-19
Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille
THAT the agenda be approved as presented.

CARRIED**F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

[None]

G. APPROVAL OF MINUTES

Resolution No. 655-19
Moved by Councillor Maydan
Seconded by Councillor Ferguson
THAT the Council Minutes dated November 5, 2019 be approved as presented.

CARRIED**H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Niki Dwyer, Director of Planning
Re: Planning for Growth

The Director of Planning provided an overview of planning matters including: *The Planning Act*; matters of Provincial Interest; Provincial Policy Statement; planning for growth; development in rural areas; comprehensive reviews; and next steps.

Resolution No. 656-19**Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the presentation by Niki Dwyer, Director of Planning re: Planning for Growth be received for information.**CARRIED****I. PUBLIC MEETINGS**

[None]

J. COMMITTEE OF THE WHOLE**Resolution No. 657-19****Moved by Councillor Ferguson****Seconded by Councillor Guerard****THAT** Council resolve into Committee of the Whole, with Deputy Mayor Minnille in the Chair.**CARRIED****J.1 CONSENT ITEMS****Resolution No. 658-19****Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** the CAO's Report November 2019 and the 3rd Quarter Building report be received.**CARRIED****Resolution No. 659-19****Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** the minutes of the following committee be received:

- Parks & Recreation – October 29, 2019

CARRIED**J.2 STAFF REPORTS****Roads and Public Works**

- a. 2019 Wild Parsnip Management Program

Resolution No. 660-19**Moved by Councillor Ferguson****Seconded by Councillor Holmes****THAT** Council receive the summary report of the 2019 Wild Parsnip Management Program for information.**CARRIED**

Building and Planning

- b. Land Sale By-law – Proposed Repeal and Replacement

Resolution No. 661-19**Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** Council receive the Land Sale By-law – Proposed Repeal and Replacement report as information.**CARRIED****ACTION:** That the Director of Planning to bring forward the report to a future meeting to include sections relating to developed parkland.

- c. Zoning by-law amendment Z-14-10 297 Strathburn Street, Almonte

Resolution No. 662-19**Moved by Mayor Lowry****Seconded by Councillor Ferguson****THAT** Council approve the Zoning By-law Amendment to change the zoning on the lands known Municipally as 297 Strathburn Street, Almonte Ward, Municipality of Mississippi Mills to reduce to minimum lot area in the “Development-Special Exception (D-10)” Zone from 8.65ha to 8.55ha; and to rezone the severed parcels of land approved in Applications B19-081 and B19-082 to “Residential First Density” (R1).**CARRIED**

- d. Transforming and Modernizing Delivery Ontario’s Building Code Services
(Deferred from November 5, 2019)

Resolution No. 663-19**Moved by Mayor Lowry****Seconded by Councillor Ferguson****THAT** Council authorize staff to proceed with municipal feedback to the Ministry**DEFEATED****Finance and Administration**

- e. Development of Business Park Lands Phase 3

Resolution No. 664-19**Moved by Mayor Lowry****Seconded by Councillor Ferguson**

THAT Council accept the report to develop the remaining Phase of the Business Park Lands and direct staff to engage Novatech Engineering to complete design and tender preparation of the remaining infrastructure as per the attached proposal in the sum of \$20,000 plus HST with funding from the Business Park Reserve funds.

CARRIED

f. Implementation of Recreation and Cultural Service Delivery Review

Resolution No. 665-19

Moved by Councillor Guerard

Seconded by Councillor Holmes

THAT Council accept the report seeking direction on the implementation of the recommendations contained in the service delivery review of the Recreation and Cultural Services Report dated July 2018.

CARRIED

Resolution No. 666-19

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT The Service Delivery Review be tabled during the Strategic Plan Discussions.

CARRIED

J. 3 **INFORMATION ITEMS**

- **Mayor's Report**

[None]

- **County Councillors' Report**

Highlights: nominations for Warden; nominations for Chairs of the Committees; County road access policy; National Housing Day proclaimed; silver chain award; applying for climate action plan funds. Members discussed a County report on proposed parking restrictions on Waba Rd.

- **Mississippi Valley Conservation Authority Report**

Highlights: Budget control report; approach to 2020 budget; and proposed 2020 fee schedule.

- **Information List 19-19**

Resolution No. 667-19

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT Information List 19-19 be received.

AND THAT Item #10 - Municipal Modernization Program be considered this evening given the deadline requirements.

AND THAT Item #9 – Conservation Authority Exit Clause be pulled for further consideration.

CARRIED

Resolution No. 668-19

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Council direct staff to bring forward a high-level report regarding the expression of interest in the Municipal Modernization Program.

CARRIED

- **Meeting Calendars** –November/December 2019

Resolution No. 669-19

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT the Committee rise and return to Council to receive the report on the proceedings of the Committee of the Whole.

CARRIED

Council recessed at 7:45 and resumed at

K. RISE AND REPORT

Resolution No. 670-19

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT the recommendations of the Committee of the Whole for the meeting of November 19, 2019 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Resolution No. 671-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Maydan

THAT By-laws 19-111 to 19-113 be taken as read, passed, signed and sealed in Open Council.

AND THAT By-law 19-114 be pulled for a separate vote.

CARRIED

By-Law 19-111

Resolution No. 672-19

THAT By-law 19-111, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990 of the re-subdivision of the land in Part of Block 13, Plan 27M-90 (Mill Run Sadler Dr)

CARRIED

By-law 19-112

Resolution No. 673-19

THAT By-law 19-112, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990 Part of the re-subdivision of the land in Part of Block 13, Plan 27M-90 (Mill Run Sadler Dr 2)

CARRIED

By-law 19-113

Resolution No. 674-19

THAT By-law 19-113, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990 of the re-subdivision of the land in Part of Block 13, Plan 27M-90 (Mill Run Sadler Dr 3)

CARRIED

Resolution No. 675-19

Moved by Deputy Mayor Minnille

Seconded by Guerard

THAT By-law 19-114, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for lands legally described as Part of Lot F Plan 6262, Almonte Ward, Municipality of Mississippi Mills

CARRIED 6-1

Councillor Guerard requested a recorded vote

Yays: Mayor Lowry, Deputy Mayor Minnille and Councillors Dalgity, Ferguson, Holmes, and Maydan

Nays: Councillor Guerard

M. OTHER/NEW BUSINESS

1. Stewardship Ontario – Funding for Municipal Blue Box Recycling
(from info list 18-19, item #3)

Resolution No. 676-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council receive the letter from Stewardship Ontario re: funding for municipal blue box recycling programs as information.

CARRIED

ACTION: Staff to follow-up on the amount received through this program

2. Demand the Right - Letter re: Landfill Development
(from info list 18-19, item # 6)

Resolution No. 677-19

Moved by Councillor Holmes

Seconded by Councillor Guerard

THAT Council support the proposed motion from the Demand the Right Coalition regarding landfill development.

CARRIED

3. Friends of Lanark County – Re: Award for Best Roadside Management
(from info list 18-19, item #7)

Moved by Deputy Mayor Minnille

Seconded by Councillor Guerard

THAT Council receive the letter from Friends of Lanark County re: Award for Best Roadside Management as information.

Motion to amend:

Resolution No. 678-19

Moved by Councillor Maydan

Seconded by Councillor Holmes

Insert: And That Council direct Staff to contact the Friends of Lanark County re: vegetative management plan.

CARRIED

Motion as amended:

Resolution No. 679-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Guerard

THAT Council receive the letter from Friends of Lanark County re: Award for Best Roadside Management as information;

AND THAT Council direct Staff to contact the Friends of Lanark County re: vegetative management plan.

CARRIED

4. Ministry of Finance – 2020 OMPF allocations
(from info list 18-19, item # 10)

Resolution No. 680-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT Council receive the information from the Ministry of Finance re: 2020 Ontario Municipal Partnership Fund allocations as information.

CARRIED

5. Ministry of Natural Resources and Forestry – Provincial Statutes
(from info list 18-19, item # 11)

Resolution No. 681-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council direct staff to provide comment on the proposed amendments to provincial statutes.

CARRIED

N. NOTICE OF MOTION

1. Councillor Holmes Motion

Whereas By-law No. 13-108 regulates the use of All Terrain Vehicles within Mississippi Mills;

And whereas the Ottawa Valley Recreation Trail is a multi-use trail and as a result more All Terrain Vehicles are passing through Mississippi Mills;

And whereas the Ottawa Valley Recreation Trail is an economic driver for the Municipality;

Therefore be it resolved that Council direct staff to bring forward options for Schedule "A" of By-law 13-108 for Council to determine if the roadway restrictions regarding the use of ATV's outlined in the schedule are appropriate in consideration of the recently opened OVRT.

O. ANNOUNCEMENTS AND INVITATIONS**P. CONFIRMATORY BY-LAW**

By-law 19-115

Resolution No. 682-19

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT By-law 19-115 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 19th day of November, be read, passed, signed and sealed in Open Council this 19th day of November, 2019.

CARRIED

Q. ADJOURNMENT

Resolution No. 683-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the meeting be adjourned at 8:04.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #37-19

MINUTES

A special meeting of Council was held on Thursday, November 21, 2019 at 9:00 a.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 9:00 a.m.

B. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Minnille
Councillor John Dalgity
Councillor Denzil Ferguson
Councillor Cynthia Guerard
Councillor Bev Holmes
Councillor Jan Maydan

ABSENT:

Ken Kelly, CAO
Jeanne Harfield, Acting Clerk
Rhonda Whitmarsh, Treasurer

C. APPROVAL OF AGENDA

Resolution No. 684-19
Moved by Councillor Ferguson
Seconded by Councillor Holmes
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST

Councillor Dalgity declared a pecuniary interest on the Operating Daycare Budget as his daughter is an employee of the Daycare.

E. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

Draft Budget 2020 – Department Heads/Managers presented information with respect to their departmental operating and capital requirements.

- Rhonda Whitmarsh, Treasurer
- Guy Bourgon, Director of Roads and Public Works
- Karen Kane, Director of Daycare

Council recessed at 12:13 a.m. and resumed at 12:45 p.m.

- Niki Dwyer, Director of Planning – Building and Planning
- Calvin Murphy, Recreation Manager
- Tiffany MacLaren, Community Economic Cultural Coordinator
- Chad Brown, Fire Chief

F. REPORTS

Finance and Administration

1. 2020 Draft Budget

The Treasurer began the discussions on the 2020 Draft Budget reviewing the information contained within the most recent budget package.

Summary of items arising from the discussions:

- Changes to the budget from the first draft presented in October
- Percentage of growth
- The Director of Public Works provided an overview of the transportation budget
- The Director of Public Works will prepare a comparable and analysis of the cost of tendering snow removal versus overtime of municipal seasonal staff
- Members inquired about Carbon Tax and potential impacts to the municipality
- The Director of Public Works reviewed the proposed hardtopping projects for 2020 and other capital projects included in the draft budget such as the proposed rehabilitation of the Levi Bridge
- The Treasurer will provide further detail on the breakdown of the replacement of equipment and conversion of fire truck and approximate staff hours invested and required
- Members discussed the proposed water storage construction such as financing options, reserve fund levels, and the need for construction

Council recessed at 11:15 and resumed at 11:20

Councillor Dalgity did not participate in any discussions relating to the Daycare Operating Budget (left at 11:22 and returned at 11:30)

- Members asked about the amount that has been drawn from the reserve funds for newly approved projects

Council recessed at 11:50 a.m. and resumed at 12:30 p.m.

- Building vehicle possibly being serviced by Public Works mechanic
- Members inquired about potential changes to the heritage grant and the heritage tax relief program
- Service levels for by-law enforcement was considered, a staff report will be brought forward in December
- Council considered decreases in hall rental revenue. The Recreation Manager will reach out to neighbouring municipalities regarding promotion of hall rentals
- Council discussed the potential for planning trail developments within the various wards of the municipality
- The proposed Augusta Street Splash Pad was also considered – Staff to invite the Augusta Street Park Community group to present to Council regarding their plans and goals for the park and their fundraising efforts

Council recessed at 2:15 p.m. and resumed at 2:25 p.m.

- Council discussed directional signage as well and potentially increasing the budget for increased signage on the OVRT

Resolution No. 685-19

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Council approve the addition of \$2,000 to the Annual Costs for Directional Signage in the Economic Development Capital Budget for additional directional signage along the OVRT.

CARRIED

- Possibility of splitting the repainting of the exterior windows and doors to save costs

Council recessed at 3:00 p.m. and resumed at 3:15 p.m.

- Members discussed the need for a Deputy Fire Chief and increased training revenue potential
- Council requested a copy of the Fire Master Plan and the identification of the replacement of the bush truck – clarification if this was due to the condition of the truck or the age

2. 2020 Draft Fees and Charges

The Treasurer reviewed the draft 2020 Fees and Charges Schedule. She noted that the Fees and Charges By-law must be passed before year-end in order to take effect January 1, 2020.

Resolution No. 686-19

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT Council approve the proposed changes to the Fee Schedule;

AND THAT the public notice be given as to Council's intention to pass the 2020 Fees and Charges By-law.

CARRIED

G. CONFIRMATORY BY-LAW

By-law 19-116

Resolution No. 687-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT By-law 19-116, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 21st day of November, 2019, be read, passed, signed and sealed in Open Council this 21st day of November, 2019.

CARRIED

H. ADJOURNMENT

Resolution No. 688-19

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT the meeting be adjourned at 3:46 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: December 3, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-15-19
Part Lot 48, 115 and 116 PLAN 248 Being Parts 1 and 2 on Reference
Plan 27R-11130
Ramsay Ward, Municipality of Mississippi Mills**

KNOWN AS: 102 Gemmill Street (PIN 05085-0308)

OWNER: Michael McGarry (Diana Jackson)

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Development” (D) to “Residential First Density (R1)” to permit the construction of a single detached dwelling on the lands. The application was previously subject to approval for a Consent Application in accordance with Section 51 of the Planning Act. The consent application has been finalized and registered but includes a covenant that the lands be rezoned to an appropriate zone to accommodate the development.

DESCRIPTION OF SUBJECT LANDS

The subject land represents an area of approximately 1.2ha with approximately 32.81m of frontage on Gemmill Street in Clayton. The property is within the Settlement Area for the Village of Clayton and has been vacant land for many years. The owner of the land, Diana Jackson, applied to sever the land to recognize two holdings, one being the subject land fronting on Gemmill Street, and the retained parcel with frontage on Bellamy Mills Road. There are no present plans for the development of the retained lands, which partially exist outside of the Clayton Settlement Boundary and thereby constitute Rural lands.

A stream/creek does bisect the property. However, said water feature has been identified as wet for less than nine (9) months of the year which reduces the required setback for development from 30m to 15m. Unevaluated wetlands are present to the north of the retained lands, but do not provide concern as it falls well outside the boundaries of the subject lands.

Figure 2 – Context Map (2014)



SERVICING & INFRASTRUCTURE

The subject property is vacant; thus, it is not serviced. Applications for permits for a private septic system and well will be required by the applicant prior to development. An entrance permit from Gemmill Street has pre-emptively been approved by the Public Works Department for the subject lands.

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Rural Settlement Area and Village”. The designation permits low density residential and accessory uses. A small corner of the land is shown presently as “Rural”, however this has been rounded out in the Rural Land Use Schedule approved by Official Plan Amendment No. 21. It is anticipated that all development will occur within the “Rural Settlement Area and Village” designation and as such the “Rural” policies have not been evaluated as part of this report.

Section 3.4.1 of the COP contains various objectives intended to implement the goal of preserving the general character and individual identity of each rural settlement area or village. The following provides an analysis of the proposal against relevant objectives:

- (1) *Ensure that the established pattern of development is continued;*

The surrounding residential area has a relatively inconsistent lot fabric, made up of many regular- and irregular-shaped lots and having a fair range of lot sizes. The new subject land will be more compatible than the previous oversized lot and will improve the lot fabric in the area by offering more consistency in terms of lot sizes and lot configurations along Gemmill Street.

Section 3.6.7 of the COP contains specific policies regarding infill development. The following provides an analysis of the proposal against these policies:

3.6.7.1 *The Town shall give priority to the infilling of existing residential areas as a means of efficiently meeting anticipated housing demand. Infilling shall be considered small scale residential development within existing residential neighbourhoods involving the creation of new residential lots or the development/redevelopment of existing lots.*

As the proposal is for the creation of one (1) additional residential lot within an existing rural residential neighbourhood, the infilling is considered small scale and conforms to the above-noted policy.

3.6.7.2 *Infilling development proposals in existing residential neighbourhoods should be in character with the surrounding building form and setbacks of existing development in an effort to blend in with the residential neighbourhood. Specific design policies for infill development are found in the design section of this Plan.*

The proposed rezoning represents low density residential development, which would be compatible with the low density residential character of the area. The lot is sufficient in size to offer an adequate building envelope to ensure adequate setbacks from existing development and watercourses.

Figure 3 – Community Official Plan Designation



ZONING BY-LAW #11-83

The subject property is presently zoned “Development” (D) in the Municipality of Mississippi Mills Zoning Bylaw 11-83.

The Development zone is intended to limit the use of the property to existing uses (vacant land) until such time as the land can be infilled or developed. This may include analyzing the appropriate size, shape, access points, setbacks and capacity of said lands prior to the approval of a change of use. The analysis of the majority of these characteristics was undertaken during the consent approval and no objections or concerns were raised by the Municipality, Conservation Authority or County of Lanark.

Figure 4 – Zoning By-law #11-83




The majority of the adjacent lands are zoned “Residential First Density” (R1) with the exception of lands outside the Settlement Boundary which was designated “Rural” or “Limited Service Residential” (LSR) in accordance with the corresponding Official Plan Designation.

PUBLIC COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act. To date, the municipality has received one letter of support for the proposed rezoning from the residents of 100 Gemmill Street. Comments were also received from Enbridge Gas, the Mississippi Valley Conservation Authority and the Parks and Recreation Department indicating no objections or concerns with the proposed application. Public Works commented respecting the dedication and construction of a hammer head turn around at the end of Gemmill Street, which was completed as a condition of consent last year. It is also noted that during the consent application process, no objections were raised by residents or agencies.

A staff report analyzing the merits of the application will be prepared following the public meeting in order to fully consider any and all public comments received.

All of which is respectfully submitted,


Niki Dwyer, MCIP RPP MA BES
Reviewed by Director of Planning


Ken Kelly
Chief Administrative Officer

Mississippi River Power Corp.

Meeting #211, Thursday, October 3, 2019

At 8:00am, in the offices Mississippi River Power Corp., 28 Mill St., Almonte, Ontario

Attendance: President Paul Virgin, Vice-President Adrian Foster, Secretary Lyman Gardiner, Director Garry Dalgity, Mayor Christa Lowry

General Manager - Scott Newton

Absent: none

Guests: Helmut Brodmann (Bell Baker LLP)

Additions to the Agenda: none

Guest Presentation: Helmut Brodmann provided the Board with an update on the Penstock Claim. He indicated that the Appeals Court sided with the Defendants in our appeal regarding the cap on damages. Mr. Brodmann recommended no further litigation on the cap on damages matter, and the Board agreed. The Board instructed Mr. Brodmann to discuss the next steps with our co-claimant. President Paul Virgin asked that we get a response by the end of October.

Approval of Agenda:

Motion #1-211

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That the agenda for meeting #211, be approved as amended, all in favour,

CARRIED

Approval of Expenditure Report:

Motion #2-211

Moved by Director Adrian Foster,

Seconded by Director Lyman Gardiner.

That the expenditure reports for the pay periods ending September 12, 2019, in the amount of \$24,819.20, and September 27, 2019, in the amount of \$189,950.69, be approved, all in favour,

CARRIED.

Approval of Minutes:

Motion #3-211

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That the minutes of the two-hundred and tenth meeting of the Mississippi River Power Corp. held on August 29, 2019, be approved as amended, all in favour,

CARRIED.

- Information Items:**
- Allan & Partners LLP Audit Letter
 - Re-pointing MS#1
 - Zero Emissions Vehicle Infrastructure Program
 - Mississippi River Water Management Plan
 - Mississippi River Watershed Plan
 - Dam Safety Assessment
 - Mississippi Mills Waterpower Champion
 - HONI Refund

Action on Information Items:

Scott informed the Board that the Municipality recently signed the Ontario Waterpower Champions Charter and also declared June 20th as Waterpower Day in Mississippi Mills. The Board agreed that Scott should start plans for MRPC to lead waterpower celebrations in Mississippi Mills on Waterpower day.

Matters for Discussion:

There was a brief discussion about the Millfall Dam project. The work has been completed and discussed releasing the holdback.

Scott informed the Board the earthen dam land was transferred to MRPC by the Municipality last week and a cheque for the full purchase price was delivered to them in exchange.

The Board reviewed a Charitable Donation request from Light Up The Night.

Motion #4-211

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That Mississippi River Power Corp. make a donation of \$300 to the annual Light Up The Night event, all in favour,

CARRIED.

Operations Report:

The Operations Report was reviewed. See attached report.

Matters for Decision/Motion:

Motion #5-211

Moved by Director Garry Dalgity,
Seconded by Mayor Christa Lowry.

That the Operations Report be approved as printed and circulated, all in favour,

CARRIED.

New Business: There was a discussion about the office building at 28 Mill St.. Board members suggested that getting an appraisal of the building would be a good idea.

Meeting Finalisation:

The next meeting will be held at the call of the Chair.

Motion #6-211

Moved by Director Garry Dalgity,
Seconded by Director Lyman Gardiner.

That the meeting be adjourned at 10:17am, all in favour,

CARRIED.

Scott Newton, General Manager

Paul Virgin, President

Adrian Foster, Vice-President

Operations Report to Directors - Mississippi River Power Corp.

October 3, 2019

Last regular meeting – August 29, 2019

Generation for the month of August was 269,405 KWh. We generated 70,330 KWh on peak, at a rate of \$0.1510 per KWh for a total of \$10,619.77. We generated 199,075 KWh off peak, at a rate of \$0.1158 per KWh, for a total of \$23,052.90. Total generation revenue for the month of August was \$33,672.67.

Flows have been below average since prior to our last meeting. On September 19th, the Mississippi Valley Conservation Authority issued a Level I – Minor Drought Condition. As a result of the low flows, generation for the month of September will be slightly lower than August. We've seen fluctuations in incoming flows over the past couple of months, which has caused issues for our generation including almost daily shutdowns. We are still looking into the source of the issue, which we have confirmed is not Enerdu, the station immediately upstream of ours.

One evening in early September, representatives from a lighting company called BDA Lighting came to do a lighting test on the falls at our request. We are looking at options for replacing the four old 1000 watt lights that currently illuminate the falls. The test was very successful and we are now waiting for a quotation.

We replaced the fan motor on the exhaust fan on the roof of the generating station after discovering that it has stopped working.

Last month, Tammy and Merlin re-painted the base (foundation) and door of MS#1.

We ordered 8 new logs for the bywash, which we will use to replace the old logs later this month. ODS Marine will assist us by installing new gains and logs about 10 feet upstream of our existing stoplog bay, so that we can remove all logs and clean the bottom sill prior to installation of the new logs. This will eliminate any water flow through the bywash. We will also take photos while the water is stopped to send the CIMA to assist with their evaluation of the present condition of the bywash area.

On September 19th, we entered penstock #1 (after de-watering and ventilating earlier in the week) for an annual visual inspection. There were a few small areas (one inch square) where paint was chipped, but overall the penstock looked to be in great condition. We did the same with penstock #2 on September 25th. It also was found to be in good condition.

In late September, staff from Canadian Hydro Components assisted us with changing the seals on the rotating union on top of unit #1.

On September 20th we removed the temporary eel ladder from the falls below the Millfall Dam.

On the afternoon of September 25th, Tammy, Merlin and I walked the area between the middle and lower falls, as well as the island as the base of the lower falls, to remove garbage. We removed enough garbage to fill the back of a pickup truck.

That's all for this month.

Generation Stats

This section shows annual figures

Budget Generation 2014	\$2,299,000
Actual Generation 2014	\$2,948,670
Actual Generation 2014 (KWh)	24,288,843
Budget Generation 2015	\$2,308,000
Actual Generation 2015	\$2,153,100
Actual Generation 2015 (KWh)	17,631,720
Budget Generation 2016	\$2,424,651
Actual Generation 2016	\$1,918,603
Actual Generation 2016 (KWh)	15,715,881
Budget Generation 2017	\$2,355,095
Actual Generation 2017	\$3,899,139
Actual Generation 2017 (KWh)	31,939,350
Budget Generation 2018	\$2,306,244
Actual Generation 2018	\$2,455,780
Actual Generation 2018 (KWh)	19,960,232

This section shows figures representing the period of January 1 – August 31 (2018 vs 2019)

2018		2019	
Budget Generation	\$1,734,295	Budget Generation	\$1,818,079
Actual Generation	\$1,877,579	Actual Generation	\$2,356,447
Actual Generation	15,264,368 KWh	Actual Generation	19,086,838 KWh

NOTE: The projected (or budgeted) revenue/KWh output is often well above or below the actual totals. As a run-of-river station we must base our projections on AVERAGE flows. Verified flow data exists on our system from 1919 to the present. We use data from 1960 to the present in our projections, as regulation of the system has changed significantly over the past 100 years.

Scott Newton, General Manager

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

MINUTES

Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on October 23, 2019 at 3:00 p.m. at the Almonte Branch.

1. **CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

2. **ATTENDANCE:**

PRESENT:

Micheline Boucher
Jeff Fraser
Councillor Jan Maydan
Cathy Peacock, Chair
Marie Traversy
Warren Thorngate
Barbara Button
Leanne Czerwinski, Acting Chair

ABSENT:

3. **APPROVAL OF AGENDA**

Resolution No. 36-19

Moved by J. Maydan

Seconded by L. Czerwinski

THAT the agenda be approved.

CARRIED

4. **DISCLOSURE OF PECUNIARY INTEREST**

[None]

5. **DELEGATIONS/PRESENTATIONS**

Rhonda Whitmarsh, Treasurer

A presentation of the independent auditor's report for the Library was explained.

6. **CONSENT ITEMS**

- a) September 25, 2019 minutes
- b) Correspondence- None
- c) Reports- October 2019 CEO Report, Council Resolution re: Almonte Friendship Oven
- d) Incidents - None
- e) Financials- None

Resolution No. 37-19

Moved by J. Fraser

Seconded by L. Czerwinski

THAT the MMPLB accepts the consent items and approves the September 25, 2019 minutes.

CARRIED

7. FOR DISCUSSION/DECISION

a) Business arising from the minutes

Preliminary results for the survey were shared. They will be sent via email.

b) Trustee Council meeting

Next meeting is in North Grenville on November 2. C. Peacock will be going.

c) Policy Review- Policy Committee's Terms of Reference and Succession Planning GOV-11

Resolution No. 38-19

Moved by M. Boucher

Seconded by J. Maydan

THAT the MMPLB approves the Policy Committee's Terms of Reference.

CARRIED

Resolution No. 39-19

Moved by L. Czerwinski

Seconded by B. Button

THAT the MMPLB approves the Succession Planning Policy -GOV-11.

CARRIED

d) Celebrating Partners Party- October 25, 2019

e) Closed meeting-[None]

f) Closed meeting
[None]

8. OTHER/NEW BUSINESS

a) Friends of the Library update

It is still be discussed whether or not to be formally form a group or not.

9. NEXT MEETING

November 27, 2019 at 2:30 p.m. at the Pakenham Branch.

10. ADJOURNMENT

Resolution No. 40-19

Moved by W. Thorngate

Seconded by J. Fraser

THAT the meeting be adjourned at 3:59 p.m.

CARRIED

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Wednesday, November 19, 2019 at 3:00 p.m.** at the Municipal Office.

PRESENT:

Committee: Araina Clark
Betty Preston
Kristen Cavanagh-Ray
Myrna Blair
Claire Marson (arrived at 3:21 p.m.)
Paul Crozier

Staff/Others: Jeanne Harfield, Acting Clerk
Calvin Murphy, Recreation Manager

Regrets: Councillor Cynthia Guerard
Jim Lowry

Chairperson Betty Preston called the meeting to order at 3:09 p.m.

A. APPROVAL OF AGENDA

Moved by Kristen Cavanagh-Ray
Seconded by Myrna Blair
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. APPROVAL OF MINUTES

Moved by Myrna Blair
Seconded by Araina Clark
THAT the minutes dated September 18, 2019 be approved as presented.

CARRIED

D. DELEGATIONS / PRESENTATIONS / TOURS

None

E. BUSINESS ARISING OUT OF MINUTES

None

F. ROUND TABLE

None

G. REPORTS

1. Draft 5 Year Accessibility Plan

The Committee reviewed the draft 5 year plan and considered the report.

Moved by Paul Crozier

Seconded by Kristen Cavanagh-ray

THAT the Accessibility Advisory Committee recommends that Council approve the 5 Year Accessibility Plan.

CARRIED

2. Draft Annual Accessibility Report

The committee reviewed the annual accessibility report, the following issues were discussed: including more detail such as approximate costing, invisible barriers, and feasibility. The Clerk will bring forward a revised report for further consideration.

3. Almonte Curling Club – Accessibility Review Report

Calvin Murphy provided background into the genesis of the report and the reasoning for the Accessibility Review Report of the Almonte Curling Club. Mr. Murphy provided an overview of the three options put forward by the consultant to improve access to the ice surface. The Committee discussed potential grant opportunities.

Moved by Claire Marston

Seconded by Myrna Blair

THAT the Accessibility Advisory Committee receive the Almonte Curling Club – Accessibility Review Report as information;

AND THAT the Accessibility Advisory Committee endorse option 2 – Inclined Platform Lift as the preferred option;

AND THAT Kristen Cavanagh-Ray, Betty Preston, and Araina Clark research potential accessibility grants.

CARRIED

H. INFORMATION / CORRESPONDENCE

1. Ontario Professional Planner Institute Presentation
Re: Accessibility and Heritage
2. Government of Ontario
Re: Webinar – Innovative Accessibility Projects

I. OTHER/NEW BUSINESS

None

J. MEETING ANNOUNCEMENTS

December 18, 2019 @ 3:00pm

K. ADJOURNMENT

Moved by Araina Clark
Seconded by Kristen Cavanagh-Ray
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 4:17 p.m.

Jeanne Harfield, Acting Clerk
Recording Secretary



MUNICIPALITY OF MISSISSIPPI MILLS
MULTI-YEAR ACCESSIBILITY PLAN
2020-2025



Executive Summary

The Municipality of Mississippi Mills Multi-Year Accessibility Plan 2020-2025 outlines the initiatives the Municipality has taken and plans to take to ensure compliance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*. The Plan also identifies steps taken to address the growing needs of our community.

The Municipality of Mississippi Mills is committed to ensure that persons with disabilities share the same rights, freedoms and obligations so that they may live as independently as possible and able to participate in all that the Municipality of Mississippi Mills has to offer. The annual accessibility plan represents and plays an important role in recognizing the needs of persons with disabilities that reside in Mississippi Mills.

The multi-year plan sets out strategies to identify and remove barriers to accessibility. It also positions the Municipality as a leader in accessibility matters in the community.

About Mississippi Mills

On January 1, 1998, the Corporation of the Municipality of Mississippi Mills was created by an amalgamation of the former Town of Almonte, the Township of Ramsay and the Township of Pakenham. The Municipality is a diverse community of rural and rural with a population of 13,163 covering over 500 square kilometres of land within Lanark County just west of the City of Ottawa.

Statistics Canada information indicates that 22% of Canadians aged over 15 years have one or more disabilities and the prevalence of disability increased with age, from 13% for those aged 15 to 24 years to 47% for those aged 75 years and over. Based on Mississippi Mills population and Canada's average number of individuals with an identified disability, there would be just under 3,000 residents living with a disability.

Legislation

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

In 2005, the Ontario Government passed the AODA to benefit all Ontarians by developing, implementing and enforcing accessibility standards. The AODA sets out the road map for an accessible Ontario by 2025 with mandatory and enforceable standards in five key areas:

1. Customer Service
2. Information and Communications
3. Employment
4. Transportation
5. Public Spaces

The AODA also requires that municipalities prepare annual status reports on progress of measures taken to implement your accessibility plan. In addition, municipalities must also file an online report every two years that identify how the municipality is complying with AODA standards.

Ontario Disabilities Act, 2001 (ODA)

The ODA was established to improve the opportunities for people with disabilities. Certain sections of the ODA were rescinded in 2015 that applied to municipalities. This was done to streamline accessibility requirements across different accessibility laws and remove duplicated requirements.

Ontario Regulation 191/11 – Integrated Accessibility Standards Regulation (IASR)

The IASR was enacted in July 2011 and establishes accessibility standards for information and communications, employment, transportation, the design of public spaces and customer service. The requirements apply to the public, private and not for profit sectors and have compliance dates ranging from 2011 to 2021.

Mississippi Mills Accessibility Advisory Committee

The Mississippi Mills Accessibility Advisory Committee (AAC) advises and assists Council and staff in promoting and facilitating accessible services and facilities. This is achieved through the review of municipal policies, programs and services and the identification, removal and prevention of barriers faced by people with disabilities.

The AAC is made up of between 5 to 7 members of the public, 1 to 2 members of Council, and the Mayor is an ex-officio member.

Mississippi Mills' Plan

1. Customer Service

The Municipality of Mississippi Mills developed an Accessible Customer Service Policy in January 2010. Accessible customer service means giving people with disabilities the same opportunity to access the municipality's goods and services and allow them to benefit from the same services, in the same place and in a similar way as other people.

The Municipality of Mississippi Mills continues to:

- Provide accessible training to staff (training completion certificates are saved with the employee's personnel file)
- Ensures that anyone who provides service on behalf of the municipality has been trained on providing accessible customer service

2020-2025 Customer Service Goals

- Explore the opportunity to utilize technologies to support accessible customer service. Such as acquiring a tablet to facilitate communication for deaf, deafened, and hard of hearing visitors and non-English speaking visitors. The tablet may also be able to magnify information for people with low-vision and may be capable of accessing an on-demand sign language interpreter.
- Review the Accessible Customer Service Policy and Procedure and identify opportunities to reinforce and promote requirements that enhance accessible customer service
- Continue to identify and address potential barriers at public spaces
- Identify additional employee training in a variety of formats which may include: in-class, events, and e-learning on IARS requirements
- Accessible 2022 Election
 - Evaluation of all voting locations and methods to ensure that locations are fully accessible and provides barrier free access to voters, candidates and employees
 - Ensure that all election materials are made available in a number of accessible formats

2. Information and Communication

The Information and Communications Standard under the IASR requires that the Municipality communicates and provides information in ways that are accessible to people with disabilities.

The municipality continues to:

- Maintain accessible website and web content where possible
- Municipal staff strive to communicate in accessible formats

2020-2025 Information and Communication Goals

- Develop and/or update standards and guides for municipal employees for accessible digital, marketing and media content
- Revised municipal website to meet or exceed WCAG 2.0 Level AA
- Explore the use of accessibility tools to test the municipality's website for accessibility standards
- Provide video recording of Council and Committee of the Whole meetings
- Ensure that all print documents are accessible

3. Employment

The employment standard under the IASR sets out accessibility requirements that the municipality must follow to support the recruitment and accommodation of employees. This includes preparing individualized emergency response information for persons with disabilities and making employment practices and workplaces more accessible for new and existing employees with disabilities.

The municipality continues to:

- Notify applicants about the availability of accessibility accommodations in the recruitment process
- Advise successful candidates about the availability of accommodations for employees with disabilities

2020-2025 Employment Goals

- Continue to review human resource policies to prevent or remove barriers, ensure they are compliant with legislation and reflect best practices

4. Transportation

Most of the requirements of the Transportation Standard relate to the operation of public transportation systems. The Municipality of Mississippi Mills does licence taxis within the municipality but does not own or operate any transportation system.

2020-2025 Transportation Goals

- Explore partnerships with local organizations that are able to provide accessible transportation.
- Promote any accessible transportation services available in the Municipality

5. Public Spaces

The Design of Public Spaces Standard under the IASR requires that the Municipality to ensure that newly-constructed or significantly renovated public spaces are accessible.

The municipality also complies with the Ontario Building Code's requirements for accessibility in the built environment.

The municipality continues to:

- Conduct annual identification of barriers at all municipally-owned facilities
- Consultation with the AAC on all new designs for public spaces

2020-2025 public space goals:

- Continue to prioritize accessibility in newly designed and significantly renovated public spaces
- Explore community engagement opportunities during the project design phase
- Enhance pedestrian safety
- Incorporate accessible features with the Almonte Downtown Revitalization project

Accessibility Moving Forward

The Municipality must comply with the statutory requirements identified in the AODA; however, the municipality is committed to identifying and enacting on barrier-reducing initiatives to approve accessibility in the municipality.

Barrier reducing initiatives endorsed by the Accessibility Advisory Committee include:

- Conducting an accessibility survey to garner feedback from the community to identify barrier reducing opportunities
- Work with community partners in the community and county to promote accessibility opportunities
- Annual accessibility recognition or Celebrating Accessibility Awards
- Create an annual accessibility fund that would identify barrier-reducing improvements to municipal assets such as buildings, recreation facilities or outdoor spaces.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 3rd, 2019
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: **Paterson Street Parking Restrictions**

RECOMMENDATION:

THAT Council direct staff to amend By-law 02-27 Traffic and Parking to restrict parking on both sides of Paterson Street between Tatra Street and Robert Hill Street as detailed in the report by the Director of Roads and Public Works dated December 3rd, 2019.

BACKGROUND:

Staff have recently received a request from the owner of the Orchardview Estates retirement complex to restrict parking along Paterson Street in proximity to their establishment. Concerns had been raised to the previous Council regarding on-street parking at this location but a parking restriction did not receive Council support at the January 30th, 2018, meeting of Council.

DISCUSSION:

Paterson Street currently has parking restrictions on both sides from Ottawa Street to Tatra Street. Between Tatra Street and Robert Hill Street, there are no residences or businesses fronting onto Paterson other than the Orchardview Estates retirement complex. Adequate parking is provided on-site at the complex for staff, residents and visitors, however many vehicles are choosing to preferentially park on Paterson Street. This has created concerns from people trying to exit the complex with respect to sight lines and can lead to a singular lane of traffic flow if vehicles are parked on both sides which in turn can cause traffic delays. Parked vehicles at this location can also make winter operations challenging at times.

As adequate parking is available within the Orchardview Estates complex and the Owner of the complex is requesting the restrictions, and as there will be no negative impact to other lands, staff is supportive of the implementation of parking restrictions in this area. As winter is upon us, staff would recommend that the parking restrictions come into effect May 1, 2020, to allow for ease of installation of the signage.

FINANCIAL IMPLICATIONS:

The only external costs associated with the parking restriction will be the costs of the signage and posts, which are minor (approximately \$150/sign). The signage can be installed by municipal staff.

SUMMARY:

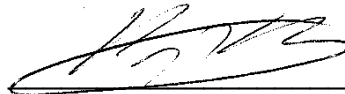
At the request of Orchardview Estates, staff have reviewed the parking on Paterson Street in the area of the complex and are recommending that parking restrictions be established on both sides of Paterson Street between Tatra Street and Robert Hill Street.

Respectfully submitted,

Reviewed by,



Guy Bourgon, P.Eng.
Director of Roads and Public Works



Ken Kelly, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-XX

BEING a by-law to amend Traffic and Parking By-law 02-27.

WHEREAS under section 11(2) of the Municipal Act 2001, S.O. 2001, c.25, a lower-tier municipality may pass by-laws respecting matters within the following sphere of jurisdiction: highways, including parking and traffic on highways;

AND WHEREAS Council passed Traffic and Parking By-law 02-27 on February 12, 2002;

AND WHEREAS on-street parking has become problematic in the vicinity of the Orchardview retirement complex;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule B – No Parking be amended to include:

NO PARKING

HIGHWAY/ STREET	HIGHWAY DIRECTION	FROM	TO	SIDE
Paterson Street	North and South	Tatra Street	Robert Hill Street	Both Sides

2. By-law 02-27 is hereby amended.
3. This by-law shall come into force on May 1, 2020.

BY-LAW read, passed, signed and sealed in open Council this 3rd day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 3rd, 2019
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: **Paterson Street Pedestrian Crossover Relocation**

RECOMMENDATION:

THAT Council provide direction to staff regarding the preferred location for the relocated pedestrian crossover on Paterson Street.

BACKGROUND:

At the October 15th, 2019, meeting of Council, Council instructed staff to relocate the Paterson Pedestrian Crossover (PXO) from its current location to north of Holy Name of Mary school and south of Morton Street at a projected cost of \$17,000.00. Staff requested Council provide the exact location of the installation to ensure that the PXO would not need further relocation in the future. The exact location was not decided at this meeting.

DISCUSSION:

The Chief Administrative Officer has forwarded a preferred location for the PXO to the Director of Roads and Public Works to present to Council for endorsement. This location is illustrated in **Figure 1** (attached).

PW staff has concerns with this location due to the location of this installation immediately in front of a residence, and the proximity to a private driveway which is obscured by a mature hedge row located adjacent to the sidewalk.

As an option, Council may wish to consider a slightly more northern location at the northern property line of Holy Name of Mary School as shown in **Figure 2** (attached). This location is not in front of any residences, is further removed from driveways and has very good visibility as it would be immediately adjacent to a streetlight. The location also provides greater separation distance from the northern entrance to Holy Name of Mary School.

It should be noted that, due to the onset of winter, any relocation of the PXO will be delayed until the spring of 2020.

FINANCIAL IMPLICATIONS:


Council has previously approved the relocation of the PXO at a cost of \$17,000.00. The costs will be similar for either location identified in this report.

SUMMARY:

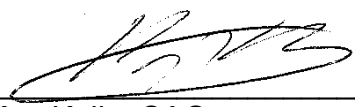
Staff are seeking direction from Council with respect to the exact location for the Paterson Pedestrian Crossover relocation.

Respectfully submitted,

Reviewed by,



Guy Bourgon, P.Eng.
Director of Roads and Public Works



Ken Kelly, CAO

Figure 1



Figure 2



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 3, 2019
TO: Committee of the Whole
FROM: Jeanne Harfield, Acting Clerk
SUBJECT: Draft Procedural By-law

RECOMMENDATION:

THAT Council direct Staff to bring forward the final Procedural By-law for approval.

BACKGROUND:

The current Procedural By-law 17-03 and Council/ Committee of the Whole (COW) structure was approved in 2017. An options report was brought forward to Council for consideration and Council provided direction to staff to amend the existing Procedural by-law to include the following:

Meeting structure	Separate COW and Council and hold both meetings on the same night
Committee of the Whole Chair	Include provisions to rotate the Committee of the Whole Chair on a 6-month basis.
Open Forum	To include an open forum in the Council agenda and include rules and procedures for open forum.
Appendices	That the Procedural By-law include appendices such as: motions (hierarchy) and Inaugural meeting.
Application	The Chair shall be responsible for interpreting the Procedural By-law
Suspension of the Rules	Keep Status Quo
Amendment to the Procedural By-law	New wording:
Role of Mayor	Remain to have Mayor as non-voting member of Advisory Committees (unless appointed as full member)
Role of Deputy Mayor	Add in new section
Decorum	Review section for legality and permit recording devices
Live Streaming	Draft section and draft RFP
Agenda format	Add in two sections: Moment of Silent Meditation and Annual Land Dedication
Pending List	Create a more detailed pending list
Delegations	Add in language for greater clarity for delegation

Notice of Motion	Allow for debate on night Notice of Motion appears on the agenda and to allow for verbal notice of motions
Adjournment	Remain with status quo (4 hour limit)
Striking Committee	Delete section

Based on the direction of Council staff drafted the Procedural By-law.

DISCUSSION:

The draft Procedural By-law (Attachment 1) includes the above-mentioned direction of Council as well as additional changes to simplify the wording and to re-organize the Procedural by-law in a manner that reflects the new meeting structure. In addition, to the section previously discussed by Council, staff reviewed all sections for consistent language, best practice and that they reflect current practice. Considering that sections have been moved and wording changed throughout it is hard to do a side-by-side comparison of all sections.

Live streaming continues to be a priority for Council and staff. An RFP has been issued for the redevelopment and design of the Municipal website. The RFP closes on December 20, 2019 with a desired bidder being chosen in the New Year. Once a new website is underway, staff will issue a live streaming RFP that will be compatible with the new website. Once livestreaming is in place, the Procedural by-law will need to be amended to include provisions for live streaming. Proposed new wording is:

- “All meetings with a Quorum of Members present shall be recorded and live streamed publicly by the municipality, with the exception of meetings closed to the public as per the Closed Meeting provisions included in this By-law and the Municipal Act.”
- “The approved minutes of a Meeting shall form the official record of the meeting. Any audio, video or other record of the Meeting shall not be considered an official record.”
- “All recordings shall be maintained by the Clerk and retained as per the Municipality’s approved retention schedule.”

FINANCIAL IMPLICATIONS:

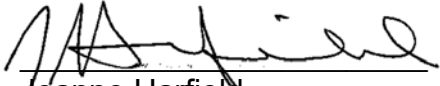
There are no financial implications with this report.

CONCLUSION:

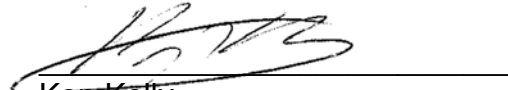
Based on consultation with Council and researching current and best practices for Council proceedings across the Province the current Procedural By-law 17-03 has been revised and the draft is attached. Staff is recommending that Council direct staff to bring forward a final Procedural By-law to repeal and replace By-law 17-03.

All of which is respectfully submitted,

Approved by,



Jeanne Harfield
Deputy Clerk



Ken Kelly
Chief Administrative Officer

Attachments:

- 1 – Draft Procedural By-law No. 19-XX
- 2 – Consolidated Procedural By-law No. 17-03

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW 19-xx

A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

WHEREAS section 238 of the Municipal Act, 2001 requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

AND WHEREAS Council deems it desirable to repeal and replace By-Law 17-03;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enact as follows:

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PART I - GENERAL

Short Title

1. This by-law shall be cited as the “Procedural By-law”.

Definitions

2. In this by-law, the following terms have the specified meanings:
 - a) “**Abstain**” means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.

- b) **“Ad Hoc Committee”** means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.
- c) **“Advisory Committee”** means a committee established by Council to advise on municipal matters within the scope and responsibility of Council and as per the provisions within the Advisory Committee’s terms of reference.
- d) **“Agenda”** means the written order of business for a Meeting.
- e) **“Board”** means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, and the Mississippi Mills Public Library Board.
- f) **“CAO”** means the Chief Administrative Officer of the Municipality of Mississippi Mills.
- g) **“Chair”** means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.
- h) **“Clerk”** means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with Sections 27-28, of the Municipal Act.
- i) **“Closed Session”** (also known as an “in camera Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with Sections 67-73, of the Municipal Act.
- j) **“Committee”** means a committee appointed by Council in accordance with Sections 194-201, regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.
- k) **“Committee Member”** means a Member of a committee as defined in the Committee’s Terms of Reference.

- l) **“Committee of the Whole”** means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in accordance with Sections 55-61, of the Municipal Act.
- m) **“Communication(s)”** includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or periodical article.
- n) **“Confirmatory By-law”** means a by-law passed at the conclusion of all Council Meetings, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.
- o) **“Council”** means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor, Deputy Mayor and Councillors from the three wards.
- p) **“Council Member”** means a Member of Council, including the Mayor and Deputy Mayor.
- q) **“Defer”** means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as, but not limited to, obtaining advice or circulating for public comment.
- r) **“Delegation”** means an appearance by a person or group of persons to address Council or a Committee in accordance with Sections 119-128, of the Municipal Act.
- s) **“Deputation”** means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission in accordance with Section 118, of the Municipal Act.
- t) **“Emergency”** means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.
- u) **“Head of Council”** means the Mayor (or Deputy Mayor) of the Municipality of Mississippi Mills.

- v) **“Holiday”** means those holidays listed in the Legislation Act, 2006, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and, any day as set out in a resolution or by-law passed by Council.
- w) **“Improper Conduct”** means conduct that obstructs the deliberations or proper action of Council or a Committee.
- x) **“Information List”** means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition in accordance with Sections 154-157, of the Municipal Act.
- y) **“Majority”** means more than half of the votes cast by Members entitled to vote.
- z) **“Meeting”** means a gathering of a quorum of Council Members or Committee Members to advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means involving a quorum of Members and advances the business of Council or a Committee.
- aa) **“Member(s)”** means a Council Member(s) or Committee Member(s).
- bb) **“Municipal Act”** means the Municipal Act , 2001, SO 2001, c.25 as amended.
- cc) **“MFIPPA”** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- dd) **“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.
- ee) **“Municipal Conflict of Interest Act”** means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- ff) **“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.
- gg) **“Municipal Website”** means the internet site maintained by the Municipality at www.mississippimills.ca
- hh) **“Notice of Motion”** means an advance notice to Members of a matter which Council or a Committee will be asked to take a position.

- ii) **“Order of Business”** means the sequence of business to be considered at a Meeting.
- jj) **“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, Chap. M.50, as amended.
- kk) **“Pending List”** means a list of reports maintained by the Clerk that have been requested by Council and which may include anticipated staff initiated reports in accordance with Sections 160-162, of the Municipal Act.
- ll) **“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.
- mm) **“Point of Personal Privilege”** means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.
- nn) **“Presentation”** means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff, in accordance with Section 118, of the Municipal Act.
- oo) **“Quorum”** means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council. Members who abstain for reasons of a declared pecuniary interest or perceived conflict of interest are deemed to count towards the total to constitute a quorum, pursuant to Section 7 of the Municipal Conflict of Interest Act.
- pp) **“Recorded Vote”** means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council. Where a Member abstains, the recorded vote shall read “opposed”, except where the abstention is for reasons of a declared conflict of interest, in which case the vote shall read “abstain”.
- qq) **“Recess”** means a short break taken during a Meeting, which may be declared at the discretion of the Chair.
- rr) **“Refer”** means to direct a matter under discussion by Council to a committee or staff for further examination.

- ss) **“Resolution”** means a motion that has been voted on.
- tt) **“Rules of Procedure”** means the applicable regulations contained in this by-law.
- uu) **“Table”** means to postpone without setting a definite date as to when the matter will be re-discussed.
- vv) **“Vote”** means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

Interpretation

- 3. The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its committees.
- 4. Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this By-law with the advice and assistance of the Clerk.
- 5. The Clerk or the Clerks’ designate shall be secretary of Council and Committee of the Whole.
- 6. Where procedural matters of Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this By-law, Robert’s Rule of Order most recent edition shall apply.
- 7. Whenever any reference is made in this by-law to a provincial statute, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

Amendment to Procedural By-law

- 8. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless:
 - a) Notice of intention of proposed amendment or repeal has been given at a previous regular meeting of Council (Municipal Act, 2001, Part VI, Section 238, Subsection 4, as amended);

9. Any amendment or repeal of this by-law or any part thereof shall require a two thirds majority vote.
10. The waiving of this notice by Council is prohibited.

Suspension

11. Despite Section 8, two-thirds of the members present and voting at a meeting may agree to suspend a rule in this by-law for the purposes of that meeting. The motion to suspend shall only apply during the Meeting in which the motion was passed.

PART II - ROLES & DUTIES

Role of Council

12. It is the role of Council, pursuant to Section 224 of the Municipal Act:
 - a) to represent the public and to consider the well-being and interests of the Municipality;
 - b) to develop and evaluate the policies and programs of the Municipality;
 - c) to determine which services the Municipality provides;
 - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - e) to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
 - f) to maintain the financial integrity of the Municipality; and
 - g) to carry out the duties of Council under this or any other Act.
13. Members shall adhere to the Council Code of Conduct at all times.

Role of the Mayor

14. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the Municipal Act:
 - a) to act as Chief Executive Officer of the Municipality;
 - b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to Council;

- d) without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in Section 13 of this by-law;
 - e) to represent the Municipality at official functions;
 - f) to carry out the duties of the Head of Council under the Municipal Act or any other Act;
 - g) to uphold and promote the purposes of the Municipality;
 - h) to promote public involvement in the Municipality's activities;
 - i) to act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
 - j) to participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.
15. The Mayor shall sit on the Council of the County of Lanark as County Councillor.
16. The Mayor's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.
17. The sitting Mayor is a non-voting ex-officio Member of all Advisory Committees, unless he/she is appointed by Council as a voting Member.

Role of the Deputy Mayor

18. It is the Role of the Deputy Mayor to fulfill his/her normal duties as a member of Council pursuant to Section 224 of the Municipal Act and shall assist the Mayor in carrying out the Mayoral responsibilities pursuant to Section 225 of the Municipal Act.
19. In the absence of the Mayor, the Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor.
20. The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.

Role of the Committee of the Whole Chair

21. The Committee of the Whole Chair shall preside over Committee meetings so that its business can be carried out efficiently and effectively.

22. Council shall appoint a Chair for Committee of the Whole on a rotating basis every six (months) by alphabetical order starting with the Deputy Mayor.
23. All members of Council, with exception of the Mayor, are eligible to Chair the Committee of the Whole.

Role of CAO

24. The CAO shall be appointed by by-law.
25. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the Municipal Act, the CAO shall have the following responsibilities:
 - a) review and guide all policy recommendations prior to submission to Council;
 - b) assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
 - c) attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
 - d) exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

Role of Clerk

26. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.
27. In addition to those roles and duties specified under Section 228 of the Municipal Act, the Clerk shall have the following responsibilities:
 - a) retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
 - b) attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
 - c) make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required for the purpose of ensuring correct and complete implementation of Council direction;
 - d) include all reports of Committees on the Agenda of the next Regular Meeting;

- e) effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
- f) notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;
- g) by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;
- h) appoint Deputy Clerk(s) by by-law and assign duties to same as required, pursuant to Subsection 228(2) of the Municipal Act;
- i) all powers and duties under the MFIPPA are delegated to the Clerk; and
- j) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

Role of Deputy Clerk

- 28. When appointed, the Deputy Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.
- 29. As per section 228(2) of the Municipal Act, the Deputy Clerk has all the powers and duties of the Clerk as assigned under the Act and of any other provincial Act.

PART III – RULES OF CONDUCT FOR MEMBERS AND ATTENDEES

Chair at Meetings

30. The Mayor shall Chair Council meetings in accordance with the Municipal Act.
31. In the absence of the Mayor the Deputy Mayor shall be the Acting Chair. In the absence of the Mayor and Deputy Mayor, the Chair of the Committee of the Whole shall Chair the Council meeting. In the absence of the Mayor, Deputy Mayor, and Chair of the Committee of the Whole, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
32. In the absence of the Committee of the Whole Chair, the Deputy Mayor shall chair the committee of the whole meeting. In the absence of the Committee of the whole Chair and Deputy Mayor, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
33. It shall be the duty of the Chair of a meeting to:
 - a) open the meeting by calling the Meeting to order;
 - b) ensure that business is carried out properly and efficiently;
 - c) enforcing the rules of the Procedural By-law;
 - d) enforcing order and good behavior of all Members at all times;
 - e) expel any person for improper conduct at a Meeting;
 - f) adjourn the meeting when the business is concluded or at the designated time;
 - g) ensure that all members who wish to speak on a motion have spoken; and
 - h) putting all motions to a vote and announcing results.
34. The Chair may vote on all motions.
35. The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of Committee in accordance with the provisions of this by-law, until the Member resumes the position of Chair.

Conduct of Members

36. Members are responsible for, where applicable:
 - a) Attending scheduled meetings;

- b) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- c) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- d) carefully considering and making decisions about meeting business, including seeking information and advice from staff prior to the meeting;
- e) voting on motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;
- f) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- g) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- h) when a Member is speaking, no other Member shall speak or interrupt the Member except to raise a Point of Order; and
- i) any Member may require the question or motion under discussion to be read at any time during the debate.

37. In addition, Council Members shall:

- a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
- b) serve their constituents in a conscientious and diligent manner;
- c) where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
- d) attend all Council Meetings in appropriate business casual attire;
- e) the Mayor shall wear the Chain of Office at each Council Meeting; and
- f) not consume food in the Council Chambers during Meetings.

Members of the Public

38. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.

- g) Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.

- h) Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings being held in Council Chambers.
 - i) In accordance with Section 241(2) of the Municipal Act, 2001, the Chair may expel any person for improper conduct/decorum at a Meeting.
 - j) If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.
 - k) After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.
 - l) The Chair may unilaterally suspend the Meeting until order is restored.
 - m) All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting held in Council Chambers.
 - n) Use recording devices respectfully and in accordance with Section 40.
39. Recording devices are permitted only during the formal and open council/committee meetings. Recording devices shall be turned off during recesses, breaks, or suspension of Council meetings and should the Chair direct it, moving or ceasing to use recording devices.
40. Individuals wishing to record Council/Committee meetings shall in writing inform the Clerk by noon the day before the meeting is scheduled.
41. Accredited members of the media are permitted to record meetings without notifying the Clerk but shall abide by Section 40.

Staff Participation

42. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

PART IV – COUNCIL AND COMMITTEE MEETINGS

Location

43. Council and Committee Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
44. All Council and Committee meetings shall be open to the public except as provided for in the Municipal Act.

Inaugural Meeting of Council

45. The Inaugural Meeting of Council shall be held in accordance with Schedule “A” of this By-law.

Regular Meetings

46. Generally, Council will hold its Regular Meetings on the first and third Tuesday of every month.
47. During the month of July there will be no Regular Meetings scheduled.
48. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall be posted in the weekly block ad and placed on the Municipal Website advising of the date, time, and location.

Special Meetings

49. The Mayor or Chair may call, or the Clerk shall convene upon receiving a petition of the majority of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours’ notice to Members, staff, media, the public, and through posting on the Municipal Website.
50. Business transacted at a Special Meeting shall include only that for which notice was provided.

Emergency Meetings

51. The Mayor at any time may, in the event of an emergency, call an emergency meeting of Council without giving forty-eight (48) hours' notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council and the public immediately upon being advised of the intention of the Mayor to hold an emergency meeting.
52. The only business dealt with at an emergency meeting of Council shall be with respect to that emergency.

Inclement Weather

53. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

Committee of the Whole

54. Council shall conduct its business using the Committee of the Whole System which allows for freer debate and consideration of reports, by-laws, and other business matters.
55. Rules of Council will govern procedure of Committee of the Whole meetings.
56. Committee of the Whole Meetings shall generally be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
57. Committee of the Whole meetings will generally take place the first and third Tuesday's of every month immediately following Council.
58. During the month of July there shall be no Committee of the Whole Meetings scheduled, unless otherwise prescribed by Council.
59. The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other

than administrative in nature shall be recognized as emanating from Committee of the Whole.

60. All Committee of the Whole recommendations shall be referred to Council for ratification.

Advisory Committees

61. Council may create advisory committees to provide recommendations to Council on matters as directed by Council.
62. Rules of Council will govern procedure of Advisory Committee meetings.
63. Every Advisory Committee shall have a Terms of Reference approved by Council.
64. The authority of Advisory Committees is limited to making recommendations to Council or Committee of the Whole unless otherwise directed by statute.
65. Except as provided in this By-law, all Advisory Committee meetings shall be open to the public.

Closed Session

66. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered is:
 - a) the security of the property of the Municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
 - h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
 - l) a request under MFIPPA if the Council or Board is designated as head of the institution for the purposes of that Act; or
 - m) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman or the closed Meeting investigator appointed under the Municipal Act, 2001.
67. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:
- a) the fact of the holding of the Closed Session, including the date and time; and
 - b) the general nature of the matter to be considered at the Closed Session by reference to the specific issue to be considered.
68. A vote may be held during a closed meeting if:
- a) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
69. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.
70. Upon resuming open session, the Mayor shall state:
- a) The matters which were considered; and
 - b) Confirmation that no motions were carried in camera other than procedural motions or directions to staff.
71. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law.

72. All closed sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Municipal Clerk. The recordings shall not be considered the official record of the meeting.

Notice

73. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website four (4) calendar days prior to the Regular Meeting.
74. Notice of Special Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website forty-eight (48) hours' prior to the special meeting.
75. Notice of Emergency Meetings and agenda packages will be posted to the Municipal website as soon as possible under the circumstances.
76. Notice for all Council meetings shall include location, date and time.
77. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in Section 74 may be waived.

Meeting Schedule

78. Prior to January 1st of every year, Council shall approve a Meeting schedule of Council for each calendar year, which may be amended. The meeting schedule shall be made available to the public on the Municipal website.
79. The Meeting schedule for Advisory Committees and/or Boards is determined by its Members, in accordance with each Advisory's Committee and/or Board's Terms of Reference.

PART IV – ORDER OF BUSINESS AND GENERAL RULES

General

80. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.
81. The CAO shall attend Council and Committee of the Whole meetings (both open and closed sessions) with the right, as given by the Chair, to speak but not to vote.
82. Department Heads shall attend a meeting as directed by the CAO.

Quorum

83. At any meeting a quorum consists of a majority of Members as per section 237 of the Municipal Act.
84. If no quorum is present thirty (30) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
85. If quorum is lost during a meeting, the Chair shall declare the meeting recessed or adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
86. When quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute quorum, provided the number is not fewer than two (2).

Order of Business

87. The business shall be taken up in the order it stands on the agenda unless otherwise directed by a majority vote of the Members present.

Council Agenda

88. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings.

- A. Call to Order
- B. Consideration of a Closed Session
- C. O Canada
- D. Moment of Silent Meditation
- E. Annual Dedication to Indigenous Peoples'
- F. Attendance
- G. Approval of Agenda
- H. Disclosure of Pecuniary Interest or General Nature Thereof
- I. Approval of Minutes
- J. Delegations, Deputations, and Presentations
- K. Public Meetings
- L. Committee of the Whole Report
- M. By-laws
- N. Announcements and Invitations
- O. Confirmatory By-law
- P. Adjournment

Committee of the Whole Agenda

89. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:

- A. Call to Order
- B. Disclosure of Pecuniary Interest or General Nature Thereof
- C. Approval of Agenda
- D. Open Forum
- E. Approval of Minutes
- F. Consent Reports
- G. Staff Reports
- H. Notice of Motion
- I. Information Items
- J. Other New Business
- K. Pending List
- L. Adjournment

Call to Order

90. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

Consideration of a Closed Session

91. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered adheres to Section 67 of this by-law;
92. All closed sessions shall adhere to the provisions contain within this by-law (Section 67-73).

O Canada

93. The Council shall sing O Canada prior to proceeding with the business before a Council Meeting.

Moment of Silent Meditation

94. Following the singing of O Canada Members shall remain standing for a moment of silent reflection or meditation.
95. The Mayor may dedicate the moment of meditation to an individual, event, or organization as appropriate.

Annual Dedication to Indigenous Peoples'

96. At a meeting in the month of January, Council shall acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

Attendance

97. Attendance shall be recorded at all Council meetings by the Clerk or designate.

Approval of Agenda

98. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote.
99. Whenever possible, the Clerk shall endeavor to circulate supplementary items and supporting documentation to Council and post them on the Municipal Website for consideration by the public as soon as practicable in advance of the Regular Meeting.

Open Forum

100. Eligible Electors will be permitted to make statements or ask questions of matters that are within the jurisdiction of the Municipality and on the Committee of the Whole agenda.
101. While making a statement or asking a question the individual shall at no time put into question the personal or professional integrity of a Member or Staff member of the Municipality.
102. Individuals wishing to make a statement shall sign in with their full name and municipal address, using the prescribed sign-in sheet located in the Council Chambers.
103. There will be a maximum of ten (10) minutes allotted for the open forum with a maximum of five (5) speakers at two (2) minutes each.
104. The order of speaking is determined by the order on the sign-in sheet. If more than five (5) individuals sign up only the first (5) will be given an opportunity to address Council.
105. There will be no official minutes taken of the statements or questions posed.
106. Staff and Members will not be expected to answer questions but may follow-up with answers directly to the individual after the Council meeting.

Disclosure of Pecuniary Interest or General Nature Thereof

107. Where a Member, either on his/her own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:
 - a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
 - b) not take part in the discussion of or vote on any question with respect to the matter; and
 - c) not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.

108. Members shall declare a conflict of interest in accordance with the Code of Conduct for Members of Council, Committees and Local Boards.
109. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, in addition to complying with the requirements of Section 108, the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.
110. Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.
111. The Member shall provide such declaration in writing using the prescribed form attached in (Schedule B) to the Clerk and any such record shall appear in the minutes of that particular Meeting.
112. The Clerk shall maintain a conflict of interest registry in which a copy of the following shall be made publicly available on the Municipal website:
 - a) Date of conflict
 - b) Member conflict pertains to
 - c) Specific agenda item and topic
 - d) Reason for conflict
113. A Member shall not ask another Member or Municipal Staff whether that Member should declare a pecuniary interest or conflict of interest. It is the sole duty of the Member to determine if the agenda item or topic is a conflict.
114. A Member has the right to consult with the Municipality's appointed Integrity Commissioner for guidance and advice on potential conflicts.

Approval of Minutes

115. The minutes of a Council Meeting shall record:
 - a) the place, date and time of the Meeting;
 - b) the names of the Presiding Officer(s) and attendance record of the Members and staff present;
 - c) disclosure of pecuniary interest;
 - d) the reading, if requested, correction and adoption of the minutes of prior Meeting(s);

- e) all other proceedings of the Meeting without note or comment;
- f) the mover and seconder of all motions; and
- g) the time of adjournment.

116. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

Deputations and Presentations

117. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

Delegations

118. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.

119. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon fourteen (14) days prior to the Meeting of Council or Committee.

120. Upon confirmation from the clerk, the delegate shall ensure that all material to be included in the agenda (presentation and background information) shall be submitted to the Clerk no later than eight (8) days prior to the Council meeting.

121. The delegate(s) shall be limited in speaking to not more than ten (10) minutes. A delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.

122. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.

123. At the discretion of the Clerk, persons may generally only appear before Council or Committee once every six (6) months on different topics.

124. No Delegate shall:
- a) speak disrespectfully of any person;
 - b) use improper language or non-parliamentary language;
 - c) speak on any subject other than the subject for which they have received approval to address Council or a Committee;
 - d) disobey the rules of procedure or a decision of the Mayor or Chair; or
 - e) speak to Council about matters;
 - f) involving current or pending litigation;
 - g) involving insurance claims;
 - h) administrative complaints that have not been reported and investigated through the Customer Service process;
 - i) beyond the jurisdiction of Council; or
 - j) contrary to MFIPPA; or
 - k) ask for funding, grants or other monetary support.
125. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.
126. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.
127. Following a Delegation, Council shall adopt a motion:
- a) to receive as information; or
 - b) to refer to another item listed on the Meeting agenda; or
 - c) to refer to a committee or staff for a report; or
 - d) to refer to New Business for consideration.

Public Meetings

128. Council shall hold Public Meetings, as required, by law for purposes under the Planning Act, R.S.O. 1990, c. P.13, as amended; Development Charges Act, 1997, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.
129. Council may also hold Public Meetings relating to matters within Council or a Committee's jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate

format such as a public information session, open house, or participation workshop.

130. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.
131. Individuals shall sign the 'Public Meeting Sign-in Sheet' prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.
132. All comments are to be addressed through the Mayor or Chair.
133. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
134. No motions shall be made as a result of comments made during a Public Meeting. Members and staff shall not be engaged in a debate or discussion during a Public Meeting.
135. During Public Meetings, no Member of the public shall:
 - a) speak disrespectfully of any person;
 - b) speak on items involving insurance claims;
 - c) speak on administrative complaints that have not been reported and investigated through the Customer Service process;
 - d) speak on matters beyond the jurisdiction of Council; or
 - e) contrary to MFIPPA.
136. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

Committee of the Whole Consent Report

137. The report from Committee of the Whole to Council shall be submitted to Council in the form of a Consent Report, and shall be dealt with by Council as follows:
 - a) The Committee of the Whole report shall be presented by the Chair, in his or her absence, the Deputy Mayor who shall move the adoption of the report;

- b) Council members shall identify any items contained on the Consent Report which they wish to speak to and the matter shall be pulled for separate discussion and vote; and
- c) The items on the Committee of the Whole Consent Report, which have not been pulled, shall be voted on in one motion.

By-laws

- 138. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
- 139. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.
- 140. At the conclusion of all Council Meetings, a by-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A confirming by-law when introduced shall be taken as read and finally adopted without debate.

Announcements and Invitations

- 141. Each Member of Council may make any announcements and extend any invitations that have been received since the previous Council Meeting.

Adjournment

- 142. Council and Committees shall adjourn four hours after the commencement of the meeting.
- 143. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.

Consent Reports

- 144. Reports other than those that require action or direction, or are of an administrative nature may be included as "Consent Reports" unless required by regulations or directed by Council.

Staff Reports

145. Staff reports will generally be given in writing and attached to the meeting agenda. All staff reports shall have a recommendation for Committee of the Whole, background information, discussion of the pertinent facts or opinions on the matter by the author, financial implications and a summary.

Notice of Motion

146. At a Regular Meeting a Member shall give notice that he or she intends to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.
147. Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.
148. In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of 7 days prior to the Council meeting.
149. A Notice of Motion shall first be discussed with the appropriate Department Head or CAO prior to introducing it.
150. A motion for which notice has been given shall be added under Other/New Business on the agenda.
151. If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
152. No delegations shall be permitted to speak on a Notice of Motion.

Information List

153. Information Items are matters that are principally for the information of Council and may not require action or response from Council.
154. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.

- 155. Communications are generally considered public documents and are therefore subject to the MFIPPA.
- 156. The Clerk shall produce an Information List for each Regular Meeting of Council. It shall contain Communications addressed to Council or of a general nature applicable to Council business.

Other/New Business

- 157. Under Other/New business Council shall consider:
 - a) Items that are circulated on the agenda;
 - b) Items referred to New Business pursuant to a delegation;
 - c) Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest; and
 - d) Proposed motions for which Notice of Motion has been given.
- 158. Under New Business, substantive motions may be put forward with respect to items, but to be adopted by Council without issuance of a Notice of Motion, the question shall be supported by minimum two-thirds of the Members present and voting, failing which the proposed resolution shall be placed on the Meeting agenda for consideration at the next Regular Meeting.

Pending List

- 159. The Pending List shall be maintained by the Municipal Clerk in consultation with the CAO. Senior management shall provide the Clerk with regular updates regarding the anticipated date when reports are expected to be placed on the Agenda of upcoming Council Meetings.
- 160. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.
- 161. Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

PART VI – DEBATE

Motion Process

(Refer to Motion Table in Schedule C)

162. All motions shall be moved and seconded before being read aloud by the Chair and then debated. This is not way we currently do this – practice is motion is read than moved, than discussed????
163. All motions that have been moved and seconded shall be recorded in the minutes.
164. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee and open for debate. Council of Committee may consent to the withdrawal of the motion at anytime before amendment or decision.
165. When a motion is under debate, no other motion shall be received, except a motion to amend, defer, refer, table, divide the question, or call the question.
166. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
167. After the Chair has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
168. Every Member present shall be deemed to vote against a Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declaration of pecuniary or conflict of interest.
169. A Motion on which the voting results in a tie shall be considered defeated.
170. The manner of determining the vote on a Motion shall be by show of hands.
171. No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
172. The Chair shall announce the result of every vote.

Reconsideration

173. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.
174. A motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds majority vote of Members present.
175. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.
176. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
177. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
178. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.
179. During the term of Council, a motion to reconsider shall not be permitted more than once nor shall a vote to reconsider be reconsidered.

Recorded Vote

180. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.
181. Recorded votes shall not be permitted in the Committee of the Whole.
182. Notwithstanding Section 182, a recorded vote may be called in the Committee of the Whole only if the vote is lost.

Point of Privilege

183. A Member may rise at any time on a Point of Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a

Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.

184. A point of privilege shall take precedence over any other matter except during verification of a vote.
185. A Member shall state the point of privilege to the Chair at the time of the occurrence.
186. A Member shall not be permitted to enter into any argument or introduce any motion not related to the point of privilege.
187. When the integrity of the CAO or other employees of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.

Point of Order

188. A member may raise a point of order to a perceived violation of the rules of procedure, except during the verification of a vote.
189. A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-law.
190. The Chair shall decide upon the point of order and advise the Member of the decision.
191. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
192. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

PART VI – COMMITTEES & BOARDS

193. Council may appoint Council Members, ratepayers, or others, to serve on committees and boards and report to Council. These appointments shall be made by resolution.
194. When a vacancy occurs on a Committee or Board, Council may appoint a new member through resolution.
195. Reports of Committee Meetings shall be received, and the recommendations considered by Council in the Consent Items part of the Agenda on an ongoing basis.

Advisory Committees

196. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.
197. Advisory Committees shall adhere to the rules and procedures contained within this by-law.
198. The Chair of the Advisory Committee, unless otherwise prescribed by Council resolution or set out in the Committee's Terms of Reference, is chosen by the Members of the Committee.
199. The Chair shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chair's efforts to do so.
200. If the Chair desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chair shall call on another Member to temporarily fill the chair role.

PART VII – ENACTMENT

This by-law shall come into effect upon its passing.

THAT By-law No. 12-74 and any other by-laws that contravene this by-law shall be and are hereby repealed.

BY-LAW read, passed, signed and sealed in open Council this ____ day of _____, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

Schedule A – Procedures for Inaugural Meeting of Council

1. The Inaugural Meeting of Council shall be held at 6:00 p.m. on or before the first Tuesday of December following a regular municipal election, or the first Tuesday after the Council term commences, pursuant to the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sch. The Inaugural Meeting shall commence with the singing of the National Anthem and the Royal Anthem.
2. The location of the Inaugural Meeting of Council shall be determined by the Mayor Elect and Clerk.
3. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the Inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the Municipal Act.
4. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
5. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council as per section 232 (1) of the *Municipal Act, 2001*, S.O. 2201, c. 25, as amended.
6. If a Member is absent, the "Declaration of Office" and "Oath of Allegiance" shall take place at the next subsequent Meeting of Council.
7. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:
 - A. CALL TO ORDER
 - B. O'CANADA
 - C. ROYAL ANTHEM
 - D. ATTENDANCE
 - E. DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
 - F. BLESSING OF COUNCIL
 - G. MAYOR'S INAUGURAL ADDRESS
 - H. CONFIRMATORY BY-LAW
 - I. ADJOURNMENT

Schedule B – Declaration of Pecuniary Interest or Conflict of Interest Form

PECUNIRARY INTEREST AND/OR CONFLICT OF INTEREST FORM

MEETING DATE: _____

NAME: _____

Committee:

Council Committee of the Whole Other _____

I, _____, declare a potential, deemed, pecuniary
interest with respect to Agenda Item No. _____, being

_____, as
(Name of Report or Title of Topic)

Signature

Print Name

Schedule C – Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • Council shall immediately rise and no further proceedings shall take place • all unfinished business on the agenda shall be included on the agenda of the next meeting 	<ul style="list-style-type: none"> • the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved • a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted 	NO	<ul style="list-style-type: none"> • shall not include qualifications or additional statements • shall always be in order except when a Member is speaking or the Members are voting
Extend Curfew	YES	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • no meetings shall proceed beyond the hour of 10:00 p.m. 	<ul style="list-style-type: none"> • the Chair shall immediately declare the meeting adjourned 	NO	<ul style="list-style-type: none"> • shall always be in order except when a Member is speaking or the Members are voting • shall require a Two-Thirds' vote of the Members present
Recess	YES EXCEPT AT COMMITTEE	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • the meeting shall recess 	<ul style="list-style-type: none"> • the meeting shall not recess 	TIME ONLY	<ul style="list-style-type: none"> • shall be in order if no question is pending

Withdraw	YES Mover & Secunder of the main motion	NO	<ul style="list-style-type: none"> • shall receive disposition prior to any other motion being presented 	<ul style="list-style-type: none"> • the motion is withdrawn 	<ul style="list-style-type: none"> • vote on the main motion 	NO	<ul style="list-style-type: none"> • majority vote • shall be in order if decision has not been made
Close Debate (Call the Question)	YES	NO	<ul style="list-style-type: none"> • shall apply to the motion or amendment under debate 	<ul style="list-style-type: none"> • Council shall immediately vote on the question without further debate or comment 	<ul style="list-style-type: none"> • debate shall continue 	NO	<ul style="list-style-type: none"> • shall not be permitted in any committee • shall require a Two-Thirds' vote of the Members present
Defer (Postpone/ Table)	YES	YES DATE AND TIME ONLY	<ul style="list-style-type: none"> • shall be resolved prior to the main motion • shall be resolved prior to the preceding motion 	<ul style="list-style-type: none"> • no further debate until motion returns to the agenda 	<ul style="list-style-type: none"> • vote on the main motion 	YES DATE AND TIME ONLY	<ul style="list-style-type: none"> • shall not include qualifications or additional statements • shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved
Refer (Commit)	YES	YES	<ul style="list-style-type: none"> • shall preclude any amendment or debate to any previous motion unless resolved in the negative 	<ul style="list-style-type: none"> • there shall be no further debate 	<ul style="list-style-type: none"> • vote on the main motion 	YES	<ul style="list-style-type: none"> • shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred

Amend Main Motion (Primary Amendment)	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • Council shall vote on the main motion as amended 	<ul style="list-style-type: none"> • vote on the main motion or • secondary amendment may be proposed 	YES	<ul style="list-style-type: none"> • shall not propose a negative to the main motion • shall not propose two distinct proposals of amendment to the main motion • shall not change the intent of the main motion • shall have only one motion to amend the main motion at one time
“Friendly” Amendment	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • Council shall vote on the main motion as amended 	<ul style="list-style-type: none"> • vote on the main motion or • secondary “friendly” amendment may be proposed 	NO	<ul style="list-style-type: none"> • shall not propose a direct negative to the main motion • shall not propose two distinct proposals of amendment to the main motion • shall not change the intent of the main motion • shall have only one motion to
Amendment	YES	YES					

Amend Amendment (Secondary Amendment)	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the primary amending motion 	<ul style="list-style-type: none"> • Council shall vote on the primary amending motion as amended 	<ul style="list-style-type: none"> • vote on the primary amending motion • propose a secondary amendment 	NO	<ul style="list-style-type: none"> • shall not propose a direct negative to the primary amending motion • shall not propose two distinct proposals of amendment to the primary amending motion • shall not change the intent of the primary amending motion • shall have only one motion to amend the primary amending motion at one time • an amendment of the third degree is not permitted
Defer Indefinitely (postpone/Table Indefinitely)	YES	YES	<ul style="list-style-type: none"> • shall be resolved prior to the main motion Shall be resolved prior to any preceding motion 	<ul style="list-style-type: none"> • the preceding motion and any amendments thereto shall be Council's consideration indefinitely. The motion may defer indefinitely may be reconsidered 	<ul style="list-style-type: none"> • disposition of the main motion Cannot put forward another motion to defer indefinitely regarding the main motion 	NO	<ul style="list-style-type: none"> • shall not include qualifications or additional statement Shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved.

Divide	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • the debate and vote shall be on separate and distinct proposals from the main motion 	<ul style="list-style-type: none"> • disposition of the main motion in its entirety 	YES	<ul style="list-style-type: none"> • shall only be in order when the main motion to be divided contains two or more separate and distinct proposals • divide when pecuniary interest declared
Main	YES	YES	N/A	<ul style="list-style-type: none"> • the motion is carried 	<ul style="list-style-type: none"> • the motion is defeated 	YES	<ul style="list-style-type: none"> • majority vote unless otherwise provided

Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided upon before other motions ranking below it in the list:

1. Adjourn
2. Extend Curfew
3. Recess
4. Withdraw
5. Close Debate (Call the Question)
6. Defer (Postpone/Table)
7. Refer
8. Amend Amendment
9. Amend Main Motion
10. Defer Indefinitely (postpone/table indefinitely)
11. Divide
12. Main Motion

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 3, 2019
TO: Committee of the Whole
FROM: Ken Kelly, CAO
SUBJECT: **Municipal Modernization Program**

RECOMMENDATIONS:

- 1) **THAT Council chose either option 1 or 2 to provide direction to staff to procure resources to perform an organization wide service delivery review in 2020.**
- 2) **That Council direct staff to make a submission to the Municipal Modernization Program.**

BACKGROUND:

The Province of Ontario wants to encourage municipalities to undertake reviews to find service delivery efficiencies and lower the costs of service over the long term.

In March 2019 the Province announced one time municipal modernization grants to 405 small and rural municipalities. Mississippi Mills received \$625,944 in funding for modernization projects. These funds have set aside and have not been spent.

November 1, 2019 the Minister of Municipal Affairs and Housing announced \$125 million over 4 years to continue the support for municipal government to modernize.

DISCUSSION:

The purpose of the new funding program is for municipalities to do one of three types of projects:

- A line-by-line review of the municipality's entire budget; or
- A review of service delivery and modernization opportunities; or
- A review of administrative processes to reduce costs.

The Province wants to see this work completed by independent third party (consultants) and is therefore willing to fund the costs of engaging these consultants. The program will not cover revenue generation opportunities, projects to cut services, if no formal report is produced or the review is outside the municipality's authority.

The timeline for this program is aggressive with a decision to fund individual municipal projects by January/February 2020 and a completion date for the Final Report of June

30, 2020. The Province wants the Final Report posted publicly including the amount paid to the consultant and a copy of the invoice.

One interesting component of this funding program is that later stages will focus on funding the implementation of the service delivery efficiencies to achieve costs savings or to do service delivery reviews. It is not a requirement for later stages of funding to have participated in the first intake phase of the program. However, funding of implementation projects will likely require that some justification or rational report has been completed to understand of the project has the potential to achieve savings or efficiencies.

Overall there is some concern with the timeline of the program. In order for the consultant to develop effective recommendations on the efficiencies and cost savings they will require comprehensive knowledge of the existing conditions and service delivery approach. This will require staff time which can be significant at various stages of the project. Even though the funding is available the municipality is going to have to be ready to engage the process.

One of the learnings from the Recreation and Culture Service Delivery Review was that many of the issues identified were corporate wide and effective solutions extended beyond one department – communications, human resources, online service offering, fleet management etc... Recommendations also have to be beneficial to the organization as a whole and not just to one department. In other words, we do not want to solve one problem but create another. Therefore, an organization wide project would be the most effective.

There appear to be two options in order to undertake a comprehensive service delivery review of the organization.

Option One: Use the March 2019 Modernization Funding to cover the cost of an organization wide review that would not be confined to the Provincial schedule. Council would authorize staff to issue a request for proposals to engage a firm with an appropriate timeline for completion.

Option Two: Submit an application for Municipal Modernization Program by the December 6, 2019 deadline. In anticipation of a positive decision Council could do one of two options to procure a consultant.

1. Sole source the work to a competent firm contingent on approval of Provincial funding; or
2. Issue an RFP, evaluate and award contingent on approval of Provincial funding.

Both options 1 and 2 should allow the Municipality to participate in latter funding stages for additional funding for implementation.

FINANCIAL IMPACT:

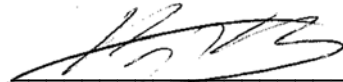
The financial implications of the recommendations noted above depend on which option is chosen by Council. Option One in which the service delivery review is funded by the

existing Modernization Funding would reduce the funds that have been set aside. The project is estimated at between \$85,000 to \$125,000. Option Two would see this cost funded by the Province. If the Province does not fund the project than Council will have the opportunity to award the work and proceed.

SUMMARY:

It is recommended that Council direct staff to develop and issue a request for proposal to complete an organization wide service delivery review and submit an application for Provincial funding under the Municipal Modernization Program.

Respectfully submitted,



Ken Kelly, CAO

OFFICE OF THE MAYOR



Mayor Christa Lowry

Dr. James Naismith Inducted into Canada's Walk of Fame

On Saturday November 23rd, Dr. James Naismith was inducted into Canada's Walk of Fame for his contribution to Science, Technology and Innovation. In 1891 at age 30, Dr. Naismith invented the game of basketball which has become one of the most popular sports around the globe.

It was my great privilege to represent Almonte and the Municipality of Mississippi Mills at the Induction Gala as a guest of Jim Naismith, Dr James' grandson. It was an emotional moment for everyone present as Jim accepted the Walk of Fame award from Isiaha Thomas on behalf of his grandfather. Jim then shared his grandfather's own words during his touching acceptance speech.

I was honoured to stand beside Stephanie Kolsters from the Naismith Museum and Kristen Ray from the Dr. James Naismith Basketball Foundation, as well as our friends, Jon Chang and Leah McNab, from NBA Canada and our new friend, John Delova, from the Naismith Memorial Basketball Hall of Fame in Springfield. My thanks goes to Jim, his wife Bev, and their daughter Margaret for sharing this amazing experience. You represent Dr. Naismith with grace, warmth and sincerity.

Canada's Walk of Fame Awards will air on CTV on December 15th.

Giving Tuesday

After Black Friday & Cyber Monday, GivingTuesday is the global movement dedicated to giving back and volunteering. GivingTuesday celebrates the people and organizations that bring real change to our communities and encourages the donation of time, resources and talents to support local challenges.

To mark Canada's 7th Annual GivingTuesday, I have invited local charities and volunteer organizations to join me at the Municipal Office on Tuesday December 3rd at 8:30am to recognize and thank them for their countless contributions to Mississippi Mills and making a community we are all proud to call home. <https://givingtuesday.ca/>

Congratulations, Deputy Mayor Minnille!

I am pleased to share that Deputy Mayor Minnille was elected by Lanark County Council as the 2020 Community Services Committee Chair at last night's meeting. What a clear sign of confidence in Deputy Mayor Minnille's leadership from our County colleagues.

Congratulations, Chairperson Minnille; I know you will do a great job! All 2020 County positions will be officially sworn in at the inaugural meeting held next Tuesday, December 3rd at 11 a.m in County Council Chambers.


Christa Lowry

Mayor of Mississippi Mills

Warden presents 2019 Awards of Excellence

Lanark County Council honoured three people for their outstanding contributions to the community at the regular council meeting Wednesday evening as part of the 2019 Awards of Excellence.

The Awards of Excellence recognize and honour citizens or organizations that have made a significant and/or extraordinary contribution to Lanark County. This year council recognized Shelley and Brent McLaren of Perth, Director and Manager (respectively) of Men and Women of the Tay Choruses, in the categories of Volunteerism, Community Service, Arts, Culture and Heritage; and Cindy McCall of Lanark Highlands in the categories of Arts, Culture and Community Service, for her work with Blue Skies Community Fiddle Orchestra located in Tay Valley Township.

“These awards were established in 2005 and give Lanark County Council a chance to recognize and thank local residents who have gone above and beyond to enhance life in our community,” said Warden Richard Kidd (Beckwith Reeve). “These volunteers have touched many lives with their contributions and serve as role models for others.”

The program began as a way to recognize recipients for contributions to the county at large or in at least two municipalities. It was developed to say thank you to citizens of Lanark County, to provide community recognition and visibility, to support citizens for their contributions and to inspire further community service.

Shelley McLaren is director of the Men and Women of the Tay Chorus, and was nominated by her husband, Brent, who is manager, on behalf of the 90 members of the choruses.

More than 20 years ago, a group of 12 men started getting together to sing weekly under Mrs. McLaren’s leadership. The group grew and began performing in 1999. It currently has 32 members. The Women of the Tay formed 12 years ago and is at full capacity at 55 members, with a waiting list.

The choruses perform two or three times per year for free-will offerings, receive no grants or subsidies, and no one is remunerated. Costs are kept low and consist of purchasing music rights, covering liability insurance and rental of rehearsal space. Rehearsals and preparation average at least 12 hours per week of volunteer time for 43 weeks per year.

Mrs. McLaren has retired from a teaching career that began in Lanark County in 1980. She soon became involved in her parish churches as organist and choir director, including 25 years at St. John’s in Perth and St. Francis de Sales in Smiths Falls, and currently at St. Bridget in Stanleyville. She played a pivotal role in Perth Community Choir productions for years, and is also known as “Mrs. Town Crier,” accompanying Mr. McLaren in his official role as Town Crier for Perth since 2005.

Despite health challenges this year, Mrs. McLaren has continued to lead her choirs, including a concert hailed by Mr. McLaren as the most moving choral concert that has taken place in the area. “Her perseverance to lead her choir during this difficult time was nothing short of remarkable.”

Many letters of support were submitted for Mrs. McLaren. Lise Larocque said “the choir has opened a world of music to me and has given me confidence in my ability to sing with a group.” Roxanne Shew added her “voice to the chorus” of nominations, noting Mrs. McLaren “is a genuinely warm, caring person, who shares her many talents freely.” Wendy Hanna spoke of her “generous spirit” and “fantastic guidance and expertise.” Brian Peters called her “a wonderfully capable musician who brings out the best in everyone around her.” Elizabeth Rymal spoke of her work by the Town Crier’s side “as a goodwill ambassador” for Perth, adding: “in this world of strife and conflict, Shelley McLaren truly does spread a blanket of joy, peace and love over a lot of people.” Peter Peckham wrote of her efforts to encourage students to pursue education in the arts. Several spoke of how the choir and Mrs. McLaren have served as a warm welcome for newcomers to the community, and highlighted her kindness, humour, caring nature and ability to build confidence.

Brent McLaren was nominated by his son-in-law Adam Baines who, when he learned of Mrs. McLaren’s nomination, wanted to ensure they were recognized together for outstanding contributions to the community. His nomination was submitted on behalf of their daughter Sarah and son Nathan.

“Their hearts are full, and their intentions are selfless – (they are) an example for future generations to follow in a world that increasingly is looking inwards at oneself instead of how to make a positive contribution in the communities around them,” Mr. Baines wrote. “Brent and Shelley have been doing this since starting work in Lanark County in 1980 and will likely do so until they are physically or mentally unable to do so.”

Mr. McLaren was also a teacher, and was known for his generosity with students who were less fortunate, including lending his own instruments so they could participate in music class or other extracurriculars. In 2005 he took on the Perth Town Crier role, and upon retirement from teaching, Mr. McLaren was ordained as a deacon in the Catholic church in 2011.

“Deacon Brent is much like Town Crier Brent when he engages his commanding but soft voice to deliver the word of God,” Mr. Baines said, adding that the couple “make any event special and beam with pride representing their community with a historical component that educates your population as much as it adds a visual flair....Their commitment to the practice was evident early on in their organization and planning into their attire and carefully selected words.”

In the summer, Mr. McLaren has donned a wireless microphone and led groups of visitors to Perth on historical walking tours of the downtown. He also helped to outfit the church with sound equipment and keeps it in good working order.

Letters of support for Mrs. McLaren frequently referenced the talents of Mr. McLaren in his work with the Men and Women of the Tay choirs and his support for Mrs. McLaren, particularly in light of the health challenges she has faced. “I consider Shelley and Brent as two sides of the same musical coin,” said Mike FitzPatrick. “They complement each other. Learning is enjoyable because of their skill set and banter.”

“Every choir member walks out of the church doors proud because a couple of Lanark County citizens took a couple of hours each week to share their gift of music,” Mr. Baines said. “I don’t know if there is a way that you can measure such a thing.”

Cindy McCall of Lanark Highlands was nominated by Noelle Reeve for her work with Blue Skies Fiddle Orchestra, which operates out of the Maberly Hall in Tay Valley Township and was created 20 years ago by the Blue Skies in the Community organization.

The orchestra provides free violin, fiddle and viola lessons to anyone in Lanark County and is made up of a number of orchestras: Beginners Fiddle for those with no experience; preparatory that prepares newer players for the regular orchestra; and the regular orchestra. There is also an instrument-lending library for low-cost rentals, which facilitates decisions on whether to commit to learning an instrument.

“It provides a very welcoming introduction to music that has been a part of Lanark County’s history since European settlement,” Ms. Reeve said.

She also highlighted the quality of teaching instruction. “Cindy McCall makes everyone feel welcome in the Beginners Orchestra and really encourages you by sharing her love of the music.” She commended the generosity of the volunteer-run organization in keeping musical heritage alive and allowing people to learn an instrument, and for providing a social benefit. “Being in the orchestra builds community across Lanark County as people come from all over the county to participate.”

There are more than 50 members in the orchestra currently, ranging in age from 8 to 80-plus. It began in 1999 with Carolyn Stewart as the conductor, who mentored Ms. McCall to take over in 2010.

A letter of support from Rebecca Worden, registered psychotherapist within the scope of music therapy, noted the benefits of music for people’s mental and emotional health. “We are fortunate to have the Fiddle Orchestra in our community to experience the rich melodies and unique texture of fiddle music as an audience or orchestra member.”

Susan Freeman highlighted the orchestra’s role in the fiddle music traditions in the community through instruction and community support in concerts and fundraising. “They give our county a pro-social creative endeavour that enriches all areas of our individual and community life. The multi-generational aspect of the orchestra allows for unique friendships to develop based on a common love of music and community.”

Warden Kidd congratulated the recipients for their contributions. “They are role models for generosity and we thank them for leaving a positive legacy in Lanark County.”

Awards of Excellence recipients receive an individually designed award commissioned by Mississippi Mills-area artist Stephen Braithwaite, who also created the stained-glass windows in the council chambers. They will be recognized on a plaque in the county administration building, as well as on the county website at www.lanarkcounty.ca and in notices in local newspapers.

– 30 –

For more information, please contact:

Leslie Drynan, Clerk

Lanark County

1-888-9-LANARK, ext. 1502

Presentation photos available at

<https://www.dropbox.com/sh/p6phcrkvzch41pm/AAD4inDlfsr3FDxbCutcfmvma?dl=0>

INFORMATION LIST #20-19 December 3, 2019

The following is a list of information items received as of November 25, 2019.

Item #	Date	Originator	* Subject	Page #
1	Nov 14, 2019	Deputy Minister Small Business and Red Tape Reduction	Job Site Challenge	102
2	Nov 19, 2019	Association of Municipalities of Ontario	Public Health and Emergency Health Services Modernization Consultation	104
3	Nov 21, 2019	Almonte General Hospital	RPN Innovation and Impact Challenge	105
4	Nov 21, 2019	Share the Road Cycling Coalition	Wheels of Change Awards 2020	107

* Click on the subject name to go to the document

Deputy Minister, Small Business
and Red Tape Reduction
Ministry of Economic Development,
Job Creation and Trade
56 Wellesley Street West
7th Floor
Toronto ON M7A 2E7
Telephone: 416-325-6927
Email: giles.gherson@ontario.ca

Sous-ministre des Petites Entreprises
et de la Réduction des formalités administratives
Ministère du Développement économique,
de la Création d'emplois et du Commerce
56, rue Wellesley Ouest
7e étage
Toronto ON M7A 2E7
Téléphone : 416 325-6927
Courriel: giles.gherson@ontario.ca

November 13, 2019

Re: Job Site Challenge

The Province of Ontario is pleased to announce the launch of the Job Site Challenge — an exciting new program open to property owners and land developers across the province.

The Job Site Challenge is a *mega site program* modelled on successful large-scale investment attraction opportunities created in a number of US states over the last decade. It is designed to create and showcase shovel-ready sites capable of attracting large-scale manufacturing investment. The government of Ontario will provide value-add services to increase the attractiveness of properties and market the sites to domestic and international investors.

This is an opportunity for municipalities, economic development agencies, real estate developers, industrial property owners and other interested parties to submit proposals to the Province identifying mega site candidates for consideration. With the assistance of an internationally recognized site selector, sites will be evaluated and selected, based on how well they meet a set of site eligibility criteria.

We are searching for sites ranging from 500 to 1,500 acres in size capable of supporting large-scale manufacturing operations. Specifically, sites that are or could be zoned for heavy industrial use and that are serviced or serviceable by utilities, transportation and other infrastructure.

Program participants of selected sites will benefit from:

- Validation and endorsement of their site by an internationally recognized site selector
- Promotion and marketing by both the Province and the site selector to international and domestic investors
- Streamlined approvals review process for applicable provincial licences, permits and environmental approvals required to develop and service a site.

As the first of its kind in Canada, the Job Site Challenge is intended to raise Ontario's profile and improve our attractiveness internationally — so that we can compete with other North American jurisdictions for coveted large-scale investments in automotive and other advanced manufacturing and create good, high-paying jobs for the people of Ontario.

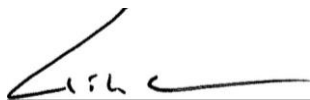
To participate, applicants are asked to submit a detailed proposal for consideration by March 31, 2020. We are asking participants to put forward their “best case” with sites that meet the specified criteria.

All necessary information about the Job Site Challenge, including site eligibility criteria, is available in the program application guide which can be requested by email at burdenreductionteam@ontario.ca.

Should you have any questions about the program or how to apply, please contact the Ministry of Economic Development, Job Creation and Trade — Small Business and Red Tape Reduction at the email noted above. You can also visit the [Job Site Challenge website](#) for additional information.

Thank you for your interest in the Job Site Challenge. We look forward to working with interested program participants.

Regards,

A handwritten signature in black ink, appearing to read 'Giles Gherson', written over a thin horizontal line.

Giles Gherson
Deputy Minister

AMO Policy Update not displaying correctly? [View the online version](#) | [Send to a friend](#)
Add Communicate@amo.on.ca to your safe list



POLICY UPDATE

November 19, 2019

Public Health and Emergency Health Services Modernization Consultation

The Ministry of Health is consulting on Public Health and Emergency Health Services modernization. This will be a broad consultation with municipal governments, Boards of Health, local Public Health agencies, EMS services, and other stakeholders. AMO will work with our members, partner associations, the Ministry of Health and the Municipal Advisor, Jim Pine, throughout the process to bring forward practical solutions for public health and emergency health services that work best for residents, communities, and municipal governments.

The video of the webinar launch and two discussion papers are available on the Ontario government [website](#).

Written submissions and completion of an [online survey](#) will be accepted up until February 10th, 2020.

Planning for in-person meetings across the province are underway. Information about the dates and locations will be available soon.

The public can [email](#) the Ministry of Health with any questions about the consultations.

People interested in signing up for the government's "Connected Care Updates" on health in general, can [subscribe](#) to the Ministry of Health.

AMO will continue to keep members aware of relevant developments including the response to the consultation.

AMO Contact: Michael Jacek, Senior Advisor, mjacek@amo.on.ca, 416-971-9856 ext. 329.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



MEDIA RELEASE

November 21, 2019

TAKING THE INITIATIVE TO HELP IMPROVE CARE

Jennifer Brunet has worked as a Registered Practical Nurse (RPN) at Almonte General Hospital for almost two years. When she moved back to the area from Alberta, she already knew where she wanted to be. "I had my heart set on working at Almonte General Hospital. My family in Almonte raved about the hospital and the great care."

Now, Jennifer is helping to ensure that care is the best it can be. She submitted a proposal to a competition for the close to 50,000 RPNs in Ontario called the RPN Innovation and Impact Challenge. Her project was chosen and approved, resulting in a \$10,000 grant from the Registered Practical Nurses Association of Ontario (RPNAO) to explore ways that nurses in Almonte can work up to their full scope of practice. Her proposal focuses on enhancing the role of Registered Practical Nurses (RPNs) at AGH and supporting role clarity for both RPNs and Registered Nurses (RNs).

"I want to help elevate the role of RPNs and ensure we are working to our full potential," Jennifer explains. "That means examining the role of RPNs and of RNs and growing together. We want to contribute and do more to free up RNs to provide specialized care when it is needed."

Almonte General Hospital is the first hospital in Ontario to benefit from this research project. Jennifer is receiving project management training and will work with the RPN Association to enhance learning at AGH. Experts will also be coming to Almonte to evaluate nursing processes and provide input into potential changes.

Jennifer was one of four RPNs in Ontario whose proposal was accepted. "Congratulations to Jennifer for taking the initiative to apply for this exciting grant opportunity and thank you to Joyce Rolph, Chief Nursing Executive, for supporting Jennifer's application," noted Mary Wilson Trider, President & CEO. "It is a great opportunity to learn together and continually improve care."



Cutline: RPN Jennifer Brunet (right) with Barbara Jones, Director, RPN Innovation and Impact, RPNAO.

-30-

Media Contact:

Jane Adams
Communications Lead
Almonte General Hospital
613-729-4864
jane@brainstorm.nu

From: Erica Townson <erica@sharetheroad.ca>

Sent: November-21-19 1:34 PM

Subject: Help Us Celebrate Excellence in Cycling – Wheels of Change Awards 2020

Hello,

Each year, **Share the Road** recognizes the impactful work of advocates and professionals across Ontario with our **Wheels of Change Awards**. These awards recognize leadership, innovation and relationship building in cycling and we'd like to **encourage you to nominate someone from your community!**

As a leader in your community, you and your colleagues have an opportunity to recognize a Professional, Organization or Community Champion who has helped to change the cycling conversation. This will demonstrate your appreciation of their efforts and raise awareness throughout the cycling community of successful activities and/or programs.

We are accepting nominations until Wednesday, February 10th, 2020.

You can view the **2020 Wheels of Change Awards Nomination Form** at the following web link:

https://docs.google.com/forms/d/e/1FAIpQLSctPFBRI0yHS1weN-pnxpU5G62dxWI9UAgESWrD_Hrkf1XOXw/viewform

Award recipients are nominated by their peers and selected by the Share the Road Board of Directors. This year, recipients will be recognized at the **12th Annual Ontario Bike Summit on April 6th & 7th, 2020** at the Courtyard by Marriott, Downtown Toronto. Nominees will not be excluded from consideration if they are unable to attend this event.

Nominations can be made under the three categories mentioned above: Professional, Organization or Community Champion/Individual. You can submit multiple nominations. Please note that some of your submission comments may be shared with the nominee at the award ceremony and/or in writing when they are notified about their nomination, regardless of whether they are selected for an award. Unless you indicate otherwise, we will let the nominee know the name of the person/organization that nominated them.

If you have questions, or problems with this form, please contact events@sharetheroad.ca.

Please take this opportunity to help us celebrate excellence in cycling by nominating someone from your community and/or Ontario. Thank-you in advance for your submission!

With thanks,

Lori Newton
Wheels of Change 2020 Awards Chair
Share the Road Cycling Coalition

c/o

Erica Townson
Event & Program Coordinator
Share the Road Cycling Coalition

www.sharetheroad.ca

@STRCanada

Dir. Tel. # (416) 694-9713 (Town Events Management)



COUNCIL CALENDAR

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 6pm Council	4	5	6	7
8	9	10 6pm Sp Council Budget	11	12	13	14
15	16	17 8am CEDC 6pm Council	18 3pm AAC 5:30 pm CoA	19 9am Fin & Pol	20	21
22	23	24 Office Closes at 12:00 pm Christmas Eve	25 Office Closed Christmas Day 	26 Office Closed Boxing Day	27 Office Closed	28
29	30 Office Closed	31 Office Closed New Year's Eve 				

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-118

BEING a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

WHEREAS subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Part of Block 15, Plan 27M-90, in order to accommodate the development of six (6) townhouse units;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - i) Registered Plan of Subdivision 27M-90, Part of Block 15, described as Parts 1-13 inclusive on Reference Plan 27R-11338, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 3rd day of December, 2021, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 3rd day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-119

BEING a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

WHEREAS subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Part of Block 16, Plan 27M-90, in order to accommodate the development of one (1) semi-detached dwelling containing two (2) units;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - i) Registered Plan of Subdivision 27M-90, Part Block 16, described as Parts 1-4 inclusive on Reference Plan 27R-11341, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 3rd day of December, 2021, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 3rd day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-120

BEING a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

WHEREAS subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Part of Block 16, Plan 27M-90, in order to accommodate the development of one (1) semi-detached dwelling containing two (2) units;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - i) Registered Plan of Subdivision 27M-90, Part Block 16, described as Parts 1-4 inclusive on Reference Plan 27R-11340, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 3rd day of December, 2021, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ, passed, signed and sealed in open Council this 3rd day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-121

BEING a by-law to amend Traffic and Parking By-law 02-27.

WHEREAS under section 11(2) of the Municipal Act 2001, S.O. 2001, c.25, a lower-tier municipality may pass by-laws respecting matters within the following sphere of jurisdiction: highways, including parking and traffic on highways;

AND WHEREAS Council passed Traffic and Parking By-law 02-27 on February 12, 2002;

AND WHEREAS on-street parking has become problematic in the vicinity of the Orchardview retirement complex;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule B – No Parking be amended to include:

NO PARKING

HIGHWAY/ STREET	HIGHWAY DIRECTION	FROM	TO	SIDE
Paterson Street	North and South	Tatra Street	Robert Hill Street	Both Sides

2. By-law 02-27 is hereby amended.
3. This by-law shall come into force on May 1, 2020.

BY-LAW read, passed, signed and sealed in open Council this 3rd day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk



2297 Highway 12,
PO Box 130
Brechtin, Ontario L0K 1B0
p.705-484-5374
f. 705-484-0441

November 7, 2019

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Floor
777 Bay St
Toronto, ON M7A 2J3

Re: Conservation Authority Exit Clause

The Council of the Corporation of the Township of Ramara passed the following motion at their regular meeting held October 28, 2019, unanimously by a recorded vote:

WHEREAS the TOWNSHIP OF RAMARA has consistently expressed its view that its watershed conservation authorities are duplicative, financially unaccountable, in conflict with citizens and private property rights;

AND WHEREAS the TOWNSHIP OF RAMARA has encountered the regulatory obstacles to challenge the arbitrary, inefficient, non-transparent, and unsustainable municipal levy forced upon it annually by its watershed conservation authorities;

AND WHEREAS the TOWNSHIP OF RAMARA questions the efficacy and relevance of its watershed conservation authorities' programs and services and their performance in achieving the goals of conservation and environmental stewardship;

AND WHEREAS the TOWNSHIP OF RAMARA finds the current Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations inconsistent and obsolete;

AND WHEREAS the Minister of Environment, Conservation, and Parks the Honourable Jeff Yurek signaled the province's intent to reconsider and update the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations;

THEREFORE BE IT RESOLVED THAT: the TOWNSHIP OF RAMARA support the province's determination that the existing Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations require review;

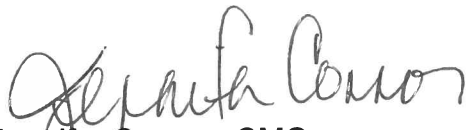
AND THAT the TOWNSHIP OF RAMARA signal to the Ministry of the Environment, Conservation, and Parks of its willingness to participate in all consultations and submissions to the same;

AND THAT further the TOWNSHIP OF RAMARA signal its express desire that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to exist costly and unwarranted conservation authority(ies) jurisdiction(s);

AND THAT this resolution be forwarded the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

I trust the above is self-explanatory however if you require further information or clarification, please contact me.

Yours truly,



Jennifer Connor, CMO
Legislative Services Manager/Clerk

JC/cw

c.c. Jill Dunlop, MPP
Conservation Ontario
Ontario Conservation Authorities
Ontario Municipalities



Municipality of Mississippi Mills
PENDING LIST
December 3, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates, invitation sent to County to present to Council	Every Quarter
Strategic Plan	CAO	Ongoing	Q4
Procedural By-law	Clerks	First Draft presented to Council for consideration	03-Dec-19