



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, February 5, 2019**

**5:00 p.m.**

**Council Chambers, Municipal Office**

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

**A. CALL TO ORDER (5:00)**

**B. CONSIDERATION OF A CLOSED SESSION**

1. Update on Sale of Business Park Lot 25 - proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act s. 239 2(c)*).
2. Update on HR Matters - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).

**REGULAR SESSION (6:00 p.m.)**

**C. O CANADA**

**D. ATTENDANCE**

**E. APPROVAL OF AGENDA**

**F. DISCLOSURE OF PECUNIARY INTEREST**

**G. APPROVAL OF MINUTES**

Council Minutes dated January 15, 17, and 22, 2019

Pages 8-25

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

[None]

**I. PUBLIC MEETINGS**

1. Zoning Amendment Cochran, 2380 Ramsay Concession 7B, Ramsay Pages 26-29

2. Official Plan and Zoning Amendment – Don Maynard Park Pages 30-66

Recommendation:

That Council pass by-law 19-11, being a by-law to repeal by-law 17-45 to restore the original land use designation of the subject lands (Part Block 40, Plan 69547);

And that Council pass by-law 19-12, being a by-law repeal by-law 17-81 to restore the original zoning of the subject lands (Part Block 40, Plan 69547);

And that By-laws 19-11 and 19-12 be taken as read, passed, signed and sealed in Open Council.

**J. COMMITTEE OF THE WHOLE**

*Motion to resolve into Committee of the Whole.*

**(J.1) CONSENT ITEMS**

*Motion to receive:*

- CAO Report Pages 67-69
- 2018 Freedom of Information Summary –Follow-up Pages 70-71
- 2018 Council Expenses Pages 72-84
- Rod Cameron Retirement Page 85

**Minutes**

*Motion to receive:*

- Mississippi River Power Corp - December 14, 2018 Pages 86-91

**(J.2) REPORTS**

**Recreation and Culture**

**a. Almonte Community Centre Parking Pages 92-95**

Recommendation:

That Council approve Option 2 – permit parking on Bridge Street - to provide additional parking spaces for patrons using the Almonte Community Centre during the peak season (October – March).

**b. Pakenham Arena Rehabilitation**

Pages 96-98

Recommendation:

That Council award the contract for Tender # 18-29 Pakenham Arena Rehabilitation to Frecon Construction in the amount of \$883,000 + HST;

And that a 20% contingency in the amount of \$176,600 be approved for any unforeseen issues that may arise out of completing this work.

**Planning and Development****c. Request for use of Unopened Road Allowance  
Mount Pakenham**

Pages 99-114

Recommendation:

That Council pass a resolution authorizing the Mayor and Clerk to execute a Use of Municipal Road Allowance Agreement with the proponent respecting the crossing of the unopened road allowance known as Part 35 on Plan 26R-1412 (Pakenham Ward).

**d. Clearance of Subdivision Conditions  
Riverfront Estates Phase 5 (Final Phase), Almonte Ward**

Pages 115-124

Recommendation:

That Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Riverfront Estates Subdivision Phase 5 as the draft conditions have been satisfied.

**e. Request for Relief from Zoning Application Fees  
Applicant: Trevor Drummond  
Property: 487 Townline Road West, Ramsay Township**

Pages 125-127

Recommendation:

That Council deny the request by Trevor Drummond to waive the \$3,500 application fee associated with a required Zoning Amendment Application

**f. Zoning By-law Amendment Z-10-18  
Concession 10, Part Lot 10, Plan 26R-2845, Part 2 (231 McWatty Road)  
Pakenham Ward (Scheel Holdings)**

Pages 128-135

Recommendation:

That Council approve the necessary Zoning By-law Amendment to change the zoning of the lands legally described as Concession 10, Part Lot 10, Plan 26R-2845, Part 2, Pakenham Ward, Municipality of Mississippi Mills from the "Rural Commercial (C5)" Zone to the "Rural (RU)" Zone.

**g. Zoning By-law Amendment Z-01-19  
Administrative Amendment – Cellars – All Wards**

Pages 136-146

Recommendation:

That Council approve the necessary Administrative Zoning By-law Amendment to remove restrictions attributed to the regulation of permitted uses in 'Cellars' within the Comprehensive Zoning By-law #11-83.

**Finance and Administration**

**h. 2019 Municipal Grants**  
*(deferred from January 22, 2019 Council Meeting)*

Pages 147-162

Recommendation:

That Council approve the following 2019 municipal grants:

<b>Applicant</b>	<b>Recommended Funding for 2019</b>
North Lanark Agricultural Society	\$5,000.00
Neighbourhood Tomato Community Gardens	\$560.00
Mississippi Mills Bicycle Month	\$2,300.00
Almonte Fish & Game Association	\$2,500.00
Almonte in Concert	\$1,750.00
Mississippi Lakes Association	\$500.00
Clayton Recreation Association	\$4,500.00
Almonte Celfest Society	\$2,500.00
Naismith Basketball Association	\$3,500.00
North Lanark Highland Games	\$2,500.00
Union Hall Community Centre	\$1,700.00
Pakenham Civitan Club	\$1,500.00
<b>Total</b>	<b>\$28,810.00</b>

**i. 2019 Fees and Charges**

Pages 163-178

Recommendation:

That the proposed changes to the fee schedule be approved;

And that public notice be given as to Council's intention to pass the 2019 Fees and Charges By-Law.

**j. Advisory Committee – Follow up #3** Pages 179-195

Recommendation:

That Council approve the proposed structure for the advisory committees;

And that the terms of reference be approved;

And that staff be directed to advertise for membership to the Public Works, Agriculture and Finance & Policy advisory committees.

**k. Bill 68 – Pregnancy and Parental Leave Policy for Council** Pages 196-201

Recommendation:

That Council approve the Pregnancy and Parental Leave Policy for members of Council.

**l. Award of Request for Proposal  
Live Streaming and Meeting Management Services** Pages 202-212

Recommendation:

That Council award the Request for Proposal for Live Streaming and Meeting Management Services to eScribe for a three (3) year contract.

**m. Declaring the Office of Deputy Mayor Vacant and  
Review of Methods to Fill the Vacancy** Pages 213-229

Recommendation:

That Council declare the Deputy Mayor seat vacant;

And that the Councillor \_\_\_\_\_ be appointed as the interim County representative until the Deputy Mayor vacancy is filled;

And that Council consider the options available for filling the vacancy in accordance with the *Municipal Act* and the *Municipal Elections Act*.

**(J.3) INFORMATION ITEMS**

- |   |               |
|---|---------------|
| • Mayor's Report                              | None          |
| • County Councillors' Report                  | Pages 230-232 |
| • Mississippi Valley Conservation Authority   | None          |
| • Information List                            | Pages 233-247 |
| • Meeting Calendars ( <i>February/March</i> ) | Pages 248-249 |

**K. RISE AND REPORT**

*Motion to return to Council Session.*

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of February 5, 2019 be adopted as resolutions of Council.

**L. BY-LAWS**

*That By-laws 19-13 and 19-14 be taken as read, passed, signed and sealed in Open Council.*

19-13 Zoning Amendment - Concession 10, Part Lot 10 (Scheel)	Pages 250-251
19-14 Zoning Amendment - Administrative - Cellars	Page 252-254

**M. OTHER/NEW BUSINESS**

1. Nomination to the Lanark County Municipal Trails Corporation Pages 255-257  
*(deferred from January 22, 2019)*

Recommendation:

That Councillor \_\_\_\_\_ be nominated to sit on the Lanark County Municipal Trails Corporation.

2. Reconsideration of Resolution No. 563-18: Cash in Lieu of Parking Pages 258-262  
*(from Notice of Motion January 22, 2019)*

Recommendation:

That Council reconsider Council Resolution No. 563-18 to accept the cash in lieu request;

And that a parking analysis be a strategic priority as part of the redevelopment of downtown streetscaping to investigate long-term parking solutions.

3. Amend Parking By-law 02-27 for Sadler Drive – Councillor Maydan  
*(from Notice of Motion January 22, 2019)*

Recommendation:

That Council directs staff to prepare an amendment to Consolidated Parking By-law 02-27 to remove the parking restrictions on the west side of Sadler Drive, north of the Honeyborne intersection.

4. Amendments to Procedural By-law 17-03 – Councillor Maydan  
(from Notice of Motion January 22, 2019)

Recommendation:

Be it resolved that Council and Administration staff review Procedural Bylaw 17-03 with a view to making recommendations in support of transparency, democracy and public input as appropriate;

And that Section 30.h) of By-law 17-03 be replaced with the following:

- h) Videotaping and/or audio recording may be permitted during public portions of Council and/or Committee meetings pending approval by Council in advance of the meeting through the Clerk. Upon receiving confirmation, the requestor shall declare at the Council and/or Committee meeting that videotaping and/or audio recording will occur. Approved recordings may only occur between the Call to Order and the Adjournment, excepting any recesses and breaks. Before and after such meetings, and during recesses or breaks, private conversations may not be recorded except with written permission of the parties.

And that Section 30.e) be deleted in its entirety.

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS**

**P. CONFIRMATORY BY-LAW – 19-15**

**Q. ADJOURNMENT**



**The Corporation of the Municipality of Mississippi Mills**

**Special Council Meeting #02-19**

**MINUTES**

A special meeting of Council was held on Tuesday, January 15, 2019 at 8:30 a.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 8:34 a.m.

A moment of silence was observed to honour Deputy Mayor John Levi who passed away on January 13, 2019.

**B. ATTENDANCE**

**PRESENT:**

Mayor Christa Lowry  
Councillor John Dalgity  
Councillor Janet Maydan  
Councillor Bev Holmes  
Councillor Cynthia Guerard

**ABSENT:**

Councillor Denzil Ferguson

Shawna Stone, Acting Chief Administrative Officer  
Jeanne Harfield, Acting Clerk  
Rhonda Whitmarsh, Treasurer  
Guy Bourgon, Director of Roads and Public Works  
Christine Row, CEO/Chief Librarian

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**C. APPROVAL OF AGENDA**

**Resolution No. 14-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** the agenda be approved as presented.

**CARRIED**

**D. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**E. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

The Treasurer provided an overall summary of the 2019 budget by major functional item; summary of long term debt; long term debt and annual



repayments per capita and per household; summary of changes to the budget made by senior staff; review of expenses and revenue.

The Treasurer, Director of Roads and Public Works and Chief Librarian/CEO provided an overview of their departmental budgets and addressed questions from Members.

- Rhonda Whitmarsh, Treasurer - Administration
- Guy Bourgon, Director of Roads and Public Works - Transportation

Council recessed at 9:51 a.m. and resumed at 10:06 a.m.

- Guy Bourgon, Director of Roads and Public Works - Waste Management, Water and Sewer

Council recessed for lunch at 12:32 p.m. and resumed at 1:23 p.m.

- Guy Bourgon, Director of Roads and Public Works - Septage
- Christine Row, Chief Librarian/CEO

Items arising from discussions:

- Fleet management of vehicles used by other staff (e.g. Beautification)
- Statistics on municipal debt loads
- Develop IT strategy (county support, total cost)
- Communications / information sharing re: weed management in front of private property (911 signage at private entrances)
- Alternatives for public works staff overtime such as contracting out, shift work
- Hydro One and Ottawa River Power Corp – discuss with MPP Randy Hillier
- Communications re: yard waste pick up and waste drop off locations
- Visit to Pakenham Garage as part of the spring road/parks tour
- Date re: usage of recreation facilities, participation numbers

**Resolution No. 15-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Dalgity**

**THAT** the following presentations be received:

- Rhonda Whitmarsh, Treasurer
- Guy Bourgon, Director of Roads and Public Works
- Christine Row, Chief Librarian/CEO

**CARRIED**

**F. REPORTS****Finance and Administration**

## 1. 2019 Draft Budget

The Treasurer reviewed the status of the budget to-date including:

- items currently included in the 2018 budget and some that may require updating before the budget can be finalized
- assumptions used in the preparation of the first draft
- changes to assessment including growth are not known at this time
- the work that Department Heads have done to-date to try to balance the budget
- highlights including new and/or increased operational costs, capital items and transfers to reserves

## 2. 2019 Draft Water and Sewer Budget

The Director of Roads and Public Works reviewed the 2019 draft Water and Sewer budget.

## 3. 2019 Proposed Fees and Charges

The Treasurer reviewed the proposed Fees and Charges. Council posed a number of questions regarding recreation fees.

**G. OTHER/NEW BUSINESS**

## 1. 2019 Funding Requests from LAWS, Big Brothers Big Sisters and The Royal Canadian Legion

The Treasurer reviewed the three funding requests for Council consideration.

**H. CONFIRMATORY BY-LAW**

By-law 19-04

**Resolution No. 16-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** By-law 19-04, 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 15<sup>th</sup> day of January, 2019, be read, passed, signed and sealed in Open Council this 15<sup>th</sup> day of January, 2019.

**CARRIED**

I. **ADJOURNMENT**

**Resolution No. 17-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** the meeting be adjourned at 2:19 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
ACTING CLERK



**The Corporation of the Municipality of Mississippi Mills**

**Special Council Meeting #03-19**

**MINUTES**

A special meeting of Council was held on Tuesday, January 17, 2019 at 8:30 a.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 8:40 a.m.

**B. ATTENDANCE**

**PRESENT:**

Mayor Christa Lowry  
Councillor John Dalgity  
Councillor Janet Maydan  
Councillor Bev Holmes  
Councillor Cynthia Guerard

**ABSENT:**

Councillor Denzil Ferguson

Shawna Stone, Acting Chief Administrative Officer  
Jeanne Harfield, Acting Clerk (arrived at 10:12 am)  
Rhonda Whitmarsh, Treasurer

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**C. APPROVAL OF AGENDA**

**Resolution No. 18-19**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Dalgity**  
**THAT** the agenda be approved as presented.

**CARRIED**

**D. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**E. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

Draft Budget 2019 – Department Heads/Managers presented information with respect to their departmental operating and capital requirements.

- Calvin Murphy, Recreation Manager

Council recessed at 10:05 a.m. and resumed at 10:12 a.m.

- Tiffany MacLaren, Community Cultural Economic Coordinator

Council recessed at 11:13 a.m. and resumed at 11:20 a.m.

- Niki Dwyer, Director of Planning – Planning and Building

Council recessed for lunch at 11:54 a.m. and resumed at 12:55 p.m.

- Karen Kane, Director of Daycare
- Scott Granahan, Fire Chief

Items arising from discussions:

- Usage numbers Gemmill Park Splash Pad
- Recreation Cost Sharing Agreement
- Augusta Park Splash Pad
- Lease versus buy equipment
- OVRT Fence Removal Reserve St.
- Review Tax Relief Program
- Storage solution for fire gear at the Pakenham Fire Station
- Director of Roads and Public Works to examine cost associated with moving crosswalk on Paterson Street, possibility of crossing guard or change stop lights to all stop

**Resolution No. 19-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Dalgity**

**THAT** the following presentations be received:

- Calvin Murphy, Recreation Manager
- Tiffany MacLaren, Community Economic Cultural Coordinator
- Niki Dwyer, Director of Planning
- Karen Kane, Director of Daycare
- Scott Granahan, Fire Chief

**CARRIED**

**F. REPORTS**

**Finance and Administration**

1. 2019 Draft Budget  
Pre-budget approval items.

**Resolution No. 20-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

**THAT** Council grant pre-budget approval of \$20,000 for Fire Department bunker gear.

**CARRIED**

**Resolution No. 21-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity**

**THAT** Council grant pre-budget approval of \$1,136,000 for Victoria Street pavement renewal, \$85,000 for sidewalks on Victoria Street, and \$2,401,000 for reconstruction of the water/sewer Victoria Street.

**CARRIED****Resolution No. 22-19****Moved by Councillor Maydan****Seconded by Councillor Holmes**

**THAT** Council grant pre-budget approval of \$702,000 for Concession 11A pavement renewal and \$352,000 for water main installation Ottawa/Honeyborne looping.

**CARRIED****Resolution No. 23-19****Moved by Councillor Guerard****Seconded by Councillor Dalgity**

**THAT** Council grant pre-budget approval of \$10,000 for Spring Street pumping station impeller upgrades.

**CARRIED**

## 2. 2019 Draft Water and Sewer Budget

This matter was discussed at the January 15, 2019 special budget meeting. Further discussions to occur at following budget meeting.

## 3. 2019 Proposed Fees and Charges

Item to be considered at a future Council meeting.

**G. OTHER/NEW BUSINESS**

## 1. 2019 Funding Requests from LAWS, Big Brothers Big Sisters and The Royal Canadian Legion

**Resolution No. 24-19****Moved by Councillor Guerard****Seconded by Councillor Dalgity**

**THAT** the Treasurer be directed to include the Royal Canadian Legion's request for \$1,790.00 for flagpole into the 2019 budget.

**CARRIED**

**Resolution No. 25-19****Moved by Councillor Maydan****Seconded by Councillor Holmes****THAT** the requests from LAWS and Big Brothers Big Sisters be received as information.**CARRIED****H. CONFIRMATORY BY-LAW**

By-law 19-05

**Resolution No. 26-19****Moved by Councillor Maydan****Seconded by Councillor Guerard****THAT** By-law 19-05, 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 17<sup>th</sup> day of January, 2019, be read, passed, signed and sealed in Open Council this 17<sup>th</sup> day of January, 2019.**CARRIED****I. ADJOURNMENT****Resolution No. 27-19****Moved by Councillor Guerard****Seconded by Councillor Holmes****THAT** the meeting be adjourned at 3:10 p.m.**CARRIED**

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Christa Lowry  
MAYOR

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Shawna Stone  
ACTING CAO



The Corporation of the Municipality of Mississippi Mills

Council Meeting #04-19

MINUTES

A regular meeting of Council was held on Tuesday, January 22, 2019 at 4:00 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 4:01 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 28-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Guerard**

**THAT** Council enter into an in camera session at 4:02 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*); and proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act s. 239 2(c)*).

**CARRIED**

**Resolution No. 29-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Guerard**

**THAT** Council return to regular session at 5:28 p.m.

**CARRIED**

Council recessed at 5:28 and resumed at 6:00 p.m.

**Rise & Report**

1. Striking Committee – Statutory Committee Appointments

**Resolution No. 30-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

**THAT** the Striking Committee recommends the following Council appointments to advisory committees and boards:

<b>Committee</b>	<b>Council Representative</b>
Heritage	- Councillor Maydan
Accessibility Advisory	- Councillor Guerard
Community Policing	- Councillor Maydan - Councillor Ferguson
Library Board	- Councillor Maydan
Joint Recreation Cost Sharing	- Councillor Dalgity



Mississippi River Power Corporation	- Mayor Lowry
Mississippi Valley Conservation Authority	- Councillor Holmes - Mayor Lowry

**AND That** the Striking Committee recommends the following appointments to following advisory committees and boards:

<b>Committee</b>	<b>Representative</b>
Heritage	- Terry Lumsden - Judith Marsh - Sandra Moore - Michael Rikley-Lancaster - David Thomson
Accessibility Advisory	- James Lowry - Araina Clark - Myrna Blair - Paul Crozier - Betty Preston - Kristen Cavanaugh-Ray - Claire Marson
Community Policing	- Grant Chaplin - Neil MacLeod - Tess Powter
Committee of Adjustment and Property Standards	- Stacey Blair - Connie Bielby - Patricia McCann-MacMillan
Library Board	- Micheline Boucher - Catherine Peacock - Barbara Button - Warren Thorngate - Jeff Fraser - Leanne Czerwinski - Marie Traversy
Ottawa River Power Corporation	- Brian Gallagher
Carleton Place Library Board	- Beverly Rogers
Mississippi River Power Corporation	- Lyman Gardiner (extended to December 31, 2022) - Adrian Foster (extended to December 31, 2022) - Paul Virgin (extended to December 31, 2020)

## 2. Sale of Business Park Lot 25

Staff direction provided.

**MOMENT OF SILENCE**

A moment of silence was observed for the passing of the Deputy Mayor John Levi.

**C. O CANADA**

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

**D. ATTENDANCE****PRESENT:**

Mayor Christa Lowry  
Councillor John Dalgity  
Councillor Janet Maydan  
Councillor Bev Holmes  
Councillor Cynthia Guerard  
Councillor Denzil Ferguson

**ABSENT:**

Shawna Stone, Acting Chief Administrative Officer  
Jeanne Harfield, Acting Clerk  
Jennifer Russell, Acting Deputy Clerk  
Niki Dwyer, Director of Planning  
Tiffany MacLaren, Community and Culture Coordinator

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**E. APPROVAL OF AGENDA****Resolution No. 31-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Guerard**

**THAT** the agenda be approved as presented.

**CARRIED**

**F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**G. APPROVAL OF MINUTES****Resolution No. 32-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Maydan**

**THAT** the Council Minutes dated January 8, 2019 be approved as presented.

**CARRIED**

## H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Trevor Drummond  
Re: 487 Townline Road West, Rural Zoning Exception

Mr. Drummond provided a brief background on the property, and overview of the Rural Zoning and his request for a waiving of all fees regarding zoning amendment fees.

**Resolution No. 33-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Dalgity**

**THAT** the delegation by Trevor Drummond re: 487 Townline Road West, Rural Zoning Exception, be received;

**AND THAT** the request be referred to staff for a follow-up report.

**CARRIED**

## I. PUBLIC MEETINGS

1. Zoning Amendment Scheel Holdings, 231 McWatty Road, Pakenham

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. No one spoke.

2. Zoning Amendment Wallace, Head Pond Road North, Pakenham

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. The following member of the public spoke:

- Daniel Lynch – Arnprior Councillor, no objection to the proposed amendment but wanted to flag that there will be noise associated with the airport

3. Zoning Amendment - Administrative – Cellars, All Wards

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. No one spoke.

## J. COMMITTEE OF THE WHOLE

**Resolution No. 34-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Guerard**

**THAT** Council resolve into Committee of the Whole, with Mayor Lowry in the Chair.

**CARRIED**

**J.1 CONSENT ITEMS**

Council discussed the options to advance the timeline of the recruitment process to commence in February. Council also approved the recruitment process proposed by Lanark County CAO Kurt Greaves.

**Resolution No. 35-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity**

**THAT** the memo from CAO, Kurt Greaves re: CAO Recruitment; the 2018 Freedom of Information Summary; the Elections Accessibility Report 2018, and the Fire Reports –December 31, 2018 be received.

**CARRIED**

ACTION: Staff to bring forward an updated FOI report to reflect any appeals received and their status.

**Advisory Committee Minutes****Resolution No. 36-19****Moved by Councillor Ferguson****Seconded by Councillor Maydan**

**THAT** the minutes of the following committees be received:

- Library - November 28, 2018

**CARRIED****J.2 STAFF REPORTS****Planning and Development****a. Cannabis Retail Survey Report****Resolution No. 37-19****Moved by Councillor Guerard****Seconded by Councillor Dalgity**

**THAT** the Cannabis survey be received for information;

**AND THAT** Council elects not to opt-out of retail cannabis sales within Mississippi Mills;

**AND THAT** Council adopt the draft Municipal Cannabis Policy Statement for use in evaluating AGCO applications for retail cannabis stores.

**CARRIED**

- b. Heritage Advisory Committee, Revised Terms of Reference

**Resolution No. 38-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Guerard**

**THAT** Council approve the revised terms of reference for the Heritage Advisory Committee.

**CARRIED**

**Finance and Administration**

- c. 2019 Municipal Grants

**Resolution No. 39-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Guerard**

**THAT** Council approve the following 2019 municipal grants:

<b>Applicant</b>	<b>Recommended Funding for 2019</b>
North Lanark Agricultural Society	\$5,000.00
Neighbourhood Tomato Community Gardens	\$560.00
Mississippi Mills Bicycle Month	\$2,300.00
Almonte Fish & Game Association	\$2,500.00
Almonte in Concert	\$1,750.00
Mississippi Lakes Association	\$500.00
Clayton Recreation Association	\$4,500.00
Almonte Celfest Society	\$2,500.00
Naismith Basketball Association	\$3,500.00
North Lanark Highland Games	\$2,500.00
Union Hall Community Centre	\$1,700.00
Pakenham Civitan Club	\$1,500.00
<b>Total</b>	<b>\$28,810.00</b>

**DEFERRED – FEBRUARY 5, 2019**

- d. Addition to Names Reserve List – Harold Mathie

**Resolution No. 40-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Ferguson**

**THAT** Council approve the addition of “Harold Mathie” to the Municipality’s Names Reserve List for consideration for future naming of a street within the municipality.

**CARRIED**

e. Advisory Committee – Follow up

Council reviewed the report and provided comments to staff regarding revisions to the areas and the potential advisory committee structure. Staff will bring forward a follow-up report that incorporates requested changes.

Comments include:

- Move Beautification to CEDC
- Agriculture to become its own committee with focus on agri-tourism
- Remove planning committee
- Strike commuter trails from the PW committee
- 2 year renewable terms

J. 3 **INFORMATION ITEMS**

- **Mayor's Report**

The Mayor's report provided highlights of a roundtable with the Provincial Minister of Tourism, Culture and Sport discussing how the province can support tourism in small and rural municipalities.

- **County Councillors' Report**

The verbal report focused on ongoing business at the County relating to committees and budget.

- **Mississippi Valley Conservation Report [None]**

- **Information List 02-19**

**Resolution No. 41-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Guerard**

**THAT** Information List 02-19 be received.

**CARRIED**

- **Meeting Calendars**

Amendments: special budget meeting moved from February 12<sup>th</sup> to March 12<sup>th</sup> at 6:00 pm

K. **RISE AND REPORT**

**Resolution No. 42-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Maydan**

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

**CARRIED**

**Resolution No. 43-1****Moved by Councillor Ferguson****Seconded by Councillor Guerard****THAT** the recommendations of the Committee of the Whole for the meeting of January 22, 2019 be adopted as resolutions of Council.**CARRIED****L. BY-LAWS****Resolution No. 43-19****Moved by Councillor Holmes****Seconded by Councillor Maydan****THAT** By-laws 19-06 to 19-08 be taken as read, passed, signed and sealed in Open Council.**CARRIED**

By-Law 19-06

**Resolution No. 44-19****THAT** By-law 19-06, being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019.**CARRIED**

By-Law 19-07

**Resolution No. 45-19****THAT** By-law 19-07, being a by-law to establish remuneration for members of Council of the Corporation of the Municipality of Mississippi Mills.**CARRIED**

By-Law 19-08

**Resolution No. 46-19****THAT** By-law 19-08, being a by-law to establish a Municipal Heritage Advisory Committee and provide for the appointment of members thereto.**CARRIED****M. OTHER/NEW BUSINESS**

1. Nomination to the Lanark County Municipal Trails Corporation

Staff to bring forward terms of reference for consideration at the February 5<sup>th</sup> Council meeting.

**N. NOTICE OF MOTION**

Notice was provided for the following three motions; they will be debated at the February 5, 2019 Council meeting.

1. Reconsideration of Resolution No. 563-18: Cash in Lieu of Parking

That Council reconsider Council Resolution No. 563-18 to accept the cash in lieu request;

And that a parking analysis be a strategic priority as part of the redevelopment of downtown streetscaping to investigate long-term parking solutions.

2. Amend Parking By-law 02-27 for Sadler Drive – Councillor Maydan

That Council directs staff to prepare an amendment to Consolidated Parking By-law 02-27 to remove the parking restrictions on the west side of Sadler Drive, north of the Honeyborne intersection.

3. Amendments to Procedural By-law 17-03 – Councillor Maydan

That Council and Administration staff review Procedural Bylaw 17-03 with a view to making recommendations in support of transparency, democracy and public input as appropriate;

And that Section 30.h) of By-law 17-03 be replaced with the following:

- h) Videotaping and/or audio recording may be permitted during public portions of Council and/or Committee meetings pending approval by Council in advance of the meeting through the Clerk. Upon receiving confirmation, the requestor shall declare at the Council and/or Committee meeting that videotaping and/or audio recording will occur. Approved recordings may only occur between the Call to Order and the Adjournment, excepting any recesses and breaks. Before and after such meetings, and during recesses or breaks, private conversations may not be recorded except with written permission of the parties.

And that Section 30.e) be deleted in its entirety.

**O. ANNOUNCEMENTS AND INVITATIONS**

- Staff to reach out to county re: Wild Parsnip Management Plan and coming to Council for presentation on February 19<sup>th</sup>



**P. CONFIRMATORY BY-LAW**

By-law 19-09

**Resolution No. 47-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Maydan**

**THAT** By-law 19-09 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 22<sup>nd</sup> day of January 2019, be read, passed, signed and sealed in Open Council this 22<sup>nd</sup> day of January 2019.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 48-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Ferguson**

**THAT** the meeting be adjourned at 8:06 p.m.

**CARRIED**

---

Christa Lowry  
MAYOR

---

Jeanne Harfield  
ACTING CLERK

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BACKGROUND REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie – Junior Planner  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-12-18**  
**Part of Concession 7B, Lot 22**  
**Ramsay Ward, Municipality of Mississippi Mills**  
**Municipally known as 2380 Ramsay Concession 7B**  
**OWNER:** Milton Claude Cochran

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### **BACKGROUND**

In Summer 2018, a surplus-farm dwelling consent application – B18/068 – was submitted to the Lanark County and the Municipality of Mississippi Mills for the property legally known as Concession 7B, Lot 22, Ramsay Ward, Municipality of Mississippi Mills. The surplus dwelling severance request was for ±3.26ha (8.05ac). To minimize the severed lot size, the Municipality recommended that County reduce the lot to ±1.95ha (4.82ac). The County provisionally approved the original request in December 2018, with a requirement that the landowners fulfil conditions set by the Municipality, one of which is to amend the zoning of the now vacant agricultural parcel to prohibit the construction of a dwelling. The associated Community Official Plan policy (Section 3.2.7) states the following:

*The [Municipality] shall impose a condition on the severance of the surplus farm dwelling which shall require a zoning by-law amendment prohibiting the construction of a new residential dwelling on the farm land parcel rendered vacant as a result of the severance.*

Consequently, the zoning of the property must be amended from “Agricultural (A)” to “Agricultural Exception 33 (A-33).”

### **PURPOSE AND EFFECT**

The purpose and intent of the Zoning By-law Amendment is to change the zoning from Agriculture (A) to Agriculture Exception 33 (A-33) to fulfil a condition for the severance of a surplus farm-dwelling property. As per the Community Official Plan, the rezoned property – vacant agricultural land – would not be permitted to have a new dwelling constructed on it. The amendment would also address the existing lot size deficiency to legally permit an agricultural use.

### **DESCRIPTION OF SUBJECT LANDS**

The subject lands are located within the north-central portion of the Ramsay Ward. They are described as Concession 7B, Lot 22 and known locally as 2380 Ramsay

Concession 7B. The surplus farm dwelling lot size is ±3.26ha (8.05ac) and the retained property, to be rezoned, is ±37.70ha (93.2ac). Each lot would have ±164.0m (538.1ft) and ±445.9m (1,462.9ft) of frontage, respectively. Neighbouring lands are predominantly agricultural.

### **SERVICING & INFRASTRUCTURE**

The properties, severed and retained, are exterior of the Almonte Ward's municipal services boundary. Consequently, the farm dwelling utilizes private water and septic. The subject lands are accessed from Ramsay Concession 7B, a municipally owned and maintained road.

### **COMMUNITY OFFICIAL PLAN (COP)**

Both the retained and severed properties are, and will continue to be, designated as "Agriculture" under the Community Official Plan. Permitted uses include agriculture, agriculturally related businesses, forestry, a residential dwelling, and home-based businesses.

### **ZONING BY-LAW #11-83**


The subject lands are presently zoned "Agriculture (A)" within the Comprehensive Zoning By-law #11-83. As required by consent application B18/068, the vacant farm property must be rezoned to "Agriculture Exception 33 (A-33)" to prohibit the construction of a dwelling, thereby ensuring that said property is used solely for agriculture. A draft by-law is as follows:

#### **11.3 Special Provisions**

11.3.X *Notwithstanding their 'A' Zoning designation, on those lands delineated as 'A-33' on Schedule 'A' to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however, that:*


- i) all residential uses are prohibited; and*

All of which is respectfully submitted by,



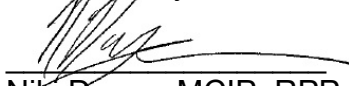
Andrew Scanlan Dickie  
Junior Planner

Approved by,



Shawna Stone  
Acting CAO

Reviewed by,



Niki Dwyer, MCIP, RPP  
Director of Planning

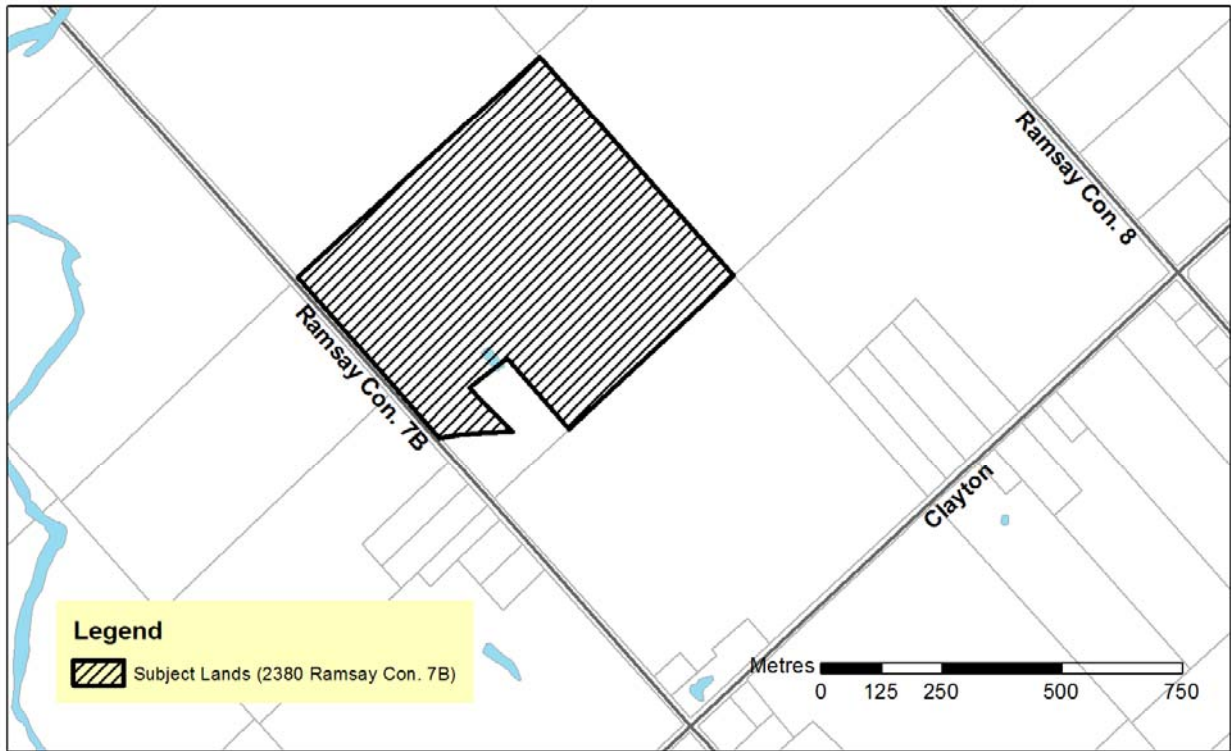
#### **ATTACHMENTS:**

- Schedule A – Location Map
- Schedule B – Property Sketch

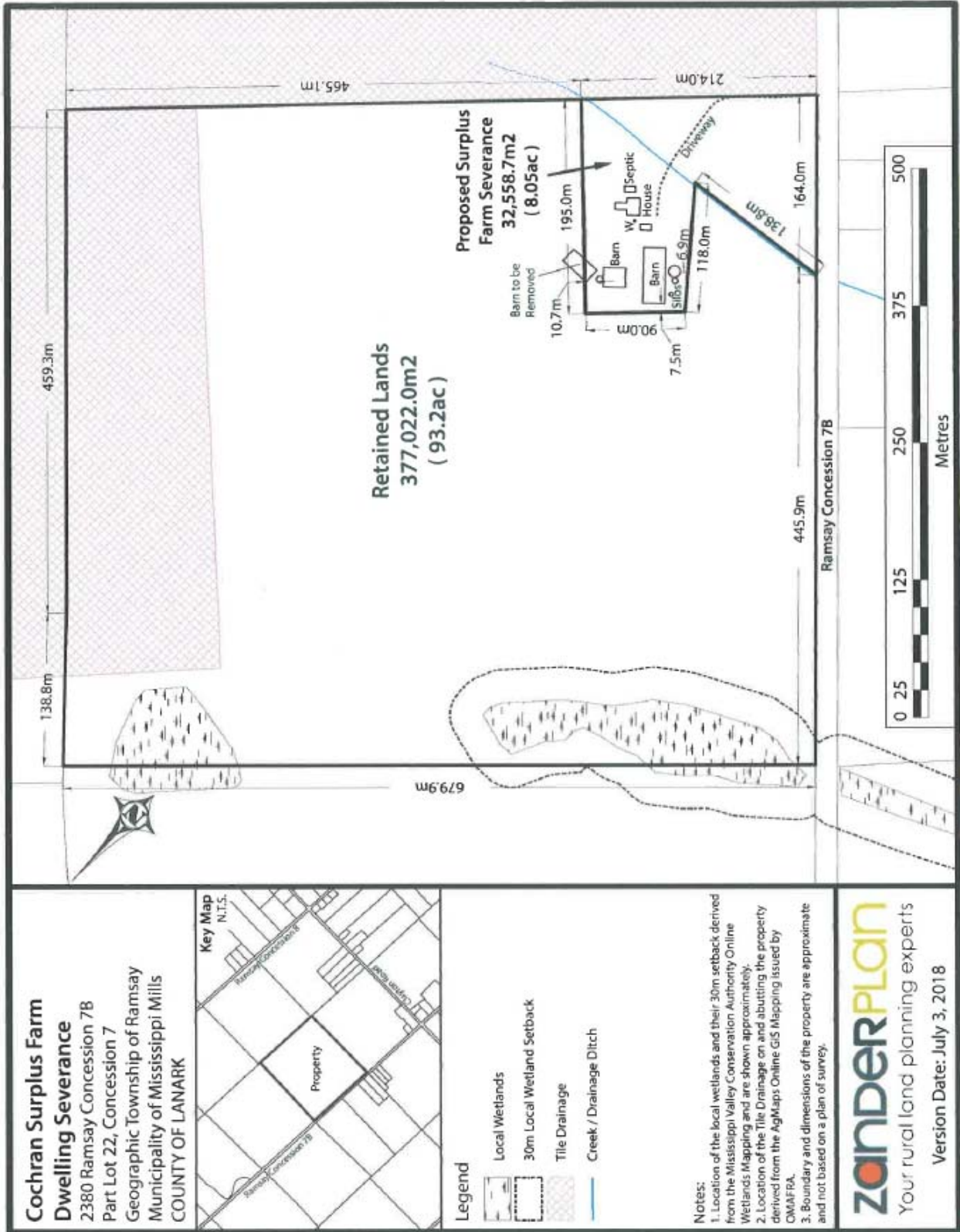
# SCHEDULE A – Location Map



Zoning By-law Amendment Application D14-COC-18; Z-12-18  
Concession 7B, Lot 22  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally known as 2380 Ramsay Con. 7B



# SCHEDULE B – Property Sketch



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BACKGROUND REPORT

**DATE:** February 5, 2019  
**TO:** Council  
**FROM:** Shawna Stone, Acting Chief Administrative Officer  
**SUBJECT: Don Maynard Park**

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### **BACKGROUND:**

The Recreation Master Plan was received by Council in 2013. Within that Plan, a number of key items were identified including the creation of a working group to review surplus parkland and establishing Gemmill Park as the Municipality's main outdoor recreation venue.

In 2014, the Municipal Property Review Working Group was formed and tasked with examining the surplus land recommendations of the Plan. One of the recommended actions was to declare Don Maynard Park as surplus to the Municipality's needs except for land for a pathway from the street to the school site; and that the property be offered for sale by public tender with the funds being reinvested in parkland development in Almonte Ward.

The Working Group's recommendation to sell Don Maynard Park was put forward to Council who initiated a series of public consultations in 2016. The initial proposal to sell Blocks 40 (Don Maynard Park) and 42 was set aside in favour of a compromise to sell a portion of the land and retain a portion as parkland.

The Municipality is the current owner of Blocks 40 (Don Maynard Park) and 42. The title on the lands has never changed throughout the consideration of the matter. The rezoning of the land from open space/parkland to residential was done to prepare the lots for sale and potential future residential development, with the intent of the proceeds of the sale of land to be allocated to upgrades to Gemmill Park.

### **APPLICABLE PLANNING POLICIES:**

#### **Provincial Policy Statement, 2014 (The PPS)**

The PPS directs land use patterns that generally encourage healthy, livable and safe communities to promote efficient development in a fiscally responsible manner and accommodate an appropriate range and mix of residential, employment, institutional, recreation, parks and open spaces uses to meet long-term needs of the community

(Policy 1.1.1). Fundamental to the establishment of healthy and active communities, planning authorities shall consider a full range and equitable distribution of publicly-accessible built and natural recreational opportunities (Policy 1.5.1(b)).

### **Lanark Sustainable Communities Official Plan, 2013 (The SCOP)**

The Lanark County SCOP provides broad policies respecting the development of land within Settlement Areas. In cases where applications for infill or redevelopment are proposed, the planning authority shall consider the impacts of the proposed development on the neighbourhood in terms of parking, traffic, open space and the proposed uses (Section 2.6.2.4).

### **Community Official Plan, 2006 (The COP)**

The COP provides both general and specific policy respecting land use patterns within the Municipality of Mississippi Mills. Fiscal responsibility and service levels associated with municipal functions such as the provision of parks and recreation services are areas of political consideration that flux with changes in government. While the COP does not provide specific policies for consideration of parkland within the Municipality, it does establish guidelines for the consideration of development or significant changes to parks (Section 3.7.9).

### **FINANCIAL IMPLICATIONS:**

The intent of the original Gemmill Park project budget was to apply a portion from the sale of land to fund the project (skatepark, splash pad, washrooms, etc.) with another portion from the sale of land to be applied to improvements in Don Maynard Park. In the absence of this revenue, the Municipality will be required to come up with another funding option for Gemmill Park, as well as Don Maynard Park if it is decided that improvements will be made there.

Total Cost of Gemmill Park Project	\$1,057,197.33
Paid for from Development Charges	-\$248,949.00
Reserves	-\$62,182.60
Deferred revenue and donations	-\$10,473.38
Ontario Trillium Foundation Grants	-\$25,407.84
Canada 150 Grant	-\$208,010.00
<b>Unfunded Balance</b>	<b>\$502,174.51</b>

The previous Council authorized for the remaining balance of the project, after the expected proceeds from the sale of land, to be long-term financed.

Should Council repeal By-laws 17-45 and 17-81 resulting in no sale of land, the options to pay for the remaining balance of the Gemmill Park project is either through long-term financing (debt) or through taxes as there are no available reserves.

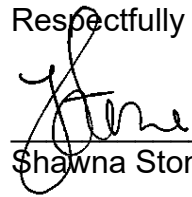
**PUBLIC COMMENTS RECEIVED:**

Attachment 2 includes all correspondence received from the public following circulation of the Notice of Public Meeting. Notice of the public meeting was posted on the Municipality's website, Facebook page and in the local newspaper on January 9, 2019. In response, staff received 2 correspondence stating opposition to the revisit of the issue; 26 correspondence indication support for rescinding the bylaws; and 5 requesting clarity or providing non-decisive statements.

**In consultation with:**

Rhonda Whitmarsh, Treasurer  
Niki Dwyer, Director of Planning

Respectfully submitted,



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Shawna Stone, Acting CAO

**Attachments:**

1. Notice of Public Meeting Concerning Don Maynard Park February 5, 2019
2. Correspondence received following circulation of Notice of Public Meeting





**MUNICIPALITY OF MISSISSIPPI MILLS  
NOTICE OF PUBLIC MEETING**

**CONCERNING DON MAYNARD PARK**

**TAKE NOTICE** that a **Public Meeting** will be held on **Tuesday February 5<sup>th</sup> 2019 at 6:00** at the Council Chambers of the Municipal Office at 3131 Old Perth Road, Almonte Ontario. The Municipality is looking for input with regard to the future of Don Maynard Park. Specifically, Council is undertaking a public process pertaining to the repeal of Zoning Bylaw 17-81 (September 19, 2017) and Official Plan Amendment Bylaw 17-45 (May 16, 2017); both bylaws amended the land use designation of part of the property known locally as “Don Maynard Park” (Legally: Part of Block 40 PLAN 69547) to Residential First Density-Special Exception and Residential respectively.

In repealing the 2017 Bylaws, Council seeks to reinstate the former “Open Space and Parkland” land use designation in the Zoning Bylaw and Community Official Plan.

Any and all comments can be submitted by e-mail or written submission by Tuesday February 5, 2019 to Niki Dwyer, Director of Planning at [ndwyer@mississippimills.ca](mailto:ndwyer@mississippimills.ca).

**ADDITIONAL INFORMATION** is available at the Municipal Office between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday or by calling (613) 256-2064 ext 259.

An attached map identifies the location of Don Maynard Park.



## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Tuesday, January 22, 2019 12:06 AM  
**To:** Nicole Dwyer  
**Cc:** Jan Maydan; John Dalgity  
**Subject:** [BULK] Don Maynard Park

**Importance:** High

Dear Nicki,

Would you please supply me a brief and concise history and timeline with respect to the Don Maynard park issue, as well as the risk/benefits/costs associated with with the current proposal to rescind the rezoning?

Here are some of the questions I have:

1. Why did the previous council choose to sell the park?
2. What happened when they did?
3. Was the park in fact sold?
4. If it was sold, where did the proceeds go?
5. If it is rezoned, what are the implications for the purchaser (if it was sold)?
6. What are the extended financial implications (both positive and negative) to the current proposal to rescind the rezoning?

Any additional useful information would be most helpful.

Thanks,

**Susan**

Susan Macaulay

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Roxanne Sweeney

---

**From:** [REDACTED]  
**Sent:** Friday, January 11, 2019 10:02 PM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

We are fervent supporters of the designation of this land as green space and parkland and not residential.

My husband and I have been opposed to the rezoning from the beginning. We live on Gale Street and so of course are interested in retaining our neighbourhood park.

Paramount to us however is the retention of green space in our community. At a time when green space is prized in other communities it seemed short sighted for the previous council to think it was expendable.

The park is adjacent to a school and with walking distance of another school and two long term care facilities so could be utilized by a number of residents of our town if it was well maintained and upgraded with a bench .

Last June a group of very interested citizens led by Gloria Leonard took it upon ourselves to clean the park and plant the weed bed as a garden. Upon receiving a grant from the town the hedges were trimmed as well. Many people contributed time and money to beautify this space and most of them did not live on Gale Street but believed this park named after a beloved educator deserved loving attention.

To our sadness Gloria passed away before she even saw how beautifully the garden bloomed. Many people brought flowers and added them to the garden and a beautiful solar lantern was purchased by Gloria's friends .

This park is loved as witnessed by the turn out for the public meeting held two years ago. It is loved as witnessed by the two thousand plus signatures on a petition. There are not 2 thousand people on Gale street so it is not a Gale street issue it is a respect for the man after whom it was named and respect for preservation of green space and now admiration for the woman who worked so tirelessly to preserve this space for future generations to enjoy.

These comments are respectfully submitted for your consideration.

Barry and Jane Young

Sent from my iPhone

## **Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 11:59 AM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Shawna Stone  
**Subject:** Don Maynard Park

No park should ever be built on...Save it. Major Alex Hughes O.M.M.,C.D.

## Roxanne Sweeney

---

**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 11:37 AM  
**To:** Nicole Dwyer  
**Cc:** Shawna Stone; Christa Lowry; Cynthia Guerard; Denzil Ferguson; John Levi; John Dalgity; Jan Maydan; Bev Holmes  
**Subject:** Don Maynard Park

We are in total support of council reversing the sale of Don Maynard Park.

Patrick & Patricia Killeen

Sent from my iPad

**Roxanne Sweeney**

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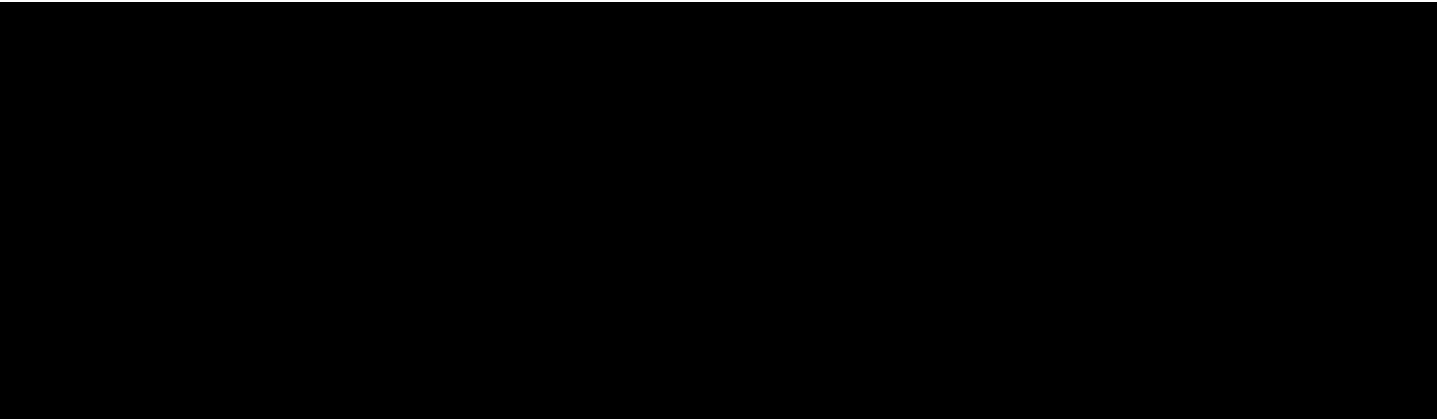
**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 9:56 AM  
**To:** Nicole Dwyer  
**Cc:** Jan Maydan; John Dalgity  
**Subject:** Don Maynard Park

Hi Niki...

My wish for Don Maynard Park is for it to remain a park. I would like to see groups back maintaining the gardens that the previous council chased away. I would love to see some park benches added to this park in memory of some great people we lost while trying to save this park. This park should be protected for the beautiful park it is with its mature trees, beautiful gardens, playground or local children and lovely addition to Gale Subdivision.

Regards,

Vicki McDougall | Sales Representative



## **Roxanne Sweeney**

---

**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 9:46 AM  
**To:** Nicole Dwyer  
**Cc:** Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Shawna Stone  
**Subject:** Don Maynard Park

Hi Niki;

Following the notice of the PRATAC team, I am writing to provide you my feedback on Don Maynard Park. I am in full agreement to maintain this property as a park, and not allow further development. This park is close to a residential area, and schools which makes it easily accessible for anyone who wishes to use it. There are many other opportunities, in other locations, for continued development.

I have a farm property close to Blakeney, and may not visit Don Maynard Park, but I believe it is important to maintain park lands within residential areas.

Thank you for your consideration,  
Dale Heins  
Lot 26, Concession 9

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 9:45 AM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

Good morning Niki,

I would first like to thank you on taking my email on this issue. My thoughts on Don Maynard park is from someone who doesn't live directly in the neighbourhood, but rather someone looking into it. I don't believe this was done in a very positive way by our previous council and appreciate the opportunity to have a say. As I don't use this park, I do believe it is very important to keep it for the neighbouring community as well as the schools around it. We as a small town do have other areas to build homes and are doing so on large scales. So in short, my vote is to keep our parks and maintain them for all to be proud of.

Thanks Niki,

Kevin O'Neill  
[REDACTED]

Sent from my iPhone



## Roxanne Sweeney

---

**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 9:23 AM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

I am not sure why council would wish to reverse the intention or zoning on the park. It actually made a lot of practical sense.

It is not really a neighbourhood park at all and there are several parks in the vicinity that would benefit from the revenue from the sale of the lots.

I support the sale and recommend that the council not proceed with any change

Bryan Stephenson

Sent from [Mail](#) for Windows 10

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 9:22 AM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

This land should be made back into the park. The number of people who attend the very first meeting should have made that clear when the old council started this uproar in our community, do the right thing, bring the park back. I was at the first meeting and seen the support for the park.

Sincerely  
Karen Giles  
6466 Martin St N

Sent from my iPad

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 5:42 AM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

Ms. Dwyer

Please note that I support Council's action to rescind the motion about the sale of Don Maynard Park, I believe that this area should remain a Park and no part of it should be sold for development purposes.

Richard Gorman

200 Parkview Drive

Almonte

**Roxanne Sweeney**

---

**From:** [REDACTED]  
**Sent:** Thursday, January 10, 2019 7:33 AM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard park

Nicky,

Please sell Don Maynard park. I live nearby, it's empty and useless.

Thanks,

James of spring St

--

Jamison Repair  
Almonte Ontario

All repairs guaranteed for life. See website for details.

[www.jamisonrepair.ca](http://www.jamisonrepair.ca)

[www.Facebook.ca/jamisonrepair](https://www.facebook.ca/jamisonrepair)

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Monday, January 14, 2019 10:22 AM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

It is very important to retain all green space in any municipality, especially when it may become land for development. It was dedicated land at the time of development and should stay that way.

Yours, Bev & Scov Taylor. [REDACTED]

Sent from my iPad

**Roxanne Sweeney**

---

**From:** [REDACTED]  
**Sent:** Monday, January 14, 2019 11:10 AM  
**To:** Nicole Dwyer  
**Cc:** Bev Holmes; Cynthia Guerard  
**Subject:** Don Maynard Park

I am a resident of Ramsay Ward and wish to state my wish that Mississippi Mills Council return Don Maynard Park to the community and return its designation to "parkland - open space" immediately. This was one of the major items during the October 2018 Municipal Elections and the return of the Park, dedicated to honour a resident of Mississippi Mills, to its former status, would go a long way towards healing the rift that occurred when previous Council ignored residents wishes and attempted to have it sold to developers. Thank you.

Sheila James  
6524 Martin St. North  
Mississippi Mills, ON  
K0A 1A0

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Friday, January 18, 2019 10:16 AM  
**To:** Nicole Dwyer; Bev Holmes; Christa Lowry; Cynthia Guerard; Denzil Ferguson; Jan Maydan; John Dalgity  
**Cc:** Brian Gallagher; Gerry Belisle  
**Subject:** Don Maynard Park

Good Morning Niki and Mississippi Mills Council

I would like to offer the following comments with respect to the impending sale of DMP.

1. I am opposed to the sale of Don Maynard Park and expect Council to save Don Maynard Park as promised by all candidates during the recent election campaign.
2. I suggest that Council consider the creation of a **Neighbourhood Land Trust** in order to own, manage and administer DMP in perpetuity. A **Neighbourhood Land Trust** comprised of the residents of the Gale Subdivision and the Municipality would ensure that the future of Don Maynard park to does not unilaterally suffer a similar fate by a future municipal body or government agency without the express support of the land trust stakeholders.
3. I suggest that the Municipality consult the residents of DMP about possible improvements to DMP that would enhance its value and usefulness to the neighbourhood.

Sincerely,

Paul Haliburton  
66 Harold Street,  
Almonte  
[REDACTED]

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Wednesday, January 23, 2019 8:35 PM  
**To:** Nicole Dwyer  
**Cc:** Christa Lowry  
**Subject:** Don Maynard Park

Der Ms. Dwyer:

I am pleased to learn that Don Maynard Park is going to be preserved. I believe the various proposed changes were not well thought out and obviously not well-liked by neighbours.

It is clear that the block of land behind the park that was the grant-in-lieu for the Harold Street subdivision should be included and that it should be accessible by residents of that new neighbourhood. I live in the area myself and use the park by entering at the corner where Harold Street makes its right angle turn. This entrance must be preserved. We now have an opportunity to bring those two blocks of land together and make an even better park out of it. We should do this properly by including paths, benches and, hopefully, a play structure. This will make it a much more attractive site for local residents to walk through and enjoy.

Respectfully submitted:

Peter Moller



**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 12:29 PM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard Park

**Good afternoon**

**As you promised in your election campaign, I support reversing the sale of Maynard Park.**

**KEEP DON MAYNARD PARK**

thank you

Sent from my iPhone

**Roxanne Sweeney**

---

**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 1:20 PM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Shawna Stone  
**Subject:** Fwd: Rescinding the Rezoning of Don Maynard Park

Thank you for reversing the decision to rezone. Should not have been done in the first place. Looking forward to a term of good governance where the people of Mississippi Mills come first in decision making.

Begin forwarded message:

**From:** PRATAC <[info@pratac.ca](mailto:info@pratac.ca)>  
**Subject:** Rescinding the Rezoning of Don Maynard Park  
**Date:** January 13, 2019 at 4:56:12 AM EST  
**To:** [REDACTED]  
**Reply-To:** PRATAC <[info@pratac.ca](mailto:info@pratac.ca)>

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Wednesday, January 23, 2019 5:05 PM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; Jan Maydan; Shawna Stone  
**Subject:** Don Maynard park

We would like to make the point one more time that we are totally opposed to Don Maynard Park and/or Block 42 being turned into a housing development. We want the land to remain as it is. It is hard to believe in 2019, that anyone would think that it is a good idea to replace green space with so many mature trees, with housing. Trees are our source of oxygen. They are the filters that clean the pollution from our air. How is filling a space with houses going to help our environment? It is not. Once green space is gone, it's gone. Why would anyone want to do this to our town? This reminds me of an old song "You don't know what you've got till it's gone. They paved paradise and put up a parking lot".

This park is a tranquil oasis in a mature neighbourhood. It is used by the children of the nearby school as a resource for studying various aspects of nature, as well as a quiet, calming shaded place to go on a summer's day for any variety of activities. It is an area for the neighbourhood to gather. Up until this terrible decision, it was a place where some of our developmentally challenged youth had a job to keep the flowerbeds in the summer. That needs to be restored.

I went to Almonte High School when Don Maynard was a teacher there and had connections with him when I was Treasurer and later, President of the Student Council. Much has been said about the tremendous achievements and advances that he fostered in this town, especially in the Recreation. To even think of turning his park into a housing development is such an insult to his memory and could only have been brought forward by those with no clue about how deep connections run in this community. The result has been huge divisions in the town caused by a few whose only interest was money.

Our municipality elected 5 of 7 people who, when asked publicly, about Don Maynard Park before the election, indicated that they would keep it as a park. The people have spoken by their vote. It is time to put this issue to rest and reverse the decision to sell the land for housing. Keep Don Maynard Park as a Park!

Rose Mary and Brian Sarsfield

413 Van Dusen Street, Almonte.

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Tuesday, January 22, 2019 5:45 PM  
**To:** Nicole Dwyer  
**Subject:** Don Maynard park

Hi there:

As a resident of Mississippi Mills (Gale subdivision) and a mental health practitioner, I would like to express my clear hope that Don Maynard park will remain as a green space for all to enjoy.

As a community, i believe it is important for us to have multiple options for green space to increase our sense of positive well being/mental health. Don Maynard park offers this space to the residents of MM (and more specifically residents of Gale subdivision), the children of HNOM school and R. Tail and also the residents of the retirement home in the neighbourhood. Accessing green space in one's back yard is helpful but doesn't necessarily add the social/connection to community component that a park does.

Adding some benches and picnic tables to the space would add even more opportunity for people to enjoy the space, get some drab air and be part of community.

I am hopeful that our council will return Don Maynard park to the community for all to enjoy and use!

Best,

Karen Moore MA (Leadership), BA, ECE. RSW  
13 Evelyn Street.  
Almonte

Sent from my iPhone

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Monday, January 14, 2019 3:44 PM  
**To:** Nicole Dwyer  
**Subject:** Fw: Rescinding the Rezoning of Don Maynard Park

Just want to say that this is the proper direction. This should never have been considered in the first place. Don Maynard did more for recreation in this community than anybody else has!

Thank you  
Ken Timmins

**From:** PRATAC  
**Sent:** Sunday, January 13, 2019 4:56 AM  
**To:** [timlee@xplornet.com](mailto:timlee@xplornet.com)  
**Subject:** Rescinding the Rezoning of Don Maynard Park

Visit [www.pratac.ca](http://www.pratac.ca)!

[View this email in your browser](#)



## Hello Members

The process to rescind the by-law to rezone Don Maynard Park to sell has begun. The Municipality will have time allotted for public input on Feb. 5 to provide input on this action. The Municipality has also requested any input be provided to the Town Planner Niki Dwyer. We encourage our members to send Niki an email to let her and the Council know how you feel.

For your convenience you can copy these email addresses to send your email:

Please take a minute to show your support to our new council on reversing the sale of Don Maynard Park just as they promised they would do!



**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 2:03 PM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Shawna Stone  
**Subject:** Karen Hirst---Don Maynard Park

**Please be advised that Karen and Ken Hirst, 71 Gale Street, Almonte, both support rescinding the by-law to rezone Don Maynard Park.**

We also encourage our Municipal representatives to avoid conversion of currently designated green spaces across the community for any other purposes than to leaving them as open, natural and recreational use spaces for its citizens.

We support a mixture of green space ... for sports use, family gathering spaces and the more solitary use spaces which Don Maynard Park represents ... in other words not all open green spaces need to meet the identical same needs in the community. We support that spaces would offer places to sit, places to dispose of garbage and the accompanying **necessary** equipment to support the designated purpose of the space, eg. tennis court or water park. We also **highly support** allowing open space to be places for imaginative, creative interaction with nature.

Balancing residential and commercial building sites along with offering open, treed, natural spaces across the breadth of our community, is what provides for a healthy, asthetically beautiful environment in which to live and work.

Finally, should the elected representatives find themselves at any time needing to review and or/revamp the current designation of existing green spaces, that it would only occur under indisputable extensive, open, interaction with the community.

Sincerely

Karen & Ken Hirst

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 8:22 AM  
**To:** Nicole Dwyer  
**Subject:** Maynard

Almonte has grown at an almost alarming rate over the past decade. Any green space within the town should be preserved.

NormanFutter

Sent from my iPad

Norman Futter

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Thursday, January 10, 2019 9:48 AM  
**To:** Nicole Dwyer  
**Subject:** question re Don Maynard park public meeting

Hi Niki,

In regards to **this**: The Municipality is looking for input with regard to the future of Don Maynard Park. My question / comment is...

As part of the public meeting and public process pertaining to the repeal of Zoning Bylaw 17-81 (September 19, 2017) and Official Plan Amendment Bylaw 17-45 (May 16, 2017), will there be staff recommendations put forward at the public meeting and/or at a relevant Council meeting in regards to how the \$300k (I believe), needed for the Gemmill Park upgrades, will be funded? The sale of DM park was to help fund the Gemmill Park upgrades - without that park sale, the public will want to know where \$300k will come from.

Will we hear about that at the public meeting or where? Maybe at budget meetings, even though the public process on the park isn't commencing until Feb 5?

Thanks so much, for any info that you can share, very best regards,

Jill McCubbin



**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Tuesday, January 22, 2019 2:26 PM  
**To:** Shawna Stone  
**Cc:** Bev Holmes; Christa Lowry; Cynthia Guerard; Denzil Ferguson; Jan Maydan; John Dalgity; Nicole Dwyer  
**Subject:** Re: [BULK] Don Maynard Park

Thanks Shawna,

I appreciate you taking the time to provide me these responses.

It's clear the potential sale of parts of Don Maynard Park remains a highly charged and emotional issue amongst those who oppose/d the sale of the park. If it were me preparing the report, I would include the "protests" and the protestors' perception that the council at the time failed to listen.

It seems to me that the reversal of the potential sale of the lots must be undertaken if any kind of communal healing around the issue even has a chance of starting. However, I also feel it's important that all the financial implications of the action be shared with MM residents so that everyone who wishes to be so may be fully informed.

Thanks to you and your team for all your ongoing hard work.

**Susan**

Susan Macaulay

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Tuesday, January 22, 2019 2:12 PM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; Jan Maydan; Shawna Stone  
**Subject:** Rescinding the Rezoning of Don Maynard Park

Good Afternoon

I could write you a book on why you should rescind this By-Law to rezone Don Maynard Park and finally put to rest the idea of selling this Beautiful Park; a large Green-space in a Mature neighborhood attached to an elementary school.

You each know who I am. We have spoken or emailed over this issue for the last couple of years. I am fully confident that you have come to realize the importance of this park to our neighbourhood, the elementary school that rests beside it, respecting the Dedication of Don Maynard to the town and how we treat Green-space. I'm sending a note along to you just in case you are hearing more from those about selling this park rather than leaving this park untouched. Most parents of the children attending the Holy Name of Mary Catholic School & the concerned citizens I have spoken with believe this issue is now a non-issue and that this dedicated park has been saved. This is the reason they are now remaining quiet. I thought this issue was put to rest until I saw a post from PRATAC online.

This park is located in a beautiful, established mature neighbourhood. The trees surrounding have grown around us for years. There is no better location for a park than where it is. There are mature trees and a garden with a treeline attached to the school. The Orchard View Retirement Residence is very close by & we often see residents walking by the park. I wonder if we placed a couple of benches in the park if folks would stop and sit for a break to enjoy the peaceful beauty. I don't think you need to spend much money on this park. Just please keep the grass cut. Hopefully we can organize a group to maintain the gardens like we did last year.

My two sons attend Holy Name of Mary Catholic school and I feel you would be doing a disservice to all of the children at this school by taking this park away from them. The students truly love this park and many teachers use the area for the kids to have reading class outside, under the trees. They nurtured a butterfly habitat in the treeline for science class & I know the older grades are allowed towards the end of the school year to use the park to play a game called Man Hunt. (a now a-days version of Hide n'Seek). There are neighbours who's property boarder the school yard & they have complained when balls or equipment goes over the fences. Because of this, the children are asked to move in from the fence line which already shrinks the play area of an ever growing elementary school population.

We have an amazing expansion taking place right now at the school because of the ever growing annual student enrollment. This is another driver that makes this even more important to leave this Green-space as a park. New at the start of the 2018-19 school year at HNOM, you can no longer drop off or pick up students at the front of the school for safety reasons. Guardians are asked to drop off / pick up children at

Don Maynard Park on Gale St. or along the back of the play yard on Harold St. At dismissal, there are a number of cars on these two roads ready to pick up children and it is quite congested.

Dedicating this park and then years later taking a fair piece of it away for the sake of building a few houses doesn't set a good example to our youth and totally disrespects Mr. Don Maynard, his family, plus all of the students he taught over the years. If you had him as a teacher, you would know or have heard that he was more than just a teacher. He was a mentor, a parent and a dedicated volunteer to all.

My Mother, Gloria Leonard, would have written this letter if she was still with us and I am now writing in her honour. I am more than grateful to speak on her behalf. She had shown her grandchildren so much over the years she had with them but seeing what lengths she had gone to over the last two to Save Don Maynard Park has taught them that you need to stick up for what you believe in & know that governments can't always just take things away from their constituents. We all got to see her get the ball rolling on this issue right from the start. A notice was placed at her door at the end of June after school had let out for the year. She knew it would be difficult to get the word out to the HNOM parents so she started with letters and she went door to door in our neighbourhood delivering this news of taking our park away from us. From there to a massive display of support that night of the meeting I can remember driving up with the kids, Cars parked on both sides of the road up and down the street because the parking lot was full. Inside of the chambers was full, people were all over the grounds, kids with signs saying save our park, speakers were set up so we could hear the meeting outside, many were wearing their old football jersey's or orange and black in honour of Don Maynard. What a great display of our towns pride. Mom's courageous hard work will never be forgotten and our children will always remember that she is the one that defended their neighbourhood park relentlessly.

Thank You for taking the time to read this as it sheds just a little bit of light on to why this Park is so important.

Ryan Leonard



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## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 7:53 AM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Shawna Stone  
**Subject:** Rescinding the rezoning of Don Maynard Park

Esteemed members of council, it is an odd thing to have a tax-payer's advocacy coalition pushing council to increase our taxes by removing money from town coffers not only with the loss of revenue from the sale, but in perpetuity putting a cost item (maintenance of a park) in the budget rather than the property taxes paid by new home owners. Very strange indeed! No, what you would expect from such a coalition would be seeking to reduce costs by reducing services such as snow clearing in Pakenham, so that the downtown core looks poor and uncared for rather than welcoming and prosperous.

If we want ways to express our gratitude and admiration of citizens who have contributed greatly to our community surely a wall of plaques, pictures and historical data at City Hall would be meaningful but have much less impact on our taxes. So could council, rather than acting like Steve's buddies, get back to fiscally sound decisions, and behave like they have the interests of the electorate and taxpayers as their first priority?

Thank you

Dan Berg  
[REDACTED]

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Monday, January 21, 2019 9:47 AM  
**To:** Nicole Dwyer  
**Cc:** john@dalgity.ca  
**Subject:** Resubmitting Don Maynard Park petitions and emails  
**Attachments:** DMP Handwritten Petitions to Council.pdf; DMP SMALL Letters and Emails to Council.pdf; DMP SMALL Online Petition.pdf

Hi Nikki.

Please ensure that these get into the public record (again) for the staff report re public meeting on the withdrawal of the Don Maynard Park sale.

The source is the Municipality of Mississippi Mills. I had scanned them all from the town's COW agenda documents for September 20, 2016. These copies were also provided to Lanark County and the OMB (now LPAT).

You weren't here then, but the documents speak for themselves.

Thanks,  
Jan

Jan Maydan  
Councillor, Almonte Ward  
Municipality of Mississippi Mills  
Home: (613) 256-7695  
Cell: (613) 612-9402  
[jmaydan@mississippimills.ca](mailto:jmaydan@mississippimills.ca)

## Roxanne Sweeney

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**From:** [REDACTED]  
**Sent:** Wednesday, January 09, 2019 2:57 PM  
**To:** Nicole Dwyer  
**Cc:** Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Town of Mills Mailbox  
**Subject:** Rezoning of Don Maynard Park

Hello Ms. Dwyer, Council and Staff

I have just read the meeting notice posted on MM website

<https://www.mississippimills.ca/en/news/index.aspx?newsId=0acd1449-c2aa-4ff9-abe9-fc9b750037c3>

Here is the part that I certainly need clarification for

" Specifically, Council is undertaking a public process pertaining to the repeal of Zoning Bylaw 17-81 (September 19, 2017) and Official Plan Amendment Bylaw 17-45 (May 16, 2017); both bylaws amended the land use designation of part of the property known locally as "Don Maynard Park" (Legally: Part of Block 40 PLAN 69547) to Residential First Density-Special Exception and Residential respectively. "

As I understand it now, the initial Zoning By-laws 17-81 and Bylaw 17-45 was passed by the Municipality but not Lanark County because the issue was taken to the OMB and the process was halted. I am sure you are all very well aware of this.

The above copied statement leads me to believe that the by law has been passed and completed. If the amendments have not been approved at the Lanark County level why is it being treated as an approved by-law? Does the whole process not have to be completed before the by-law is considered passed and the Lanark County approval is the end part of this process to be considered a PASS? If not, why bother with the upper tier approval in the first place? It sure seems like a waste of time if that is the case.

Regards,  
Colleen Colterman

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 11:30 AM  
**To:** Nicole Dwyer; Christa Lowry  
**Subject:** Rezoning

Please do not rezone Maynard Park for development

Rudolf Mueller  
Dorit Fischler  
653 Wolfgrove Road  
Almonte ON KOA1A0

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 9:02 AM  
**To:** Nicole Dwyer; Bev Holmes; Cynthia Guerard; Christa Lowry; Denzil Ferguson; John Dalgity; John Levi; Jan Maydan; Shawna Stone  
**Cc:** hemsley@xplornet.com  
**Subject:** Save Don Maynard Park

We support the saving of Don Maynard Park, returning it to the Town to be kept as Green Space and Parkland. Let this also be a “flagship” for all our green spaces and designated parkland. May a review of all such lands should be revisited, reviewed and the appropriate designation guaranteed. We have a few that are “priceless”

Respectfully submitted Mark and Diedee Hemsley



**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Sunday, January 13, 2019 12:12 PM  
**To:** Nicole Dwyer  
**Subject:** Zoning By Law re sale Don Maynard Park

This email as resident of Mississippi Mills to advise my vote to rescind mentioned by law thereby removing such preventing sale Don Maynard Park

Sent from Samsung tablet

**Roxanne Sweeney**

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**From:** [REDACTED]  
**Sent:** Tuesday, January 15, 2019 1:44 PM  
**To:** Nicole Dwyer  
**Subject:** DON MAYNARD PARK - ZONING CHANGE TO OPEN SPACE/PARK LAND

Don Maynard Park was zoned as open space/park land and it was unfortunately changed. It should remain as park land. The zoning should be made to be open space/park land  
Edward Wilson [REDACTED] [REDACTED]

Sent from [Mail](#) for Windows 10



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**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**INFORMATION REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Shawna Stone, Acting Chief Administrative Officer  
**SUBJECT: CAO’s Report February 2019**

The following information is an update on delegated authority items approved under By-law 13-18, namely for tenders, requests for proposals, and staff hiring.

<p><b>Staffing:</b></p> <p>Mike Williams – Fire Prevention/Training Officer (contract)</p>
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<b>Procurement</b>	
Tender 18-25 Supply of Small Quantity Asphalt Paving 2019-2022 - Provincial Paving Inc.	\$68, 478.00 (HST included)
Tender 18-26 Supply of Maintenance Gravel 2019-2022 - Thomas Cavanagh Construction Ltd. ***	\$13.15/unit tonne Ramsay  \$13.15/unit tonne Pakenham
Tender 18-20 Supply of Winter Sand 2019-2022 - R.G.T. Clouthier Construction Ltd. ***	\$16.85/unit tonne Ramsay  \$16.25/unit tonne Pakenham

\*All items awarded within budget.

\*\*All quotes and tenders awarded to the lowest compliant bidder.

\*\*\* CPI will be applied each year during the duration of the contract no earlier than May 15<sup>th</sup>.

## Department Updates:

The following is a list of current projects underway and planned items to come forward in the upcoming year (2019).

<b>CAO / Clerk's</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Strategic Plan	Planning to commence following CAO recruitment	Q2/Q3
Long Term HR Plan		Q4
Live streaming	RFP responses received, review of submissions and report back to Council	Q2
Advisory Committee Structure	Updated terms of references and call for membership, set up training for new committees	Q2
Bill 68 Policy Updates	Ensure compliance with all aspects of Bill 68	Q1
Council Vacancy - Options	Report to Council	Q1/Q2
Website Upgrade	Staff to explore upgrade options and present to Council	Q3/Q4

<b>Finance</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Municipal Grants	Report to Council	Q1
Asset Management Policy	Updates required	Q1/Q2
Financial Plan	Update required	Q3/Q4
Budget	Draft 2020	Q3/Q4

<b>Roads and Public Works</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Downtown Infrastructure Renewal	Consultant working on design, Public Meeting to follow	Q1/Q2
Victoria Street Reconstruction	Tender closes February 14th	Q4
Concession 11A Reconstruction	Tender closes February 14th	Q4
Spring Street Pumping Station Impellers	OCWA to procure and install	Q1/Q2
Pakenham Crosswalks	Presentation to County January	Q3

<b>Building and Planning</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Community Official Plan	Growth Strategy and Land Evaluation and Area Review	Q1/Q2
Community Official Plan	Consultation	Q3/Q4
Heritage Conservation District	Review	Q1/Q2
By-law Review and Update	Pools, property standards, site plan, signs	Q1/Q2
Pakenham Secondary Growth Plan		Q3/Q4
Affordable Housing	Update	Q3/Q4

<b>Recreation and Culture</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Stewart Community Centre	Award of RFP	Q3/Q4
Mill Run Park	Detailed Design	Q1/Q2
Business Retention and Expansion Project		Q2

<b>Daycare</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Daycare Expansion Holy Name of Mary School	Construction is 2.5 months behind schedule	Q2/Q3

Respectfully submitted,



Shawna Stone,  
Acting Chief Administrative Officer

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**INFORMATION REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Jennifer Russell, Acting Deputy Clerk  
**SUBJECT:** Follow-up to 2018 Freedom of Information (FOI) Summary

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**RECOMMENDATION:**

**THAT the Follow-up to 2018 Freedom of Information (FOI) Summary be received for information.**

**BACKGROUND:**

Staff presented the 2018 FOI Summary at the January 22<sup>nd</sup> Council meeting. Council requested a follow-up report indicating the number of appeals received since 2016.

**DISCUSSION:**

**Number of requests and number of appeals**

<b>Request Type</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Number of Requests received	5	9	10
Number of Appeals received	0	0	4

Please note these figures do not represent the number of requests that were completed in each year (as there are a number that are carried over to the next year or abandoned). This only represents the total received in the calendar year.

Of the four appeals that were received in 2016 below is the breakdown of results from the appeal process:

- Two appeals resolved in mediation – revised documents released (completed in 2017)
- One appeal for a fee waiver (completed in 2017)
- One appeal went to adjudication – final decision supported exemptions applied to the revised documents (completed in 2018)

The same rules apply to charging fees to the requester during the appeal process as it does to a regular FOI request. However, there is significant staff time invested during an appeal and adjudication process, as well as legal fees associated with adjudication.

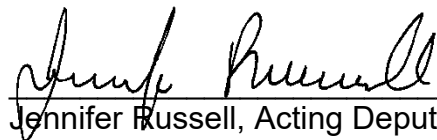
**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

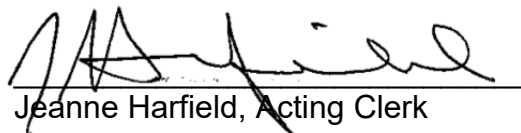
**SUMMARY:**

The purpose of this report is to provide Council with a summary of FOI appeals since 2016.

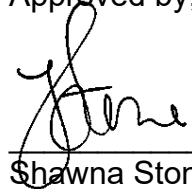
Respectfully submitted,

  
Jennifer Russell, Acting Deputy Clerk

Reviewed by,

  
Jeanne Harfield, Acting Clerk

Approved by,

  
Shawna Stone, Acting CAO

**CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STATEMENT OF REMUNERATION AND EXPENSES PAID TO COUNCIL FOR THE YEAR 2018  
IN ACCORDANCE WITH SECTIONS 284 (1) OF THE MUNICIPAL ACT AND BY-LAW 18-03 and 18-71**

<b>COUNCIL MEMBER</b>	<b>2018 REMUNERATION</b>	<b>2018 PER DIEMS</b>	<b>2018 TRAVEL EXP.</b>	<b>2018 CONFERENCES</b>	<b>2018 TOTAL</b>
Shaun McLaughlin, Mayor	\$ 30,682.15	\$ 450.00	\$ 1,015.75	\$ 199.00	\$ 32,346.90
Christa Lowry, Mayor/Councillor	\$ 18,513.35	\$ 675.00	\$ 485.54	\$ 2,937.05	\$ 22,610.94
John Levi, Deputy Mayor	\$ 1,898.17		\$ -	\$ 432.48	\$ 2,330.65
Alex Gillis, Councillor	\$ 15,668.35	\$ 1,575.00	\$ 766.60	\$ 3,037.43	\$ 21,047.38
Denzil Ferguson, Councillor	\$ 17,246.27	\$ 825.00	\$ 698.57	\$ 2,349.19	\$ 21,119.03
Val Wilkinson, Councillor	\$ 15,668.35		\$ 995.92	\$ -	\$ 16,664.27
John Edwards, Councillor	\$ 15,668.35	\$ 150.00	\$ 198.56	\$ 155.60	\$ 16,172.51
Amanda Pulker-Mok, Councillor	\$ 15,668.35		\$ -	\$ -	\$ 15,668.35
Duncan Abbott, Councillor	\$ 15,668.35		\$ 109.47	\$ 1,677.40	\$ 17,455.22
Paul Watters, Councillor	\$ 15,668.35	\$ 450.00	\$ 521.44	\$ 1,449.49	\$ 18,089.28
Jane Torrance, Councillor	\$ 15,668.35	\$ 300.00	\$ -	\$ 75.00	\$ 16,043.35
Jill McCubbin, Councillor	\$ 15,668.35	\$ 75.00	\$ 122.81	\$ 793.73	\$ 16,659.89
Janet Maydan, Councillor	\$ 1,577.92				\$ 1,577.92
John Dalgity, Councillor	\$ 1,577.92				\$ 1,577.92
Bev Holmes, Councillor	\$ 1,577.92				\$ 1,577.92
Cynthia Guerard	\$ 1,577.92				\$ 1,577.92
<b>TOTAL</b>	<b>\$199,998.42</b>	<b>\$4,500.00</b>	<b>\$4,914.66</b>	<b>\$13,106.37</b>	<b>\$222,519.45</b>

Rhonda Whitmarsh, CPA, CA  
Treasurer



**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Alex Gillis, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Jan 25/18	Meeting Attendance-NLHS	10.15		Mileage
Mar 8/18	OGRA Conference	200.01	1,765.34	Mileage, Meals. Reg. Fees and Accom.
Mar 22/18	Meeting Attendance	20.30		Mileage
May 17/18	Active Transportation Summit	182.68	120.00	Mileage, Reg. Fees and Meals
May 31/18	ORPC/ORES Meetings	107.67		Mileage
Aug 9/18	Ontario East Municipal Conference		648.72	Registration Fees
Sept 20/18	Ontario East Municipal Conference	172.10	503.37	Mileage, Meals and Accommodations
Nov 29/18	Meeting Attendance	73.69		Mileage
<b>TOTAL</b>		<b>\$766.60</b>	<b>\$3,037.43</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Duncan Abbott, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Jan 31/18	ROMA Conference		610.56	Registration Fees
Feb 22/18	ROMA Conference	109.47	1,066.84	Mileage, Meals and Accommodation
<b>TOTAL</b>		<b>\$109.47</b>	<b>\$1,677.40</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**John Edwards, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Feb 8/18	Meeting Attendance	150.02		Mileage
June 14/18	Active Transportation Summit		155.60	Registration, Travel
Dec 13/18	Meeting Attendance	48.54		Mileage
<b>TOTAL</b>		<b>\$198.56</b>	<b>\$155.60</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1)of the Municipal Act and By-Law 18-03 and 18-71**

**Denzil Ferguson, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Jan 31/18	ROMA Conference		610.56	Regisration Fees
Feb 8/18	ROMA Conference	157.59	669.54	Mileage, Meals and Accommodation
Aug 9/18	Ontario East Municipal Conference		648.72	Regisration Fees
Sept 20/18	Ontario East Municipal Conference	218.86	420.37	Mileage, Meals and Accommodation
Dec 31/18	Meeting Attendance	322.12		Mileage
<b>TOTAL</b>		<b>\$698.57</b>	<b>\$2,349.19</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Val Wilkinson, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
May 17/18	Meeting Attendance	269.17		Mileage
July 26/18	Meeting Attendance	338.44		Mileage
Nov 29/18	Meeting Attendance	388.31		Mileage
<b>TOTAL</b>		<b>\$995.92</b>	<b>\$0.00</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Paul Watters, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Feb 8/18	ROMA Conference	418.18	1,449.49	Mileage, Meals, Reg. Fees and Accom.
June 14/18	ORPC/ORES Meetings	103.26		Mileage
<b>TOTAL</b>		<b>\$521.44</b>	<b>\$ 1,449.49</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Amanda Pulker-Mok, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Shawn McLaughlin, Mayor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Feb 8/18	Meetings and ROMA Conference	180.45	199.00	Mileage
May 31/18	Meeting Attendance	368.45		Mileage
Nov 29/18	Meeting Attendance	466.85		Mileage
<b>TOTAL</b>		<b>\$1,015.75</b>	<b>\$199.00</b>	



**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1)of the Municipal Act and By-Law 18-01 and 18-71**

**Christa Lowry, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
April 19/18	FCM Conference		936.95	Registration Fees
July 26/18	FCM Conference	348.77	1,280.57	Travel, Meals and Accommodations
Nov 15/18	Smart Cities and Intelligent Communities		262.05	Registration Fees
Nov 29/18	AMO-Municipal Leadership Essentials		432.48	Registration Fees
Nov 29/18	Contributing to a Thriving Community		25.00	Registration Fees
Dec 31/18	AMO-Municipal Leadership Essentials	136.77		Mileage and Parking
<b>TOTAL</b>		<b>\$485.54</b>	<b>\$2,937.05</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

Jane Torrance, Councillor

Date	Name of Conference/Seminar	Travel \$	Association & Conventions \$	Description
April 5/18	Presentation-Erin Ontario		75.00	Meals
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$75.00</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1) of the Municipal Act and By-Law 18-03 and 18-71**

**Jill McCubbin, Councillor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
May 17/18	AMO Conference		793.73	Registration Fees
Sept 6/18	AMO Conference	122.81		Mileage
<b>TOTAL</b>		<b>\$122.81</b>	<b>\$793.73</b>	

**Corporation of the Municipality of Mississippi Mills  
 Breakdown of expenses paid to Council for the year 2018  
 In Accordance with Sections 284(1)of the Municipal Act and By-Law 18-03 and 18-71**

**John Levi, Deputy Mayor**

<b>Date</b>	<b>Name of Conference/Seminar</b>	<b>Travel \$</b>	<b>Association &amp; Conventions \$</b>	<b>Description</b>
Nov 29/18	AMO-Municipal Leadership Essentials		432.48	Registration Fees
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$432.48</b>	

January 22, 2019

Municipality of Mississippi Mills  
Guy Bourgon  
Director of Roads and Public Works  
3131 Old Perth Road  
Almonte, ON K0A 1A0

Guy,

This letter is my official notification to you and to Mississippi Mills that I will be retiring on December 31, 2019.

I am excited about my impending retirement but wanted to take this opportunity to thank everyone for all of the opportunities that I have experienced working for the Municipality of Mississippi Mills. I have genuinely enjoyed my employment and will miss you and my coworkers when my retirement day comes.

Please let me know what I can do to help you with the transition of my work to another employee.

Please feel free to contact me if you need additional information.

Sincerely,



Rod Cameron

**Mississippi River Power Corp.**

Meeting #204, Friday, December 14, 2018

At 5:00pm, in the offices Mississippi River Power Corp., 28 Mill St., Almonte, Ontario

**Attendance:** President Paul Virgin, Vice-President Adrian Foster, Directors Lyman Gardiner, Garry Dalgity  
General Manager - Scott Newton

**Absent:** none

**Guests:** Mayor Christa Lowry

**Additions to the Agenda:** none

**Approval of Agenda:**

Motion #1-204

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

That the agenda for meeting #204, be approved as amended, all in favour,

CARRIED

**Approval of Expenditure Report:**

Motion #2-204

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That the expenditure report for the pay period ending December 6, 2018, in the amount of \$52,316.83, be approved, all in favour,

CARRIED.

**Approval of Minutes:**

Motion #3-204

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That the minutes of the two-hundred and third meeting of the Mississippi River Power Corp. held on November 21, 2018, be approved, all in favour,

CARRIED.

**Information Items:** - Market Renewal  
- Thank you to King St. resident  
- Railway Spikes Fundraiser  
- OWA Renewal

### **Action on Information Items:**

While discussing Market Renewal and the significant changes it will make to the electricity supply industry in the Province, Board members turned focus to MRPC's Strategic Plan. The plan is a work in progress and will be a priority for 2019.

### **Matters for Discussion:**

With the Millfall and Earthen Dams Rehabilitation project substantially complete as of last week, Board members discussed the deficiency list. The contractor will return in the Spring to complete landscaping and other minor repairs. Scott will discuss an appropriate holdback amount with the project engineer and contractor.

The contractor (Ross & Anglin) is still reviewing final quantities on the job, in order to determine if our offer for final payment for the project is fair. The Board discussed and agreed with the offer, which will see the final project cost under budget. The Board also authorized President Paul Virgin to negotiate the final amount on MRPC's behalf.

Once the final cost is known in the coming days, the amount will be forwarded to BMO for the final draw. BMO will then finalize the Fixed Rate Term Loan Agreement.

There was a lengthy discussion about declaring a dividend. Due to a minimum cash-on-hand requirement of our Financing Agreement with Infrastructure Ontario, the timing of paying a dividend is very important.

### **Operations Report:**

The Operations Report was reviewed. See attached report.

### **Matters for Decision/Motion:**

Motion #4-204

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

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

CARRIED.

Motion #5-204

Moved by Director Lyman Gardiner,

Seconded by Director Garry Dalgity.

That MRPC declare a dividend of \$225,000 to its sole Shareholder, the Municipality of Mississippi Mills, with the timing of payment of said dividend to be determined in consultation with our auditor, all in favour,

CARRIED.

Motion #6-204

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

That MRPC make a donation of \$400 to the Almonte Legion Branch 240 to cover the costs of the Des Houston Memorial Celebration held there on November 30, all in favour,

CARRIED.

Motion #7-204

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

That MRPC accept and sign BMO's Credit Interest Agreement dated November 21, 2018, all in favour,

CARRIED.

Motion #8-204

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

That MRPC enter into a Fixed Rate Term Loan Agreement with BMO, as per the terms of the agreement dated December 14, 2018, with a total principal amount not to exceed \$2,000,000, all in favour,

CARRIED.

Motion #9-204

Moved by Director Lyman Gardiner,

Seconded by Director Garry Dalgity.

That the meeting move to an in-camera session at 6:40pm to discuss individual employee reviews and compensation, all in favour,

CARRIED.

Motion #10-204

Moved by Director Garry Dalgity,

Seconded by Director Adrian Foster.

That all permanent contract positions with MRPC be granted a cost of living increase for 2019, all in favour,

CARRIED.

Motion #11-204

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

That compensation and hours for MRPC employees in 2019 shown in the 2019 employee compensation chart, be approved, all in favour,

CARRIED.

Motion #12-204

Moved by Director Garry Dalgity,

Seconded by Director Adrian Foster.

That the meeting move out of in-camera at 7:10pm, all in favour,

CARRIED.



**New Business:** none

**Meeting Finalisation:**

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

Motion #13-204

Moved by Director Adrian Foster,

Seconded by Director Lyman Gardiner.

That the meeting be adjourned at 7:14pm, all in favour,

CARRIED.

-----  
Scott Newton, General Manager

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Paul Virgin, President

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Adrian Foster, Vice-President

# **Operations Report to Directors - Mississippi River Power Corp.**

## **December 14, 2018**

### Last regular meeting – November 21, 2018

Generation for the month of November was 1,226,182 KWh. We generated 300,936 KWh on peak, at a rate of \$0.1504 per KWh for a total of \$45,260.81. We generated 925,246 KWh off peak, at a rate of \$0.1152 per KWh, for a total of \$106,588.35. Total generation revenue for the month of November was \$151,849.16.

Flows at the time of our last meeting, as recorded at the Appleton Stream Gauge, were around 17 cubic metres per second. Since that time, they have increased steadily. This week flows are registering around 40 cms, which is almost enough for us to generate at full capacity with both units. We have been running at close to 95% capacity for the past week, which is higher than average for this time of year. Despite the cold, we've had little frazil ice to deal with yet.

Late last month, Canadian Hydro Components repaired the oil leak on top of unit #1.

Once the leak was fixed, we tried starting the unit. The unit came up to speed as normal, but an "invalid blade position signal" alarm showed up on the system and the breaker would not close. Geoff Shewfelt from Gedawin Novo Controls came to the station on November 26<sup>th</sup> to investigate the issue. After testing, Geoff indicated that the issue is likely in the main breaker. We contacted Schneider Electric for a service call. Two representatives from Schneider were onsite on December 4<sup>th</sup>. We also brought Geoff back that day to assist with testing. The issue was solved and the unit was back online later that day.

The new bridge crane for the station was delivered on November 26<sup>th</sup> and installation started the following day. Over several days, they installed all of the new anchors and raised the steel beams. There is presently an issue with the size of the crane, which the engineers for Munck Cranes are sorting out, so the installation is not yet complete.

There is a raw sewage odour in the office building basement, which is now detectable from the main floor office. The old cast-iron sewage pipe is rotten on top. There is no leakage from the pipe, other than the smell. I've contacted a plumber and I'm awaiting a quotation to replace the entire pipe. We installed a duct fan in the basement, blowing air outside, which seems to have reduced the odour.

Merlin replaced most of the lights in the generating station with LEDs.

On November 29<sup>th</sup>, an inspector from the Boiler Inspection and Insurance company visited our station for an inspection.

Earlier this month I spoke with Freco Fluid Power about the outstanding issues with the Hawk. On December 5<sup>th</sup>, they were onsite to complete repairs. The operation of the Hawk seems to be very good at this point. There still seems to be a leak, which we have alerted them to.

There were a couple of days earlier this month when we had to drop the headpond water level down below normal to facilitate safe removal of the coffer dam for Pronex. The coffer dam was completely removed during the week of December 3<sup>rd</sup>.

On December 5<sup>th</sup>, we had to shut both units down for about two hours in order to allow Ottawa River Power Corporation to re-connect power to their MS#3. After that was done we were able to disconnect our temporary power supply (extension cords) for our wireless signal converter to Hydro One (for

transfer trip) from the neighbouring house.

Earlier this week, we removed two logs from the bywash in order to assist with winter ice cleaning.

We put up Christmas lights at the generating station last week and our staff assisted with the setup and tear-down of the Light Up The Night stage.

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

This section shows figures representing the period of January 1 – November 30 (2017 vs 2018)

<b>2017</b>		<b>2018</b>	
Budget Generation	\$2,088,969	Budget Generation	\$2,045,638
Actual Generation	\$3,548,484	Actual Generation	\$2,079,166
Actual Generation	29,055,678 KWh	Actual Generation	16,887,349 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

\_\_\_\_\_  
  
\_\_\_\_\_

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Calvin Murphy, Recreation Manager  
**SUBJECT:** Additional Parking at Almonte Community Centre

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### **RECOMMENDATION:**

**THAT Council approve Option 2 – permit parking on Bridge Street - to provide additional parking spaces for patrons using the Almonte Community Centre during the peak season (October – March).**

### **BACKGROUND:**

At the beginning of October of every year we enter the peak season of use at The Almonte Community Centre. The arena ice season and curling season begin and this along with many other large scale events has caused an issue with parking. In past years, the Catholic church parking lot has been used as an area for extra parking, but this past summer a fence was installed surrounding the church parking lot preventing vehicles from using this parking area as the church indicated that they were having parking issues for their patrons during services and other church functions.

### **DISCUSSION:**

**Option #1-** Allow parking in Gemmill Park by the Almonte Community Centre.

There is an area used for parking in the summer months by residents when the splash pad, skatepark, and soccer fields are in operation; however, this area is not maintained during the winter months. Public Works could maintain the road access way into the park during the winter months while at the same time clearing an area for people to park. In recent discussions with Public Works, they indicated they use a rubber blade on their loader and suggests there would be a minimal amount of damage to the grassed areas. There is also an option to remove grass from this area in the spring/summer and install gravel which would be completed by the Public Works Department. There would be costs associated with this additional option.

**Option #2 –** Allow parking on Bridge Street starting at the Almonte Community Centre along the arena side of the street adjacent to the sidewalk.

This option would provide parking additional parking spaces for patrons of the Almonte Community Centre during this busy period and would require a request to Lanark County to have the by-law amended as it is a County road. Public Works has expressed

concern with this option with patrons trying to enter and exit their vehicles with heavy traffic on weekends and that after a major snow fall snow removal is not instantaneous and on-street parking in such conditions would greatly impact the road operations. See Attachment 1 – pictures taken on Thursday, January 24<sup>th</sup>. There would have to be parking restrictions maintained by the pedestrian crossover and at the intersections of Parkview, Naismith and Shipman Drive.

This option would be the least expensive and eliminate the concern of damaged grass in the park, but would require timely snow removal along this portion of the street after significant snow falls.

The Director of Public Works calculated the number of additional parking spaces for both options based on the required setbacks from driveways, intersections, hydrants, crosswalks and pedestrian crossovers:

- 26 parking spaces on the north side of Bridge Street between Country Street and Shipman
- Up to 60 parking spaces available in Gemmill Park off of the access roadway leading to the baseball diamond


**FINANCIAL IMPLICATIONS:**

There may be costs associated under Option 1 if there is damage to the grassed area in Gemmill Park after ploughing takes place. Additionally, if Council decided to remove the grass in the spring/summer in favor of gravel there would be a cost of roughly \$4,000. The excavation and installation of gravel could be completed by the Public Works Department.

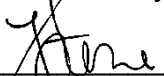
**SUMMARY:**

To address the parking concerns at the Almonte Community Centre during the peak season, staff recommends Option 2 which will provide additional parking for users of the Almonte Community Centre.

Respectfully submitted,

  
\_\_\_\_\_  
Calvin Murphy  
Recreation Manager

Reviewed by,

  
\_\_\_\_\_  
Shawna Stone  
Acting CAO

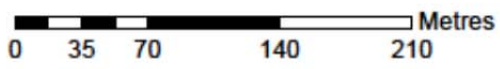
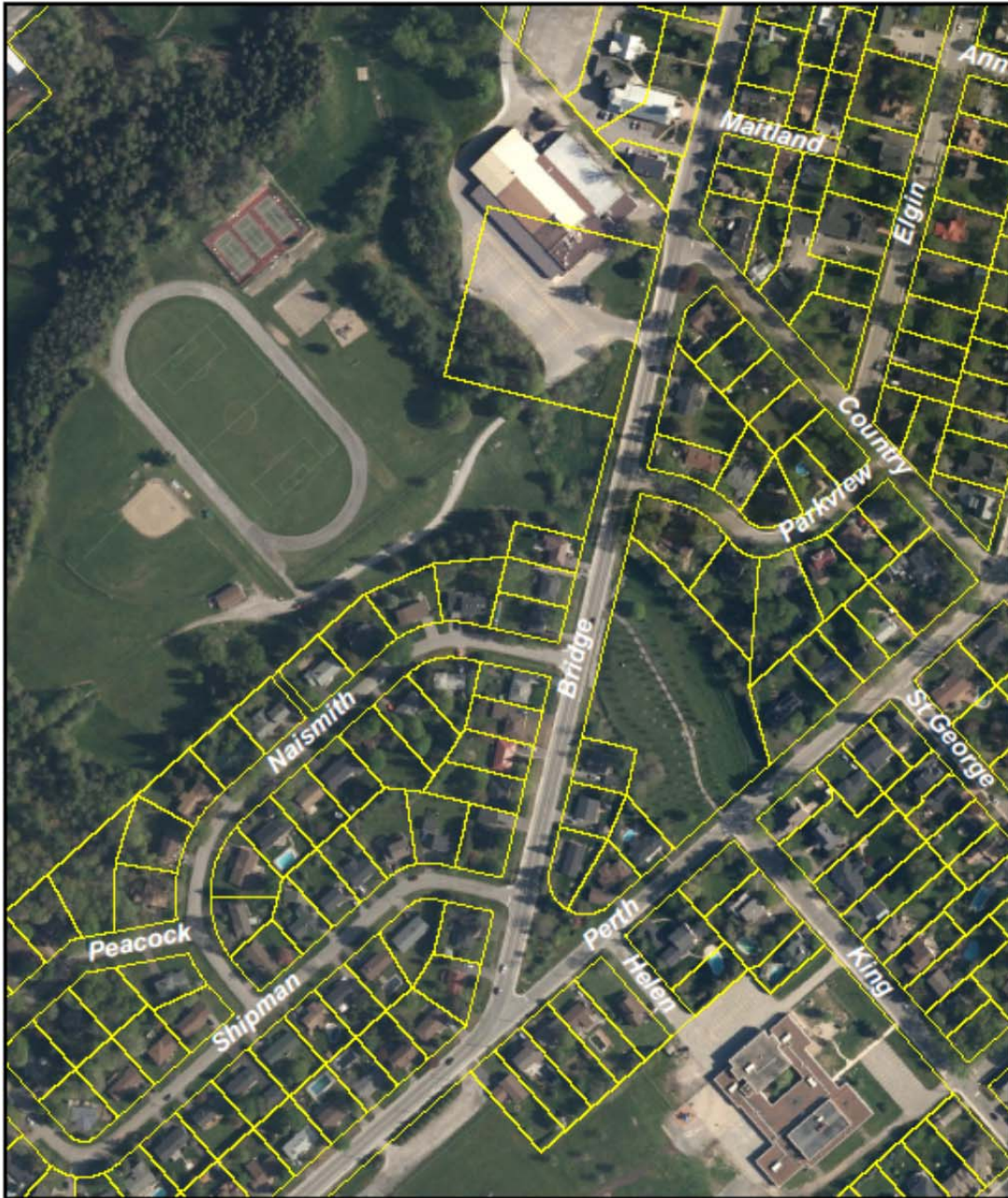
Attachments:

1. Bridge Street during winter months
2. Aerial photo of Bridge Street

Attachment 1



Attachment 2



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Robert Kennedy, Facilities/Health and Safety Coordinator  
**SUBJECT:** Pakenham Arena Rehabilitation

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**RECOMMENDATION:**

**THAT Council award the contract for Tender # 18-29 Pakenham Arena Rehabilitation to Frecon Construction in the amount of \$883,000 + HST;**

**AND THAT a 20% contingency in the amount of \$176,600 be approved for any unforeseen issues that may arise out of completing this work.**

**BACKGROUND:**

The Stewart Community Center was built in 1974 at a reported cost of \$256,888 with renovations in 2003 for the installation of an elevator and change rooms approximate cost \$756,002 and in 2013 for extra change room and upgrades and repairs to the upper hall. The cost to replace the building today would be approximately \$6 million dollars based on loss control/valuation. This would not include consultant or engineering fees. Due to changes in sport activities in arena facilities, player and spectator safety has become more of an issue, partly due to the age of the facility and various and non-standard building practices used during the construction of the facilities.

Each year there are additional maintenance issues with the existing dasher board system from gates constantly out of adjustment, screws constantly backing out, support bars require recovering that scheduled inspections cannot keep up with identifying risk maintenance issues. User groups have also identified a number of health and safety issues around players' benches, existing steel columns causing possible head injuries, timekeepers having to enter the ice surface to access the timekeeper's boxes, spectator safety due to poor netting and shielding height, player injuries due to boards and gates continually out of alignment.

It was identified during the 2014 building condition assessment that the dasher boards are original to the building and are at the end of their useful life and should be replaced within 5 years. Based on the design and present installation, to replace the existing dasher boards there would be extensive damage to the concrete floor as the supports for the existing boards are embedded into the concrete floor. This would also cause



issues with the existing brine piping in the concrete floor as disturbing it would cause damage and possible leaking in the brine system.

These Health and Safety issues led to the examination into replacement of the existing dasher board system.

**DISCUSSION:**

In 2017, staff included \$675,000 in the capital budget to replace the dasher boards and concrete floor at the Stewart Community Center based on the 2014 Building condition report. This amount was brought forward and increased to \$750,000 to reflect current construction costs.

Staff were successful in applying for a trillium grant in the amount of \$150,000 provided that the project is completed in 2019. This project was slated to be completed in 2018 but due to grant approval and construction timelines, it was pushed into 2019 to ensure work starts on time and is completed before the ice season starts at the end of August.

In 2018, staff commissioned HP Engineering under existing standing offer to complete a rink slab and dasher board replacement site investigation, review of rink board glazing and detailed design, disbursements and services during tendering at a cost of \$20,885+HST. Core drilling was completed to determine what materials made up the existing flooring and how much excavation would be required and replacement material to reinstate the flooring. HP completed a cost D estimate of probable construction costs of approximately \$889,500 based on 2018 construction costs.

Tender documents were prepared and the tender closed January 16, 2019. Staff opened and confirmed all 11 bids, HP Engineering reviewed and qualified the 3 lowest bids.

<b>Contractor</b>	<b>Bid (HST included)</b>
Premium Construction	\$890,643.40
Frecon Construction	\$997,790.00
Thomas Fuller Construction	\$1,018,169.89
Laurin General Contractors	\$1,058,889.88
Seaway Construction & Management Inc.	\$1,070,748.90
Dalcon Contractors Ltd.	\$1,122,090.00
Asco Construction Ltd.	\$1,233,960.00
Capital Cutting & Coring (CCC Group)	\$1,259,204.20
Dolyn Construction Ltd.	\$1,266,811.36
M Sullivan and Son Ltd.	\$1,319,481.79
Brook Restoration Ltd.	\$1,950,872.68

Although Premium Construction was the lowest bidder, upon review of the bid documents it was identified that the 3 required references were all the same (same person same company) and two of the projects were parking garages. It was specified

in the tender documents to provide 3 project references of the same magnitude as the Pakenham Arena Rehabilitation. Premium Construction did not meet this requirement which did not give staff or our consultant confidence that they would be able to successfully complete the project in accordance with the specifications. The next lowest bidder Frecon Construction provided several reference projects of similar nature and scope of work to the current project.

**FINANCIAL IMPLICATIONS:**

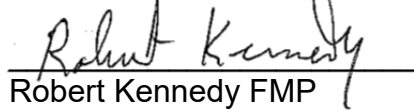
Expenses	
HP Engineering	\$20,885 +HST
Frecon Construction	\$883,000 +HST
Total Expense	\$903,885 +HST
Funding - Trillium grant	\$150,000
Net Cost	\$753,885
+ 20% contingency	\$176,600
<b>Total Cost</b>	<b>\$930,485</b>

Note this project is HST exempt as the arena is a taxable entity so the Municipality will get all the HST returned.

**SUMMARY:**

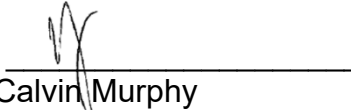
It is recommended that Council award the contract for Tender 18-29 to Frecon Construction in the amount of \$883,000 +HST.

Respectfully submitted By,



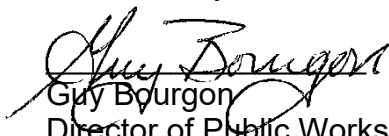
Robert Kennedy FMP  
Facilities Health and Safety Coordinator

Reviewed by,



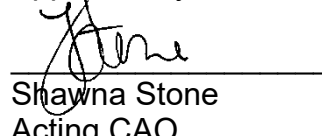
Calvin Murphy  
Recreation Manager

Reviewed by,



Guy Bourgon  
Director of Public Works

Approved by



Shawna Stone  
Acting CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** Request for use of Unopened Road Allowance  
Applicant: Mount Pakenham (J Clifford)

---

### RECOMMENDATION:

**THAT Council authorize the Mayor and Clerk to execute a Use of Municipal Road Allowance Agreement with the proponent respecting the crossing of the unopened road allowance known as Part 35 on Plan 26R-1412 (Pakenham Ward).**

### BACKGROUND:

Staff have received a request for consideration by Mount Pakenham respecting the crossing of an unopened and unmaintained municipal road allowance at the end of Ski Hill Road in Pakenham Ward. The proponent proposes to construct a gravel driveway to access a landlocked 35-acre site (“the subject lands”) with the intention of constructing a single detached dwelling (subject to Zoning Amendment applications).

The crossing currently exists as a series of informal laneways for cross-country skiing and snowshoeing from the Ski Hill property into the wooded area on the subject lands.

Staff seek direction from Council on their desire to permit such a development arrangement as the Community Official Plan provides discretion to Council to permit the “crossing” of a road allowance for the purpose of providing a “private road” however the policy also references that:

*“The use of unopened road allowances as lanes to gain access to year round residential development shall be discouraged” (Policy 4.6.4.5)*

### DISCUSSION:

Unopened municipal road allowances are subject to Common Law Rights of Passage by members of the public. In instances where the Municipality has not assumed responsibility or acknowledged any passive use or improvement of the land, the Occupiers Liability Act prevails and establishes a lower threshold for “duty of care” by the landholder. However, once the Municipality shows intent to permit the improvement or sanctioned use of the property there is a heightened duty of care to ensure that the use and condition of the property is maintained and does not pose risk to the public.

Municipalities may choose to permit members of the public to use, improve or alter the condition of the road allowance for the purpose of permitting safe passage for pedestrians and/or motor vehicles. This permission is sanctioned by an Agreement for the use of the road allowance passed by By-law.

If Council approves the principle of use the By-law and appended Agreement should establish:

- That the Municipality does not “assume” the road for “maintenance purposes” and that the road is to be “used at the user’s risk”;
- Signage requirements respecting the maintenance condition and assumption of risk;
- Onus of responsibility for cost of design, construction, surveying and maintenance;
- Minimum design and construction standards;
- Permissive users and restrictions on barring access to the land;
- Financial securities, liability insurances and save harmless agreements

Following execution by the signatories it is important that this agreement is registered on title of the leasee’s land to ensure adherence in perpetuity.

In the recent past, it has not been the practice of the Municipality of Mississippi Mills to recognize new driveways or private roads on unopened road allowance. This is not to say there are not examples of where they have historically been approved, nor does it establish a precedent against considering them in the future, it is simply contextual for Council’s consideration.

In accordance with the Municipality’s procedure for reviewing such requests, commence have been solicited from the following Departments:

**Director of Public Works:** The crossing of our unopened road allowance is permissible as long as there is an acknowledgement that the road allowance is not currently maintained by the Municipality, and that the Municipality is indemnified from all liability in the use of the crossing, and an acknowledgement that this crossing would not prevent the Municipality from opening and constructing on this road allowance at a future date.

**Fire Chief:** No comments received

#### **FINANCIAL IMPLICATIONS:**

If an Agreement to use and improve the road is approved, it is typical to arrange that the full cost of preparing and registering the agreement and any work to improve/design the road is the responsibility of the proponent.

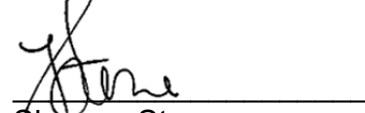
**SUMMARY:**

Having reviewed the context of the proposal for road allowance crossing, staff are supportive pending the execution of the agreement establishing terms and conditions for the use of the allowance, a successful Zoning Amendment application to recognize the property as “Limited Service Residential” and the registration of an easement agreement with the Ski Hill property to grant access across the private lands connecting the driveway to Ski Hill Road.

All of which is respectfully submitted by,

  
Niki Dwyer MCIP RPP  
Director of Planning

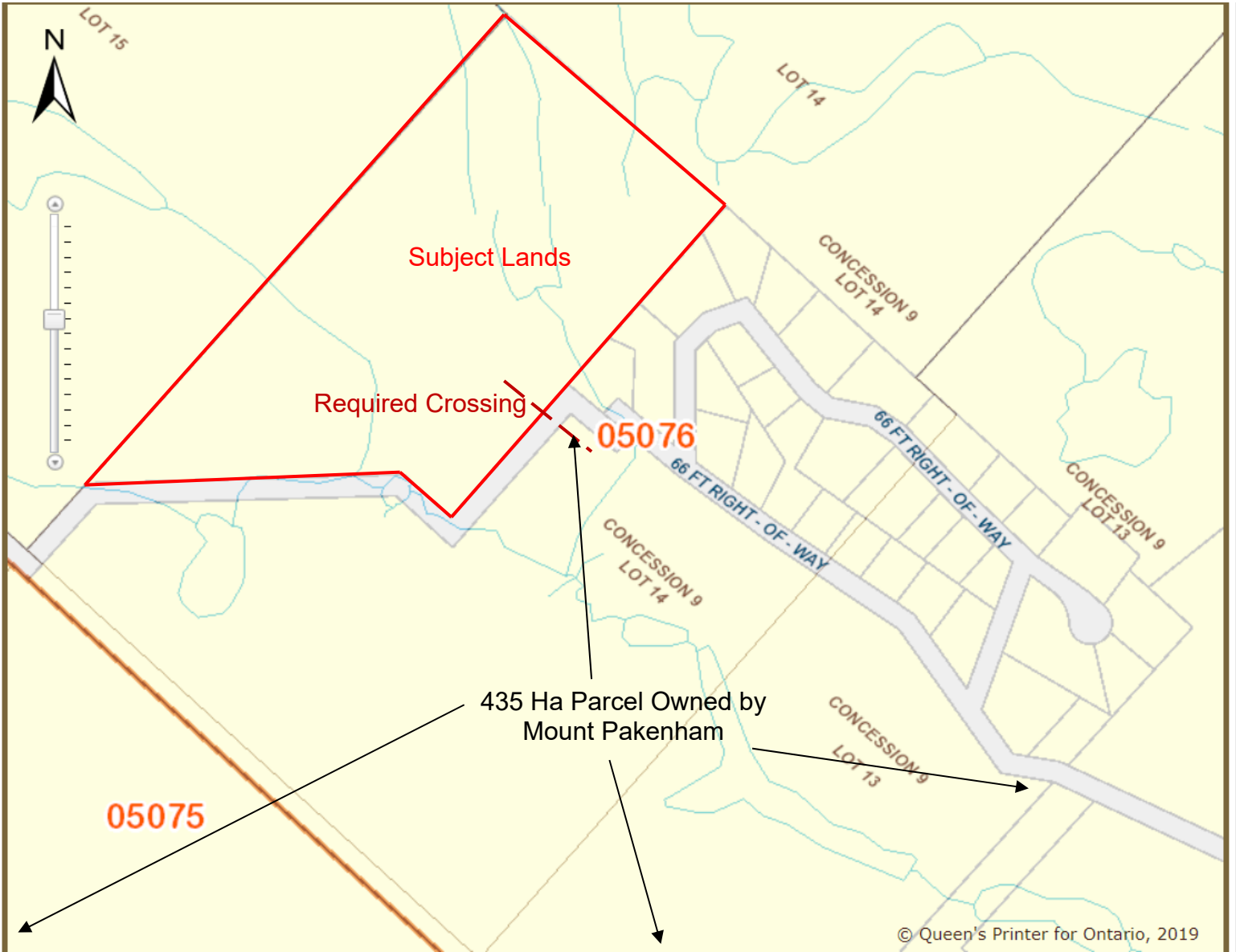
Reviewed by,

  
Shawna Stone  
Acting Chief Administrative Officer

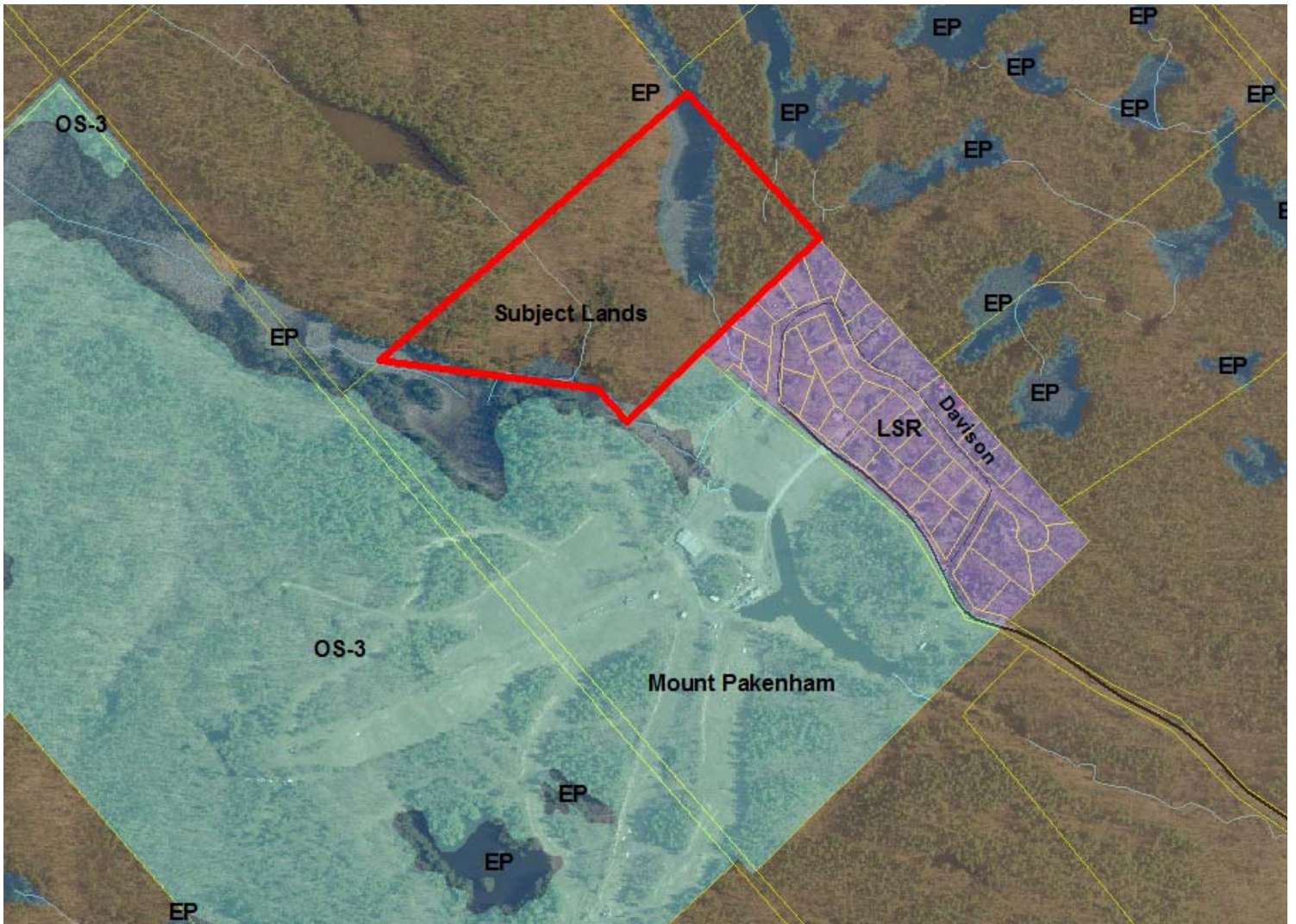
**ATTACHMENTS**

- Schedule A – Context Map
- Schedule B – Zoning By-law Map
- Schedule C – Applicable Community Official Plan Policies

Schedule A – Context Map of the Site:



**Schedule B – Zoning Bylaw Map**



## **Schedule C – Applicable Community Official Plan Policies:**

### **3.3.5 Residential Development (in Rural Designations)**

Residential development within the Rural designation shall be subject to the following policies:

1. One single detached dwelling and accessory structures shall be permitted on a lot having frontage on an open and maintained road and subject to other provisions of this Plan and the Zoning By-law.

### **4.6.4.5 Unopened Road Allowances**

1. This Plan recognizes that the public may use unopened public road allowances even though they are not maintained by the Town. The Town will not provide services to land fronting on an unopened road allowance.
2. The Town shall retain ownership of all unopened road allowances unless it is clearly demonstrated that there is no use for the road allowance for roadways, pedestrians, cycling or recreation trail or walkways, utility corridors, public access to waterways, recreational vehicle trails or any other possible future public use.
3. All private works or improvements to unopened road allowances shall require prior approval from the Town. The intentional or unintentional blocking up of an unopened road allowance by a private body shall be prohibited.
4. The use of unopened road allowances as lanes to gain access to year round residential development shall be discouraged.

### **4.6.9 Private Roads**

A private road is defined as a road under private ownership which serves two or more legally conveyable lots and may include a right-of-way registered on title. A driveway provides access to only one property or legally conveyable lot, despite the length of the access. A driveway also includes a shared access between two abutting properties.

1. There is no legal obligation on the part of the Town to maintain or repair private roads or otherwise provide services to any development located on a private road, nor is there any responsibility acknowledged for the provision of school busing.
2. New private roads shall be developed under agreement with the Town and will be required to meet a minimum standard of construction and maintenance to ensure that access can be gained for emergency vehicles in accordance with Section 3.2.5.6 of the Ontario Building Code and detailed in Appendix C.
3. The Town may, at its sole discretion, register notice on title or require that an owner enter into an agreement acknowledging that the Town will not be responsible for the repair or maintenance of private roads or the provision of services to any development located on a private road and further that the Town may not be able to provide emergency services to development located on a private road due to the condition of the road.
4. New private roads or extensions of private roads may be permitted provided that: any such road serves not more than a total of five separate lots; the private road is constructed to a standard capable of accommodating emergency vehicles; it is directly connected to a public



road which is maintained year round; the road is owned jointly by the lot owners served by it or the lot owners have right of access set out in a deed; and, an agreement is registered against the land setting out the procedures for maintenance of the road and absolving the Town of any liability or responsibility for its upkeep or the provision of services.

5. The design and construction of a private road will be undertaken by a professional engineer or other persons competent in road construction, as approved by Town.
6. A new private road may also be permitted as part of a plan of condominium.
7. In circumstances where a private road is not being maintained to an acceptable standard, the Town may make improvements to bring the road to an appropriate standard and assess any costs relating to the work to the relevant parties. This action shall not be interpreted as the Town assuming responsibility for the private road.
8. The use of unopened road allowances as lanes to gain access to year round residential development shall be discouraged. Private roads may be permitted to cross unopened road allowances with the permission of the Town.
9. The Town shall develop guidelines for the construction of new private roads.

Jan 16, 2019

To the Council of The Town of Mississippi Mills

Dear Councilors,

I would like to ask for Council approval to cross over an unopened Road Allowance with a gravel laneway.

Mount Pakenham owns 2 properties, a 435 acre piece and an adjacent 35 acre piece that is separated by an unopened Road Allowance (owned by the Town) that links the end of Ski Hill Road to the 9<sup>th</sup> Line unopened Road Allowance. As you may know, the Town assumed ownership of the Ski Hill Road in October 2006.

We have been using the 35-acre piece of property for Cross-country and Snowshoe trails for 50 years and have several laneways crossing over the unopened road allowance to access these trails (mostly in winter). We would like to build a year-round residence on the 35 acres very close to the end of the municipally owned Ski Hill Road with a gravel driveway that crosses the unopened Road Allowance and attaches to a laneway currently already attached to the Ski Hill Road (see diagram attached).

We would like to ask for Council approval to continue to cross the 66-foot-wide unopened Road Allowance on a laneway to the new house.

If Council approves this, it is our intention to apply to change the zoning on the 35 acres from Rural (MPAC calls it Vacant- Residential) to Limited Service Residential in order to apply for a Building Permit in accordance with current Town Bylaws.

Thank you for your consideration.

*Yours Sincerely,*



*Joanne Clifford*

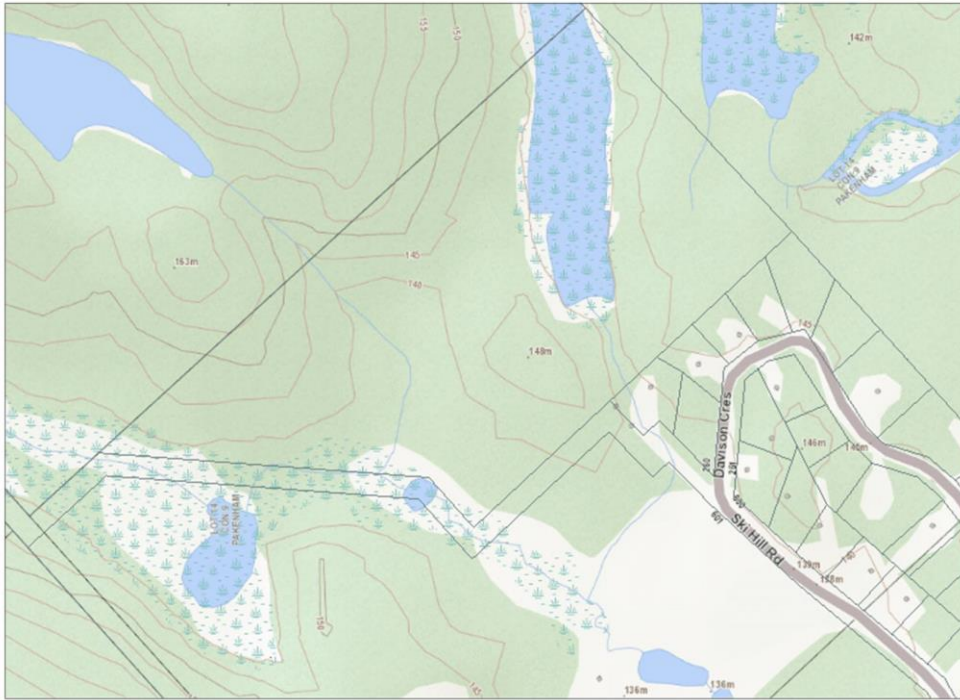
*Director*



(t): (613) 624-5290 ext. 233

577 Ski Hill Rd, Pakenham, ON, K0A 2X0

[www.mountpakenham.com](http://www.mountpakenham.com)



**Legend**

-  Building as Symbol
-  Building to locate
-  Airport
-  Helipoint / Hospital Helipoint
-  Scopline Base
-  Ferry Route
-  Trail Head 1
-  Railway 1 Train Station
-  Railway with Bridge
-  Railway with Tunnel
-  Road (Major - Minor)
-  Water Road
-  Road with Bridge
-  Road with Tunnel
-  Primary Kings or 403 Bypass Highway
-  Secondary Highway
-  Tertiary Highway
-  District, County, Regional or Municipal Road
-  Toll Highway
-  One Way Road
-  Road with Permanent Blockaded Passage
-  Road with Address Ranges
-  Hydro Line, Communication Line or Offshore Transmission Line
-  Natural Gas Pipeline, Water Pipeline or Offshore Pipeline
-  Spot Height
-  Water Contour
-  Contour
-  Wooded Area
-  Wetland
-  Waterbody
-  Waterbody Elevation
-  Watercourse
-  Falls
-  Rapids
-  Rapids / Falls
-  Rocks
-  Lock Gate
-  Dam / Hydro Wall
-  Dam / Hydro Wall
-  Provincial / State Boundary
-  International Boundary
-  Upper Tier / District Municipal Boundary
-  Lower Tier / Single Tier Municipal Boundary
-  Lot Line
-  Indian Reserve
-  Provincial Park
-  National Park
-  Conservation Reserve
-  Military Lands

0 0.2 km

Projection: Web Mercator

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Legend

- Building as Symbol
- Building to Scale
- Airport
- Helipad / Hospital Helipad
- Scopline Base
- Ferry Route
- Trail
- Trail
- Trail
- Railway with Station
- Railway with Bridge
- Railway with Tunnel
- Road (Major -> Minor)
- Winter Road
- Road with Bridge
- Road with Tunnel
- Primary, Kings or 400 Series Highway
- Secondary Highway
- Tertiary Highway
- District, County, Regional or Municipal Road
- Toll Highway
- One Way Road
- Boarded Footpath
- Staked Footpath
- Road with Access Ranges
- Hydro Line, Communication Line or Gasoline Transmission Line
- Natural Gas Pipeline, Water Pipeline or Sewer Pipeline
- Spot Height
- Index Contour
- Contour
- Wooded Area
- Wetland
- Waterbody
- Waterbody Elevation
- Watercourse
- Falls
- Rapids
- Rapids / Falls
- Rapids
- Rocks
- Lock Gate
- Dam / Hydro Wall
- Provincial / State Boundary
- International Boundary
- Upper Tier / District
- Municipal Boundary
- Lower Tier / Single Tier
- Municipal Boundary
- Lot Line
- Indian Reserve
- Provincial Park
- National Park
- Conservation Reserve
- Military Lands

0 0.2 km

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Entracne Locations



**Legend**

-  Building as Symbol
-  Building to Route
-  Airport
-  Helipoint / Hospital Helipoint
-  Seaplane Base
-  Ferry Route
-  Trail Head 1
-  Railway 1 Train Station
-  Railway with Bridge
-  Railway with Tunnel
-  Road (Major - Minor)
-  Water Road
-  Road with Bridge
-  Road with Tunnel
-  Primary, Kings or 400 Series Highway
-  Secondary Highway
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-  District, County, Regional or Municipal Road
-  Trail Highway
-  One Way Road
-  Road with Permanent Blocked Passage
-  Road with Address Ranges
-  High Line, Communication Line or Lifeline Transmission Line
-  Natural Gas Pipeline, Water Pipeline or Lifeline Pipeline
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-  Rapids / Falls
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-  Provincial / State Boundary
-  International Boundary
-  Upper Tier / District Municipal Boundary
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-  Provincial Park
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Ski Hill Road Entrance

Road Entrance



Road Entrance



Trail Entrances







Trail Entrance 1



Trail Entrance 2

**THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Council  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT: CLEARANCE OF SUBDIVISION CONDITIONS**  
**Riverfront Estates Phase 5 (Final Phase)**  
**Almonte Ward, Municipality of Mississippi Mills**

---

**RECOMMENDATION:**

**That Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Riverfront Estates Subdivision Phase 5 as the draft conditions have been satisfied.**

**SUMMARY**

This report advises Council that all the draft conditions regarding the proposed Riverfront Estates Phase 5 Plan of Subdivision have been satisfied and recommends authorization for the Mayor and Clerk to enter into a Subdivision Agreement to allow the Riverfront Estates (Phase 5) Subdivision to be registered which will allow construction to proceed.

**BACKGROUND**

Riverfront Estates Subdivision has consisted of five (5) phases within the draft plan approval. Phases 2 to 5 were originally approved by the County of Lanark on December 22, 2009 and subject to 7 sets of revisions resulting in the final configuration of 191 single detached residential lots, 47 semi-detached unit blocks, 29 townhouse unit blocks, 1 apartment block, 4 parkland blocks, 1 setback block and 1 road widening block. The draft approval is set to expire on October 14, 2021.

At this time, building permits have been issued for all lots in Phase 4 of the Riverfront Estate subdivision and the developer (Houchaimi Holdings Inc) is seeking clearance of the remaining subdivision conditions to proceed with registration of the final phase of the draft approval.

The lands associates with Phase 5 of the development have an approximate area of 9.68 ha (23.92 acres) and is proposed to consist of 31 single detached dwellings, 52 semi-detached dwellings, 58 townhomes, 1 parkette, 1 apartment block (units to be determined in the future), 1 walkway, 1 open space block, 1 road block, 1 reserve and 4 streets.

The draft approved Plan of Subdivision requires development on full municipal services. The municipal infrastructure will include water, sanitary and storm sewers. Upgrades to the impellers at the Spring Street Pump Station is required and has been granted pre-budget approval by Council. Public Works will be commissioning the work imminently.

## **RIVERFRONT ESTATES PHASE 5**

The conditions of Draft Plan Approval issued by the County of Lanark have been satisfied. A draft Agreement has been prepared and is being reviewed by the Municipality's solicitor, the developer and their consultants and solicitor.

All plans associated with the development have been reviewed and approved by staff and all relevant external agencies. Furthermore, the Ministry of Environment has issued the required Certificates of Approval regarding the water mains, sanitary sewers and storm sewers.


Upon execution of the Agreement, the developer will be required to provide all required securities for the development and a cash payment of \$40,271.55 to the Municipality to cover administration costs and registration fees.

## **CONCLUSION**

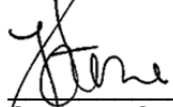
The developer has satisfied the conditions issued for draft approval of the Riverfront Estates subdivision Phase 5. Staff requests the following:

**That Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Riverfront Estates Subdivision Phase 5 as the draft conditions have been satisfied.**

All of which is respectfully submitted,

  
\_\_\_\_\_  
Niki Dwyer, MCIP RPP  
Director of Planning

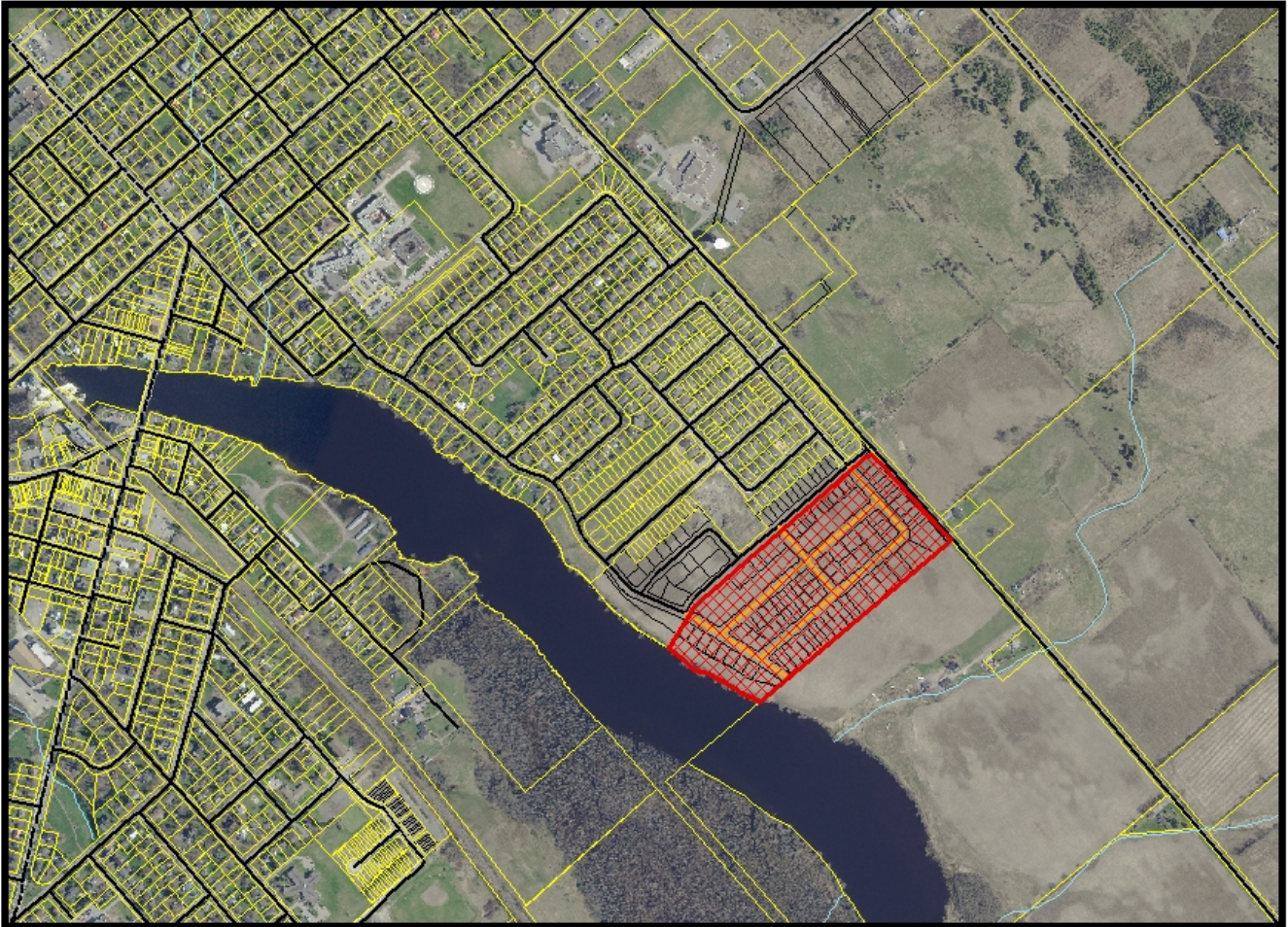
Approved by,

  
\_\_\_\_\_  
Shawna Stone  
Acting Chief Administrative Officer

**LOCATION MAP**



**Riverfront Estates  
Phase 5 Development Lands**





**Subdivision:** Riverfront Estates- Phases 2 to 5

**File:** 09-T-10001

**Municipality:** Town of Mississippi Mills

**Subject Lands:** PT. Lot 14, Concession 10, geographic Township of Ramsay

**Applicant:** Houchaimi Holdings Inc.

**RIVERFRONT ESTATES PHASE 5 – CLEARANCE OF CONDITIONS**

<b>No</b>	<b>Condition</b>	<b>Cleared</b>
<b>1</b>	That this approval applies to the draft plan 09-T-10001, dated December 22, 2009, revised April 26, 2010, May 20, 2010, June 17, 2010, June 24, 2010, March 14, 2014 and April 14, 2016, and March 19, 2018 which shows 191 single detached residential lots, 47 semi-detached unit Blocks, 29 townhouse unit Blocks, 1 apartment Block, 4 Parkland Blocks, 1 setback Block and 1 road widening.	Schedule A of Agreement
<b>2</b>	That this draft plan approval is granted for a sixty (60) month extension from October 14, 2016 after which should the plan not be registered, the draft plan approval shall lapse.	
<b>3</b>	That road allowances be shown and dedicated as public highways on the final plan.	Cleared upon execution of agreement
<b>4</b>	That day lighting triangles be shown on the final plan at all intersections and dedicated as public highways.	Schedule F (6) of Agreement
<b>5</b>	That the streets shall be named to the satisfaction of the Town of Mississippi Mills.	Clause 18:10 and Schedule I of Agreement
<b>6</b>	That prior to final approval by the County, the County is to be advised by the Town of Mississippi Mills that this proposed subdivision conforms to the zoning by-law in effect.	By-law 18-08, was adopted by Council on January 16, 2018.
<b>7</b>	That the subdivision agreement between the owner and the municipality contain phasing arrangements and allocation of sanitary sewer and water services to the satisfaction of the Town.	Section 11, and Schedule S of Agreement
<b>8</b>	That the owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Town of Mississippi Mills concerning the provision of roads, sidewalks, installation of services and drainage on the site. Specifically, the subdivision agreement shall contain provisions related to the owner providing sidewalks in accordance with established Town policy.	Schedule C and D of Agreement
<b>9</b>	That prior to final approval, the owner shall prepare a finalized services report to the satisfaction of the Town.	Schedule R of Agreement
<b>10</b>	That prior to final approval, the owner shall prepare a storm water plan to the satisfaction of the Mississippi Valley Conservation and the Town of Mississippi Mills. The storm water plan shall	Schedule R of Agreement



	include design specifications which demonstrate how storm water drainage from the subdivision will be accommodated, and shall address both water quantity and quality, legal and adequate outlet, future maintenance requirements, and erosion and sedimentation control both during and after construction. The stormwater plan shall also include detail lot grading and drainage plans for the individual lots. No site preparation or road construction shall take place until such time as the storm water plan has been approved.	
<b>11</b>	That prior to final approval, the owner shall provide a transportation impact study to the satisfaction of the Town of Mississippi Mills.	Schedule R of Agreement
<b>12</b>	That prior to final approval, the owner shall prepare an energy efficiency report to the satisfaction of the Town of Mississippi Mills. Such a report shall outline opportunities for energy efficiencies and passive solar gain.	Schedule R of Agreement
<b>13</b>	That prior to final approval, the owner shall prepare a landscaping plan to the satisfaction of the Town of Mississippi Mills. The landscaping plan shall address matters associated with tree retention and planting, open space development, and pedestrian travel. The landscaping strategy may also include provisions for plantings on future phases of the subdivision.	Schedule R of Agreement
<b>14</b>	That prior to final approval, the owner shall prepare a composite utility and lighting plan to the satisfaction of the Town of Mississippi Mills and those groups and companies responsible for the utilities involved.	Schedule R of Agreement
<b>15</b>	That the subdivision agreement between the owner and the municipality contain a provision for the implementation of the requirements of the storm water plan, landscaping plan, utility and lighting plans at the owner's expense	Section 5 and 9.1 of Agreement
<b>16</b>	That such easements and right-of-ways as may be required for storm water plan, landscaping plan, and the utility and lighting plan purposes shall be granted to the appropriate authority	Schedule F of Agreement
<b>17</b>	That the subdivision agreement between the owner and the municipality be registered against the lands to which it applies once the plan of subdivision has been registered.	Section 23.3 of Agreement
<b>18</b>	That on the final plan and through a provision in	Section 6, 18.4 and

	the subdivision agreement between the owner and the Town shall provide black, chain link, commercial grade fencing acceptable to the municipality, between the parkland blocks and all residential lots, more specifically being Blocks 235, 236, 237, 238 and 239 and residential lots 46, 47 and 200 to 208 inclusive and in addition between the Park Block and Block 216 proposed for residential uses. Fencing of the same standard is also required between the Block 239 and the residential lots being lots 201 to 208 inclusive	Schedule G (4) of Agreement
19	That the owner agrees that draft approval does not commit the Town to allocation of services and that such allocation will only take place in accordance with Town policy and the capacity of the sewage treatment facility at the time of registration	Not required in this phase
20	That the owner decommission the well from the old farm house in accordance with Ontario Regulation 902 prior to the development of Phase 2 of the subdivision. Furthermore, that the owner provide a copy of the decommission certificate as evidence that such decommission has been completed in accordance with applicable law	Not required in this phase
21	That the owner conveys and dedicated up to 5% of the land included in the plan to the municipality for park or other public recreational purposes in accordance with Section 51.1 of the Planning Act. Alternatively, the municipality may require cash-in-lieu of all or a portion of the conveyance.	Schedule F (2) of Agreement
22	That the ends of the roads between phases and the abutting property, a 0.3m reserve shall be dedicated and conveyed to the Town of Mississippi Mills	Schedule F (5) of Agreement
23	That prior to registration to an application for a Certificate of Approval for any Stormwater Works (whichever occurs first); the owner shall prepare a Detailed Stormwater Management Plan to the satisfaction of the Mississippi Valley Conservation and the Town of Mississippi Mills. The Plan shall contain at a minimum: <ul style="list-style-type: none"> <li>a) A grading and drainage plan that demonstrates that the overland flow routs will not have more than 30cm depth of flow with the 1:100</li> </ul>	Schedule R of Agreement

	<p>year event, and that all structures will be built so that the finished floor elevation is a minimum of 0.3m above the peak water elevation in the overland flow path.</p> <p>b) A detailed design of the outlet structures, demonstrating the shoreline protection and landscaping requirement to ensure overland and piped flows do not generate sufficient erosion to adversely affect the shoreline. The design is to be as natural and as unobtrusive as possible.</p> <p>The specifications of the manhole-type stormwater quality treatment units, including the expected performance and maintenance requirements during construction and operation for the individual phase of development and for final, build out conditions</p>	
<b>24</b>	That prior to final approval, the owner shall prepare a Serviceability Report to the satisfaction of the municipality. The Serviceability Report shall consider the capacity of the existing pumping station and any necessary improvements. The owner shall provide a financial contribution towards the improvement cost of the pumping station, that reflect their proportionate share of the upgrade costs acceptable to the municipality	Schedule R of Agreement
<b>25</b>	That the owner shall provide a financial contribution acceptable to the Town for the upgrade of Paterson Street	Not required in this phase
<b>26</b>	That the owner shall provide an assessment of the medium density blocks in relation to the criteria set out in the Community Official Plan	Provided as part of the Zoning Amendment approval for Phase V
<b>27</b>	That the subdivision agreement between the owner and the municipality contain phasing arrangements to the satisfaction of the municipality	Section 11, Clause 24(a) and Schedule S of Agreement
<b>28</b>	That the temporary turning circles created as a result of the phased development be shown on the final plans as Blocks. These shall be conveyed to and held by the Town of Mississippi Mills until the extension of the road allowance,	Not required in this phase

	when the Blocks shall be conveyed without charge to the owners of the abutting lots	
<b>29</b>	That the subdivision agreement between the owner and the municipality and the Offers of Purchase and Sale Agreements and Deeds contain as a minimum, the following provisions, with wording acceptable to the Town of Mississippi Mills, wherein the owner agrees: <ul style="list-style-type: none"> <li>a) to pay a capital development charge at the time of the construction of residential dwellings at the applicable Almonte Ward rate.</li> </ul>	Section 24 (f) of this agreement.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** Request for Relief from Zoning Application Fees  
Applicant: Trevor Drummond  
Property: 487 Townline Road West, Ramsay Township

---

### RECOMMENDATION:

**THAT Council deny the request by Trevor Drummond to waive the \$3,500 application fee associated with a required Zoning Amendment Application.**

### BACKGROUND:

On January 22, 2019, staff received a delegation from Mr. Trevor Drummond, owner and operator of BEC Storage and Container Dealer located at 487 Townline Road West in Ramsay Township. Mr. Drummond has requested Council consider waiving all fees and costs related to a Zoning Amendment application required to recognize his business on the property for the following reasons:

- Mr Drummond contacted the Municipality regarding this business intentions and believed that the zoning was sufficient for his purposes;
- He believes that as Home-based rural businesses are a permitted use in the rural zone and a history of home-based businesses uses has existed on the property;
- Rural zoning is unclear on shipping container dealers as a permitted use;
- The property is adjacent to several other commercial businesses;
- The business is a start-up and costs incurred through zoning would be a “significant hardship” including potentially delaying the ability to growth of the business;
- Mr Drummond has been cooperative with the Municipality in rectifying the situation.

### DISCUSSION:

In pre-consultation sessions with Mr Drummond, Councillors Holmes and Guerard in December, 2018 staff articulated to Mr Drummond that his business did not comply with the permitted uses of the Rural Zone.

While Mr Drummond indicated that he had previously consulted with staff prior to opening his business, neither he, nor staff, have been able to produce a record of the conversation confirming the details of what was proposed as a use or the compliance or

non-compliance of the bylaw. Typically at the time of acquisition of a property the purchaser requests a “Zoning Conformity Certificate” verifying in writing the specific uses which are permitted on the lands. No such request was made respecting the property.

Mr Drummond has suggested that the use of the property could be permissive by either: “grandfathering” from historic commercial enterprises; qualify as a homebased business; or qualify under the provisions of the zone “Rural-22”.

While staff do not dispute that the use is indeed similar to the permitted use of the “Rural-22” zone, that specific zoning category only applies to a single property on Highway 7. The property owner of the site would have similarly been subject to the Zoning Amendment process that Mr Drummond is required to undertake to recognize the use.

Similarly, the request for consideration as a “grandfathered business” or home-based business have been considered but cannot be found to comply with the provisions of the Zoning Bylaw and Planning Act.

Having reviewed the details and context of Mr Drummond’s request for zoning amendment, staff have indicated that we believe it is both an appropriate and reasonable application that could be supported by policy and best practices. However, this does not negate that an application is required to recognize the use.

Staff acknowledges that Mr Drummond has been cooperative and pleasant to work with and we have committed to continuing to assist him where ever possible through the process.

#### **FINANCIAL IMPLICATIONS:**

The fee Mr. Drummond is requesting to waive is a non-refundable administrative and operating fee of \$3,500.00. The Zoning Amendment fee was established in 2011 as part of the comprehensive consolidation of fees and is comparatively fair in the market. The fee is attributed to the real costs associated with evaluating and processing the application including:

- Postage and notification of public meeting and notice of decision;
- Pre-consultation services
- Administration of the file
- Preparation of staff reports, bylaws and notices
- Attendance at Public meetings and Council meetings
- And in certain cases processing and administrative of appeals

On average, a Zoning Amendment file is open for processing for 60-90 days with the Planning Department.

**SUMMARY:**

It is Council’s discretion to waive or reduce fees and charges set by the Municipality. In certain cases, staff may recommend the absorption of fees where there is a greater “public interest” in the processing of the application (for example – the comprehensive change to permit bedrooms in basements). However, on site specific applications that benefit and add value to a single property owner, the waiving of fees can set a dangerous precedent not only for other Zoning Amendment applications but all fees in general.

Council may also wish to consider the prohibition on “bonusing” prescribed in the Municipal Act, Section 106 of the Act provides that:

106 (1) *Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose.*

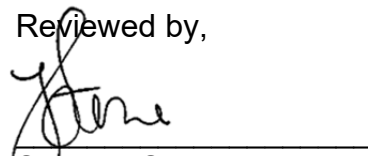
106(2) *Without limiting subsection (1), the municipality shall not grant assistance by, (d) giving a total or partial exemption from any levy, charge or fee*

In this case, while the direct financial implications to the Municipality in processing the application are nominal, the concern regarding the perceived special treatment and precedence for discretionary waiver of policy has many long term implications for this Council. For these reasons, while empathetic to Mr. Drummond’s request, staff are not recommending that Council waive the fee as requested.

All of which is respectfully submitted by,

  
Niki Dwyer MCIP RPP  
Director of Planning

Reviewed by,

  
Shawna Stone  
Acting Chief Administrative Officer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie – Junior Planner  
**SUBJECT:** **PLANNING REPORT – ZONING BY-LAW AMENDMENT Z-10-18  
Concession 10, Part Lot 10, Plan 26R-2845, Part 2  
Pakenham Ward, Municipality of Mississippi Mills  
Municipally known as 231 McWatty Road**  
**OWNER:** Scheel Holdings Inc  
**APPLICANT:** Terry Scheel

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### **RECOMMENDATION:**

**THAT Council approve the necessary Zoning By-law Amendment to change the zoning of the lands legally described as Concession 10, Part Lot 10, Plan 26R-2845, Part 2, Pakenham Ward, Municipality of Mississippi Mills from the “Rural Commercial (C5)” Zone to the “Rural (RU)” Zone.**

### **PURPOSE AND EFFECT**

The purpose of the Zoning By-law Amendment is to rezone the property from “Rural Commercial (C5)” to “Rural (RU)” to permit those uses permitted within the Rural Zone – specifically, residential uses. No development is presently proposed at this time and the lands are vacant and listed for sale. The owner believes that the C5 zone has been an impediment to the sale of the lands and that a Rural zone would be more desirable for buyers.

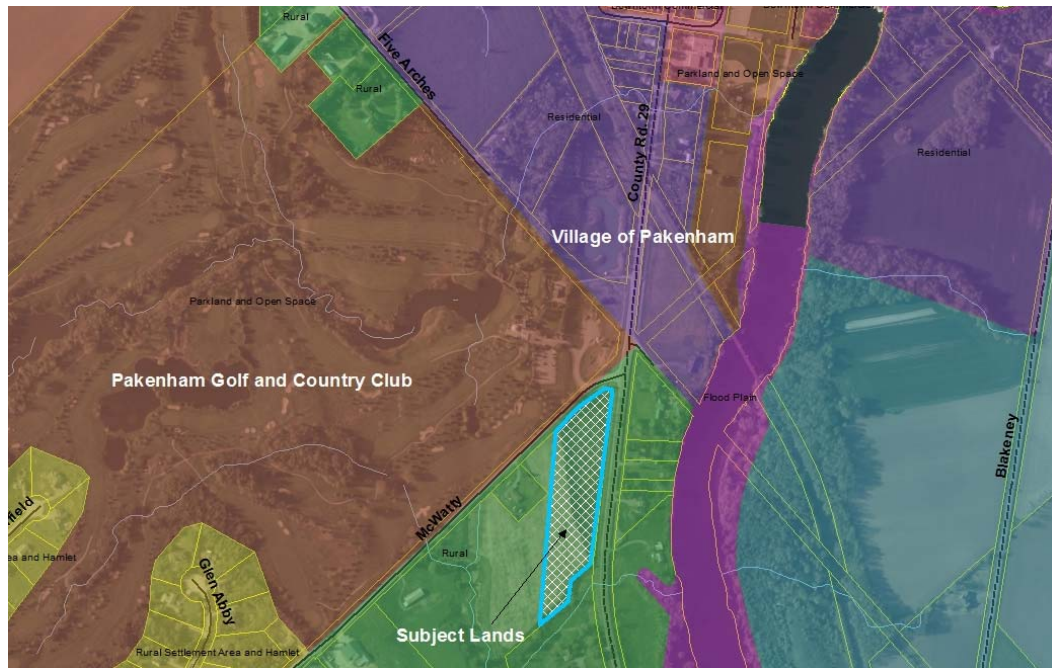
The lands are predominantly vacant, with a portion of the site presently tilled crop land. No formal driveway access exists to the site at this time.

### **DESCRIPTION OF SUBJECT LANDS**

The subject land is known as Part 2 on Reference Plan 26R-2845. There do not appear to be any encumbrances on title. The site is located on the southwest corner of the intersection of McWatty Road and Highway 29, with frontage on both streets. The property is located outside of the settlement boundary for the Village of Pakenham and is immediately south of the Pakenham Golf and Country Club.



Figure 1 – Location Map



### **SERVICING & INFRASTRUCTURE**

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. Access to the property is provided by frontage on McWatty Road, a municipally maintained road, and County Road 29, a County owned and maintained road. An entrance permit has been issued by the Municipality for a driveway on McWatty Road.

### **COMMENTS FROM INTERNAL CIRCULATION**

Comments received based on the circulation of this application have been summarized below:

CAO: No concerns or objections.

Clerk: No comments received,

CBO: No concerns or objections.

Fire Chief: No comments received.

Director of Roads and Public Works: No concerns or objections.

Recreation Coordinator: No concerns or objections.

### **COMMENTS FROM EXTERNAL AGENCY CIRCULATION**

No objections were received from external agencies as of the date this report was prepared.

### **COMMENTS FROM THE PUBLIC**

The Municipality held a Public Meeting on January 22<sup>nd</sup>, 2019 to provide an opportunity for the public to comment on the application. During the Public Meeting, no one spoke

in support of or in opposition to the proposal. No comments have been received as of the date this report was prepared.

## **EVALUATION**

### **PROVINCIAL POLICY STATEMENT (PPS), 2014**

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act, R.S.O. 1990*, all planning decisions must be consistent with the PPS. The following is a list of applicable sections of the PPS as well as a review of the proposal against these policies:

1.1.5.2 *On rural lands located in municipalities, permitted uses are:*

- c) limited residential development;*
- d) home occupations and home industries*

1.1.5.4 *Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.*

1.1.5.5 *Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.*

Amending the property's zone to "Rural (RU)" would likely result in the creation of non-farm residential lot in the rural area. This is considered to "limited" residential development, as it increases rural development by one home on a lot large enough to accommodate private infrastructure (i.e. well and septic). The use of said infrastructure, and the negligible increase in road use by the users of the lot, means that existing public infrastructure (i.e. roads, ditches, and maintenance) does not need to be expanded upon to accommodate the new use.

### **COMMUNITY OFFICIAL PLAN (COP)**

The subject lands are designated as "Rural" in the Municipality's Community Official Plan (COP). The Rural designation permits a vast range of uses, inclusive of agricultural, industrial, commercial, and residential uses. The goal of the designation is to:

3.3.1 *Provide for an appropriate range of rural land uses which protect resources, traditional land uses, and environmental features.*

#### **Rural Policies**

Section 3.3 of the COP provides the policies for rural development and how to mitigate impacts to often present environmental features (inclusive of agricultural lands). The following are those relevant to this application:

3.3.2 *On lands designated as "Rural" the following shall be permitted:*

- i) agricultural uses [...];*
- iv) forestry;*
- v) conservation and management of the natural environment;*
- vii) non-farm residential dwellings and accessory uses [...];*

The proposed amendment would alter the zoning to “Rural (RU)” – an already sanctioned and widely used zone within the Municipality. Those uses outlined in Policy 3.3.2 are specifically permitted within the RU Zone. Consequently, the amendment is consistent with the COP.

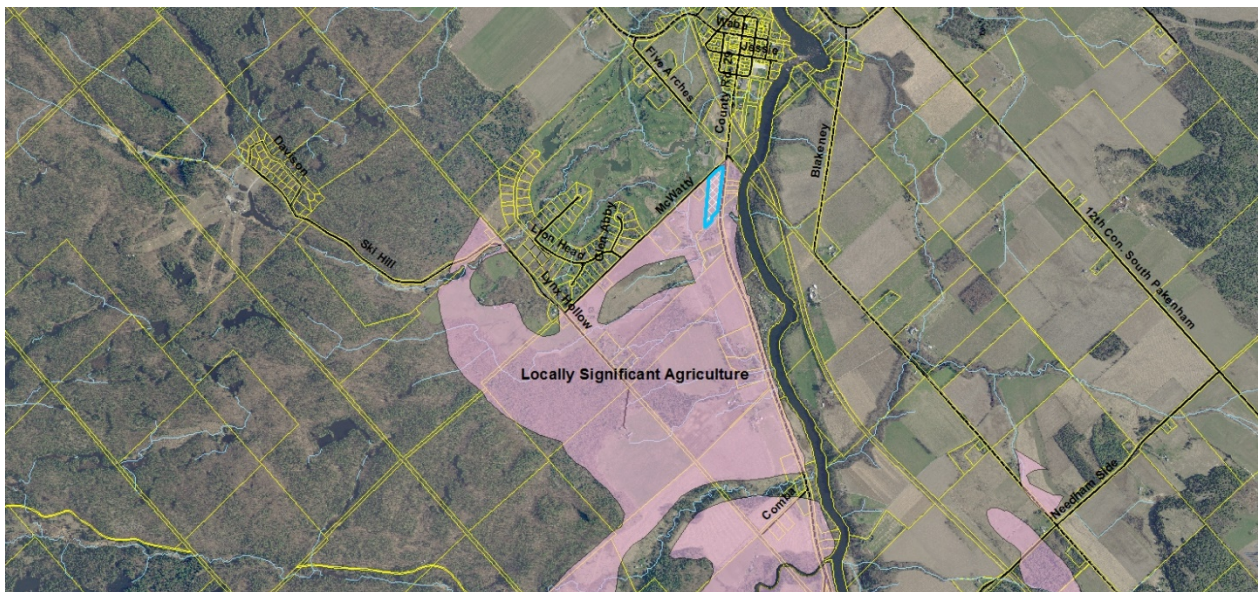
### 3.3.4 Locally Significant Agricultural Operations

*In order to protect the existing agricultural operations located outside of the Agricultural designation, this Plan has established a ‘Rural-Agriculture’ overlay for lands within the Rural land use designation [that have Classes 1 to 3 soils]. When lands are affected by the Rural-Agriculture overlay or where the subject property or surrounding lands support active agricultural activities, the following additional criteria shall be used to assess the merits of the development proposal:*

1. *the establishment of new non-farm buildings shall maintain a setback of 30 metres from lands which are being utilized as part of an active agricultural operation. The creation of new lots adjacent to an active agricultural operation shall ensure that there is an appropriate building envelope outside of the 30 metre setback.*

The subject lands are included within the “Rural-Agriculture” overlay (see Figure 1). Consequently, there is a higher degree of protection for agricultural uses as pressures of new development or redevelopment encroach on operations. Nonetheless, the protectionary measures – specifically, Policy 3.3.4(1) – cannot be evaluated until a new development (i.e. single-detached dwelling) is proposed and subsequently reviewed by the Municipality. When a proposal is received, Staff can assess whether development is consistent with the 30-metre buffer. Where it is inconsistent, approval by the Committee of Adjustment would be needed to proceed.

Figure 1 – Locally Significant Agriculture (Rural-Agriculture Overlay)



## ZONING BY-LAW #11-83

The subject property is currently zoned “Rural Commercial (C5)” by the Municipality’s Comprehensive Zoning By-law #11-83. The intent of the “C5” Zone is to recognize and permit uses which center around resource-based or recreational commercial businesses designed to serve the rural community or travelling public. Residential uses, including single detached dwellings are permitted as well.

The applicant proposes to amend the zone to “Rural (RU)”, which would permit predominantly rural residential development, and some limited non-residential uses which may include: agricultural uses, a bed & breakfast, a hobby farm, and various home-based businesses. The lot has an area of 2.36ha (5.8ac) of area, and a frontage of 61m (200ft), both of which exceed the minimum zone requirements for non-farm residential uses of the Rural Zone (as illustrated in Table 1).

*Table 1: RU Zone Development Standards vs. Existing Lot Dimensions*

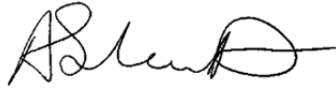
12.2 ZONE PROVISIONS	MINIMUM LOT AREA (ha)	MINIMUM LOT FRONTAGE (m)
<b>By-law requirement (non-farm residential lot)</b>	<b>1</b>	<b>45</b>
Non-Farm Residential Lot (existing)	2.36	61

In 2015, the Municipality was presented with an application by the owners to construct a 3-phase warehouse business and separate commercial plaza to house a “furniture installation and project management company”. The use was subject to a Site Plan Control application however the file was never completed and the development did not occur. Since that time, the land has been marketed for sale as a Rural Commercial property inclusive of all of the uses entitled therein, however the owner has suggested that the “Commercial” component on the zoning classification has been an impediment to buyers.

## **CONCLUSION**

Overall, Staff supports the subject Zoning By-law Amendment application. The proposal is consistent with both Provincial and local policy regarding appropriate uses for rural lands. The lot size is consistent with local by-laws; thus, Staff consider it to be a logical and orderly form of development that allows flexibility for the placement of a home or accessory use. Staff views the proposal to conform to the rural policies of the Community Official Plan, to be consistent with the PPS, and to generally satisfy the development standards of Zoning By-law #11-83. Therefore, Staff recommends that the subject Zoning By-law Amendment application be approved.

All of which is respectfully submitted by,



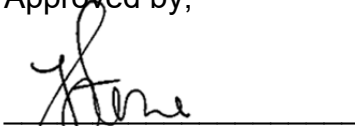
Andrew Scanlan Dickie  
Junior Planner

Reviewed by,



Niki Dwyer, MCIP, RPP  
Director of Planning

Approved by,



Shawna Stone  
Acting CAO

**ATTACHMENTS:**

Schedule A – Draft By-law

**SCHEDULE A – Draft By-law**

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW NO. 19-XX**

**BEING** a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills.

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills passed Zoning Bylaw 11-83, known as the Zoning By-law, to regulate the development and use of lands within the Municipality;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural Commercial (C5)" Zone to "Rural (RU)" Zone for the lands identified on the attached Schedule 'A', which is legally described as Concession 10, Part Lot 10, Plan 26R-2845, Part 2, Pakenham Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **5<sup>th</sup> day of February, 2019.**

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Christa Lowry, Mayor

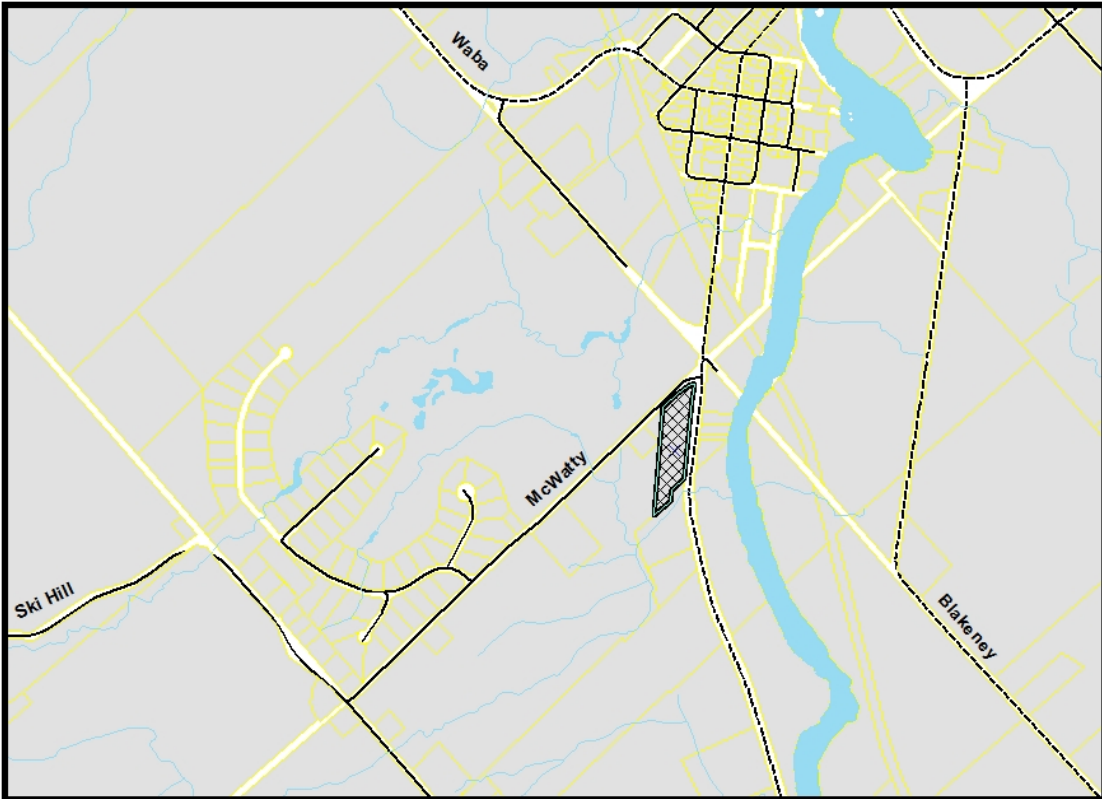
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Jeanne Harfield, Acting Clerk

SCHEDULE 'A'  
TO BY-LAW NO. 19-XX



**Zoning Amendment Application Z-10-18**  
**Lot 10, Concession 10; being Part 2 on 26R-2845**  
**Pakenham Ward, Municipality of Mississippi Mills**



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie – Junior Planner  
**SUBJECT:** **PLANNING REPORT – ZONING BY-LAW AMENDMENT Z-01-19  
Administrative Amendment – Cellars – All Wards**  
**APPLICANT:** Municipality of Mississippi Mills

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### RECOMMENDATION:

**THAT Council approve the necessary Administrative Zoning By-law Amendment to remove restrictions attributed to the regulation of permitted uses in ‘Cellars’ within the Comprehensive Zoning By-law #11-83.**

### BACKGROUND

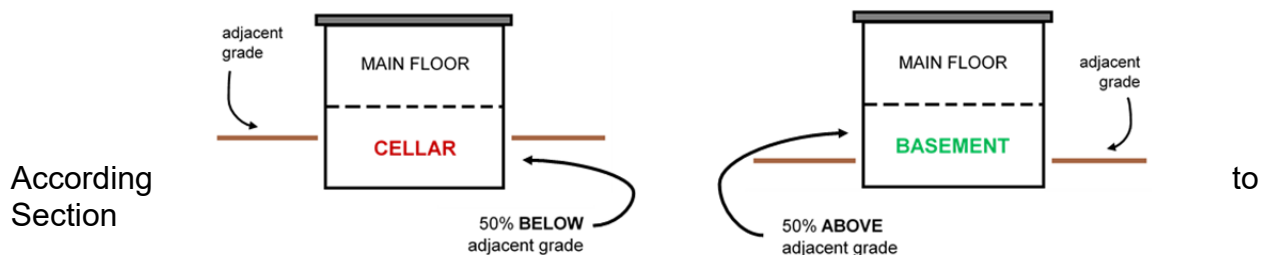
While reviewing the Comprehensive Zoning By-law #11-83 for inconsistencies and deficiencies, Staff identified provisions that create unnecessary limitations for homeowners and builders. Specifically, Section 8.5 – Dwelling Units Below Grade – restricts locating rooms for sleeping accommodation (i.e. a bedroom or apartment) in a ‘Cellar’.

The terminology invokes thoughts of dark, uninsulated, dirty crawl spaces below century old homes, which is reasonable to assume is inappropriate for a bedroom. However, this is not how we as a Municipality define it. For context, the Municipality’s Zoning By-law has two (2) categories for a floor that is below ground level:

*“**BASEMENT**” means the portion of a building between two floor levels which is partly below finished grade level but **which has at least fifty (50) per cent of its height from finished floor to finished ceiling above adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter***

*“**CELLAR**” means the portion of a building between two floor levels **which has more than fifty (50) per cent of its height from finished floor to finished ceiling below adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.***

**Figure 1 – Cellar vs Basement Visualization**





8.5(1), only a 'Basement' may have a bedroom or apartment – a 'Cellar' cannot be used for sleeping accommodation. This is above and beyond the minimum requirements set out by the Ontario Building Code (OBC). Consequently, it limits flexibility for homeowners and impacts the potential availability of affordable housing alternatives (i.e. basement apartments). As such, the Planning Department proposes removing all reference to a 'Cellar' from the By-law, while amending references to a 'Basement' to reflect minimum OBC standards.

### **PURPOSE AND EFFECT**

The purpose of the Zoning By-law Amendment is to remove the by-law's references to 'Cellars'. At present, the Municipality does not permit for an apartment, nor individual rooms for sleeping accommodation, to be located within a 'Cellar', defined as the portion of a building between two floor levels with the majority of its height below adjacent finished grade (i.e. the level of the ground). This is above and beyond minimum Ontario Building Code requirements. Consequently, the intent is to remove a 'Cellar' in its entirety from the by-law, permitting the Ontario Building Code to dictate room locations and associated minimum standards.

### **DESCRIPTION OF SUBJECT LANDS**

The amendment involves changes to various sections of the Comprehensive Zoning By-law #11-83 that are general to the entire Municipality. Please refer to the List of Amendments in Schedule A of this report.

### **COMMENTS**

#### *FROM INTERNAL CIRCULATION*

Comments received based on the circulation of this application have been summarized below:

CAO: No comments received.

Clerk: No comments received.

CBO: No comments received.

Fire Chief: No comments received.

Director of Roads and Public Works: No concerns or objections.

Recreation Coordinator: No concerns or objections.

Council: No comments received.

#### *FROM EXTERNAL AGENCY CIRCULATION*

No objections were received from external agencies as of the date this report was prepared.

#### *FROM THE PUBLIC*

The Municipality held a Public Meeting on January 22<sup>nd</sup>, 2019 to provide an opportunity for the public to comment on the application. During the Public Meeting, no one spoke in support of or in opposition to the proposal. No comments have been received as of the date this report was prepared.

## **EVALUATION**

### *PROVINCIAL POLICY STATEMENT (PPS), 2014*

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act, R.S.O. 1990*, all planning decisions must be consistent with the PPS. The PPS does not contemplate policies specific to living space within a basement or cellar, leaving the regulation of such topics to the Comprehensive Zoning By-law and Ontario Building Code.

The removal of Zoning By-law constraints opens up opportunities for landowners to maximize the potential uses of their space; specifically, the ability to provide basement apartments which (1) creates additional income, thereby supplementing mortgage payments, and (2) increases the total rental, and potentially affordable, unit stock across Mississippi Mills. Consequently, the Municipality would be consistent with PPS Section 1.1.1(b) which outlines that “healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential [...] uses”.

### *COMMUNITY OFFICIAL PLAN (COP)*

The COP does not contemplate policies specific to living space within a basement or cellar – the Municipality regulates such topics through the Comprehensive Zoning By-law and Ontario Building Code. There is no need, nor any intention, to amend sections of the COP concurrently.

Although not specifically contemplated, the removal of constraints meets municipal goals and objectives regarding residential development; specifically:

#### **3.6.1 Goals and Objectives**

*It is a goal of this Plan to:*

*Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.*

*The following objectives are designed to implement the goal:*

- (1) Promote and support development which provides for affordable, rental and/or increased density of housing types.*
- (2) Ensure that land use policies and zoning do not establish barriers to a more balanced supply of housing.*

Expanding the flexibility for apartments to be below grade not only remove barriers to a balanced supply of housing, but also potentially increases the affordable and/or rental housing stock within a community that has a demand for such units.

## ZONING BY-LAW #11-83

The proposed Administrative Amendment involves 8 individual items for consideration. The primary intent of the amendment is to address Section 8.5; however, multiple Sections must also be changed or removed to maintain consistency across the Zoning By-law. The changes are summarized in Schedule A of this report and includes the original language, proposed changes, and rationales for making the changes.

A large concern about below grade sleeping accommodation is the ability for residents to properly exit a building in the case of a fire. The Sections under consideration aided in ensuring there was sufficient space for exit windows in the past. However, the OBC has evolved over time and now includes requirements that achieve the same result, while also being less restrictive for homeowners than our Zoning By-law. For instance, OBC Section 9.9.10.1 (Egress Windows or Doors for Bedrooms) requires that every floor level containing a bedroom shall have at least one outside window that: (1) can be opened from in the inside, (2) can be opened without obstruction, and (3) maintains a minimum size to accommodate the exit of a person or persons.

The purpose of a Zoning By-law is to safeguard appropriate and compatible development across the Municipality. Furthermore, it can include provisions intended to curb safety concerns, such as proper exits from below grade spaces. As noted above, the OBC provides minimum requirements to protect residents. This protection creates redundancies within the Zoning By-law; specifically, the acknowledgement of a “Cellar” as being remarkably different than a “Basement”. Consequently, removing all references to a “Cellar”, being all definitions or provisions that use the term, ensures there are no unnecessary constraints.

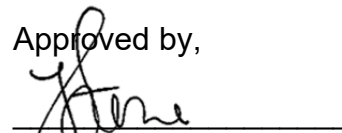
### **CONCLUSION**

Overall, Staff supports the aforementioned amendments to the Comprehensive Zoning By-law – it would resolve a longstanding issue within the by-law that puts unneeded constraints on homeowners and builders when deciding how they wish to use their property. The proposal remains consistent with the Provincial Policy Statement and Community Official Plan, and continues to follow the intent of Zoning By-law.

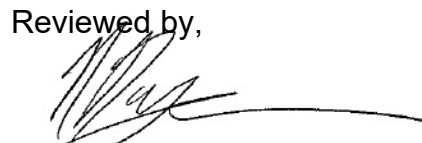
All of which is respectfully submitted by,

  
Andrew Scanlan Dickie  
Junior Planner

Approved by,

  
Shawna Stone  
Acting CAO

Reviewed by,

  
Niki Dwyer, MCIP, RPP  
Director of Planning

### **ATTACHMENTS:**

Schedule A – List of Amendments  
Schedule B – Draft By-law

**SCHEDULE A – List of Amendments**

Section	Page	Current Provision	Proposed Provision	Purpose of Change
5 – Definitions	5-3	<p>“<u>BASEMENT</u>” means the portion of a building between two floor levels which is partly below finished grade level but which has at least fifty (50) per cent of its height from finished floor to finished ceiling above adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</p>	<p>“<u>BASEMENT</u>” means the portion of a building between two floor levels which is partly below finished grade <del>and is not a storey level but which has at least fifty (50) per cent of its height from finished floor to finished ceiling above adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</del></p>	<p>Since there is no more reference to a ‘Cellar’, it is unnecessary to distinguish between it and a ‘Basement’. Consequently, Staff propose eliminating the second half of the definition while adding that a ‘Basement’ is not a ‘Storey’, which is defined within the Zoning By-law.</p>
5 – Definitions	5-4	<p>“<u>CELLAR</u>” means the portion of a building between two floor levels which has more than fifty (50) percent of its height from finished floor to finished ceiling below adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</p>	<p>[Remove]</p>	<p>The current definition of a ‘Cellar’ is not flexible for homeowners, builders, or general affordable housing.</p>
5 – Definitions	5-8	<p>“<u>CONVERTED DWELLING</u>” means a building originally designed as a one-family dwelling which has been altered or converted so as to provide therein not more than four dwelling units, with or without separate entrances, none of which shall be located in the cellar of the dwelling but which may be located partially in the</p>	<p>“<u>CONVERTED DWELLING</u>” means a building originally designed as a one-family dwelling which has been altered or converted so as to provide therein not more than four dwelling units, with or without separate entrances, <del>none of which shall be located in the cellar of the dwelling but</del> which may be located partially in the</p>	<p>Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.</p>

		basement	basement	
5 – Definitions	5-9	“ <u>DWELLING UNIT FLOOR AREA</u> ” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, cellar or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.	“ <u>DWELLING UNIT FLOOR AREA</u> ” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, <del>cellar</del> or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.	Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.
5 – Definitions	5-10	“ <u>FLOOR AREA</u> ” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, unfinished basement or unfinished cellar; [...]	“ <u>FLOOR AREA</u> ” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, <del>or unfinished basement or unfinished cellar</del> ; [...]	Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.
5 – Definitions	5-13	“ <u>HABITABLE ROOM</u> ” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, unfinished basement or unfinished cellar.	“ <u>HABITABLE ROOM</u> ” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, <del>or unfinished basement or unfinished cellar</del> .	Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.

6.15 – Occupancy Restrictions	6-9	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p> <p>(a) any private garage or other building which is accessory to a residential use;</p> <p>(b) any truck, bus, coach or streetcar bodies whether or not the same is mounted on wheels;</p> <p>(c) any cellar, as defined in this By-law;</p> <p>(d) any building or structure before the main wall and roof have been erected, application of the exterior siding and roofing has been completed and the kitchen, heating and sanitary conveniences have been installed unless approval of the Chief Building Official has been obtained in advance;</p> <p>(e) any trailer other than as temporary or seasonal accommodation, pursuant to Section 8.14 herein.</p>	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p> <p>(a) any private garage or other building which is accessory to a residential use;</p> <p>(b) any truck, bus, coach or streetcar bodies whether or not the same is mounted on wheels;</p> <p><del>(c) any cellar, as defined in this By-law;</del></p> <p>(c) any building or structure before the main wall and roof have been erected, application of the exterior siding and roofing has been completed and the kitchen, heating and sanitary conveniences have been installed unless approval of the Chief Building Official has been obtained in advance;</p> <p>(d) any trailer other than as temporary or seasonal accommodation, pursuant to Section 8.14 herein.</p>	<p>The limitations for human habitation in a cellar is well above and beyond the minimum requirements of the OBC. Removing restrictions creates continuity between the Zoning By-law and the OBC.</p>
8.5 – Dwelling Units Below Grade	8-3	<p>(1) No dwelling unit shall in its entirety be located in a cellar. If any portion of a dwelling unit is located in a cellar such portion of the dwelling unit shall be used as a furnace room, laundry room, storage room, recreation room or for a similar use only and shall not</p>	<p>[Remove]</p>	<p>8.5(1) restricts the placement of a dwelling unit or bedroom within a 'Cellar'. This is above and beyond the OBC.</p> <p>8.5(2), in discussion with the Building Department, is a redundant statement as it is</p>

	<p>be used for sleeping accommodation.</p> <p>(2) However, a dwelling unit in its entirety, may be located in a basement in accordance with the permitted uses and regulations of this By-law, provided that the finished floor level of such basement is located above the level of the sanitary or storm sewer serving the building or structure in which such basement is located or provided that the dwelling unit is serviced by an appropriate sewage pumping facility.</p>		<p>already required under the OBC.</p>
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**SCHEDULE B** – Draft By-law

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW NO. 19-XX**

**BEING** a by-law to amend By-law No. 11-83 being the Comprehensive Zoning By-law for the Municipality of Mississippi Mills;

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills passed Comprehensive Zoning Bylaw 11-83 to regulate the development and use of lands within the Municipality;

**AND WHEREAS** the Municipality of Mississippi Mills has identified and amended the Comprehensive Zoning By-law to address redundancies between it and the Ontario Building Code;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. Sections 5, 6, & 8 of By-law No. 11-83, as amended, is hereby further amended by removing, adding, or replacing provisions identified on the attached Schedule 'A'.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Jeanne Harfield, Acting Clerk



SCHEDULE 'A'  
TO BY-LAW NO.19-XX

Section	Current Provision	Proposed Provision
5 – Definitions	<p>“<u>BASEMENT</u>” means the portion of a building between two floor levels which is partly below finished grade level but which has at least fifty (50) per cent of its height from finished floor to finished ceiling above adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</p>	<p>“<u>BASEMENT</u>” means the portion of a building between two floor levels which is partly below finished grade and is not a storey.</p>
5 – Definitions	<p>“<u>CELLAR</u>” means the portion of a building between two floor levels which has more than fifty (50) percent of its height from finished floor to finished ceiling below adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</p>	<p>[Remove]</p>
5 – Definitions	<p>“<u>CONVERTED DWELLING</u>” means a building originally designed as a one-family dwelling which has been altered or converted so as to provide therein not more than four dwelling units, with or without separate entrances, none of which shall be located in the cellar of the dwelling but which may be located partially in the basement</p>	<p>“<u>CONVERTED DWELLING</u>” means a building originally designed as a one-family dwelling which has been altered or converted so as to provide therein not more than four dwelling units, with or without separate entrances, which may be located partially in the basement</p>
5 – Definitions	<p>“<u>DWELLING UNIT FLOOR AREA</u>” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, cellar or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.</p>	<p>“<u>DWELLING UNIT FLOOR AREA</u>” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.</p>
5 – Definitions	<p>“<u>FLOOR AREA</u>” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, unfinished basement or unfinished cellar; [...]</p>	<p>“<u>FLOOR AREA</u>” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, or unfinished basement; [...]</p>

5 – Definitions	<p>“<u>HABITABLE ROOM</u>” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, unfinished basement or unfinished cellar.</p>	<p>“<u>HABITABLE ROOM</u>” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, or unfinished basement.</p>
6.15 – Occupancy Restrictions	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p> <p>(a) any private garage or other building which is accessory to a residential use;</p> <p>(b) any truck, bus, coach or streetcar bodies whether or not the same is mounted on wheels;</p> <p>(c) any cellar, as defined in this By-law;</p> <p>(d) any building or structure before the main wall and roof have been erected, application of the exterior siding and roofing has been completed and the kitchen, heating and sanitary conveniences have been installed unless approval of the Chief Building Official has been obtained in advance;</p> <p>(e) any trailer other than as temporary or seasonal accommodation, pursuant to Section 8.14 herein.</p>	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p> <p>(a) any private garage or other building which is accessory to a residential use;</p> <p>(b) any truck, bus, coach or streetcar bodies whether or not the same is mounted on wheels;</p> <p>(c) any building or structure before the main wall and roof have been erected, application of the exterior siding and roofing has been completed and the kitchen, heating and sanitary conveniences have been installed unless approval of the Chief Building Official has been obtained in advance;</p> <p>(d) any trailer other than as temporary or seasonal accommodation, pursuant to Section 8.14 herein.</p>
8.5 – Dwelling Units Below Grade	<p>(1) No dwelling unit shall in its entirety be located in a cellar. If any portion of a dwelling unit is located in a cellar such portion of the dwelling unit shall be used as a furnace room, laundry room, storage room, recreation room or for a similar use only and shall not be used for sleeping accommodation.</p> <p>(2) However, a dwelling unit in its entirety, may be located in a basement in accordance with the permitted uses and regulations of this By-law, provided that the finished floor level of such basement is located above the level of the sanitary or storm sewer serving the building or structure in which such basement is located or provided that the dwelling unit is serviced by an appropriate sewage pumping facility.</p>	<p>[Remove]</p>

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM** Rhonda Whitmarsh, Treasurer  
**SUBJECT: 2019 Municipal Grants**

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**RECOMMENDATION:**

**THAT Council approve the following 2019 municipal grants:**

<b>Applicant</b>	<b>Recommended Funding for 2019</b>
North Lanark Agricultural Society	\$5,000.00
Neighbourhood Tomato Community Gardens	\$560.00
Mississippi Mills Bicycle Month	\$2,300.00
Almonte Fish & Game Association	\$2,500.00
Almonte in Concert	\$1,750.00
Mississippi Lakes Association	\$500.00
Clayton Recreation Association	\$4,500.00
Almonte Celfest Society	\$2,500.00
Naismith Basketball Association	\$3,500.00
North Lanark Highland Games	\$2,500.00
Union Hall Community Centre	\$1,700.00
Pakenham Civitan Club	\$1,500.00
<b>Total</b>	<b>\$28,810.00</b>

**BACKGROUND:**

Each year funds are allocated in the budget for grants to community groups and various organizations under the municipal grant program (Attachment 1). The 2019 draft budget includes \$31,400.00 for this program. The municipal grant submissions for 2019 were due on November 30, 2018.

**DISCUSSION:**

Attachment 2 provides a summary of the municipal grant applications including the recommended funding for 2019 and the rationale for the allocation. The total amount recommended for distribution to the organizations is \$28,810.00.

**FINANCIAL IMPLICATIONS:**

There are no further financial implications as the amount of \$31,400 has been included in the 2019 draft budget for this program.

**SUMMARY:**


The proposed 2019 municipal grant allocations are being presented for Council's consideration.

Respectfully submitted,



Rhonda Whitmarsh,  
Treasurer

Reviewed by,



Shawna Stone,  
Acting Chief Administrative Officer

**ATTACHMENTS:**

1. Municipal Grant Program
2. Proposed 2019 Municipal Grant Allocations

# CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## POLICY ON MUNICIPAL GRANTS

### A. OBJECTIVE

The Municipality of Mississippi Mills recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its municipal grant program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

### B. PURPOSE

The Municipal Grant Policy has been established by Council to provide guidelines to organizations within Mississippi Mills who are seeking modest financial assistance with the following:

1. One time start-up funding for a new community event or festival.
2. Sponsorship funding for established community events or festivals.
3. Funding towards partnerships between the Municipality and Organizations
4. Funding to maintain and/or operate private structures or property that are used to the benefit of the community as a whole.
5. Funding to support federal and provincial government grant application requirements.

### C CRITERIA

#### 1. ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT

Council will review applications for municipal grants after considering the following eligibility criteria:

- a. A not for profit organization that meets the criteria established in Chapter 4 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario. See Sections 2.1.0 -2.1.5 and Sections 2.3.0 – 2.3.1 attached. A registered charity meets these criteria.
- b. Is located in the Municipality of Mississippi Mills
- c. Provides without discrimination a recreation, cultural or community service to a significant proportion of Municipality citizens that the Municipality does not otherwise provide.
- d. Has demonstrated revenue-generating capability to sustain the service or event on its own.
- e. Requires municipal funding participation to support a federal or provincial grant application.

- f. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.

## 2. **GRANTS / CONDITIONAL GRANTS**

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site and tag line on any promotion material for the event, service, activity, etc.

The use of the municipal logo, web site and tag line must be in accordance with the Municipal Sponsorship Guidelines

- a. Start-up funds for a new community event or festival.
- *Start-up funds may be provided, on a ONE TIME basis only, to assist in the initial costs for providing the community with a new community event or festival.*
- b. Sponsorship funds for established community events or festivals.
- *Sponsorship funds may be given to organizations provided that Council acknowledges that the municipality is obtaining an economic benefit for funds given.*
  - *Depending on the monetary success of the event, Council may determine that the sponsorship funding or portion thereof be repaid or be carried forward to a subsequent year.*
- c. Funding may be provided to organizations that provide a service or engage in a community festival in partnership with the Municipality.
- d. Funding may be provided to maintain and/or operate private structures or properties that are used for the benefit of the community.
- *Funding may be provided to organizations to offset operating costs such as taxes and insurance for private structures and properties if Council acknowledges that those facilities are used for the benefit of the community.*
- e. Funding to support Federal or Provincial Government grant application requirements.
- *Funding may be provided to assist organizations in obtaining defined Federal or Provincial Government grants when these government bodies require that the municipality participate in the funding of an event or festival and where Council deems that the purpose of the event or festival provides an economic benefit to the community.*

### 3. WHAT/WHO IS NOT ELIGIBLE FOR MUNICIPAL GRANTS OR SPONSORSHIPS

Council will **not** consider the following grant requests:

- a. Social assistance services that are provided by other government agencies or not for profit organizations.
- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Play structures that are to be constructed on non-municipal property.
- e. Rental Fee Waivers
- f. Sponsorship of athletic endeavours (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- g. Individuals
- h. For-profit organizations
- i. Organizations with political affiliations
- j. Organizations serving as funding sources for others, e.g. Services clubs unless they are applying for funding for community festivals (per Resolution 7-15)
- k. Faith organizations where services/activities include the promotion and/or required adherence to a faith.
- l. Hospitals, clinic-based services or medical treatment programs.
- m. Fundraising Events.
- n. School boards, primary and secondary schools, post secondary institutions.
- o. Programs with legislated mandates of other governments.
- p. Provincial/national organizations unless a local chapter exists to service the residents of Mississippi Mills.
- q. Organizations receiving greater than 50% funding from senior levels of government.
- r. Organizations that conduct the majority of their activities outside the Municipality.
- s. Costs for major capital equipment/renovations and financing of deficits.
- t. Any grant requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Section C of this policy.
- u. Incorporation costs or Director's Liability insurance costs
- v. Museums

### 4. FUNDING LIMITS

Council at its discretion shall establish an annual budget for this program. Grant funding to any one (1) organization or event in any one year will be capped at a maximum cash value of **\$5,000.00**. Council has the discretion to increase this maximum for an extraordinary, one of a kind project, need or circumstance which may be considered and only if the annual budget allows.

## 5. **APPLICATION PROCESS**

It is the responsibility of applicants to submit a complete application with clear and sufficient information. It should be noted that the grant program is competitive and applicants should submit the best application possible. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

- a. Prior to considering any request for a grant or sponsorship, Council shall require the following from the organization:
  - *a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.*
  - *financial statements which shall include an income statement and a balance sheet from the previous event or fiscal year (and the most up to date available month end financial statements in the year of application)*
  - *a detailed budget for the upcoming fiscal year or event*
  - *information pertaining to the evaluation criteria and expected outcomes*
  - *The applicant will provide one (1) copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.*
- b. The Municipality reserves the right to request supplementary information in support of the application.
- c. Requests for Municipal Grant funding shall be received by the Municipality no later than November 30<sup>th</sup> of each calendar year.
- d. If the above information is not submitted by the November 30<sup>th</sup> deadline, applications will be returned and not considered by Council.

## 6. **CONSIDERATION**

- a. Applications for grant or sponsorship funding will be considered during the Municipality's annual budget deliberations.
- b. Actual funding amounts allocated for municipal grants or sponsorships will be based upon available funding.
- c. Previous year's funding allocations will not be considered and each application will be reviewed on its own merit.
- d. There shall be no duplication of funding to any organization in any fiscal year
- e. Unless otherwise approved by Council no grant or sponsorship funding will be paid until such time as the annual budget has been approved.
- f. Grant or sponsorship funding allocated to an organization will be used first to clear any amounts owing to the Municipality. The balance of funds, if any, will then be forwarded to the organization.
- g. Any municipal grant or sponsorship funding that has not been spent, in the year that it is received, shall be returned to the municipality
- h. A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.



**C REPORTING**

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide, a written report in the form attached hereto as Schedule 'A'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

**Note: Any organizations that do not submit a report will not be considered for funding in the future.**

Approved by Council: June 23, 2008 and amended February 10, 2009, March 7, 2011, January 13, 2015 and October 6, 2015

**MUNICIPALITY OF MISSISSIPPI MILLS  
MUNICIPAL GRANT APPLICATION FORM**

<b>NAME OF ORGANIZATION</b>			
<b>ADDRESS</b>			
<b>PHONE #</b>	(      )	<b>FAX #</b>	(      )
<b>CONTACT PERSON AND TITLE</b>		<b>PHONE#</b>	(      )
<b>EMAIL ADDRESS</b>		<b>CELL#</b>	(      )
<b>IS YOUR ORGANIZATION INCORPORATED AS A NON-PROFIT ORGANIZATION?</b>		<b>YES</b>	<b>NO</b>
<b>INCORPORATION NO.</b>		<b>JURISDICTION OF INCORPORATION</b>	
<b>YEARS IN EXISTENCE</b>		<b>DATE OF LAST ANNUAL MEETING</b>	
<b>NUMBER OF ACTIVE MEMBERS</b>		<b>ALL FINANCIAL DOCUMENTS INCLUDED WITH APPLICATION Y/N?</b>	
<b>LOCATION OF EVENT IF APPLICABLE</b>			

**ORGANIZATION INFORMATION:**

**WHAT ARE THE ORGANIZATION'S OBJECTIVES?**

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**DESCRIBE THE SERVICES THE ORGANIZATION PROVIDES:**

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**PREVIOUS FUNDING:**

**LIST PREVIOUS FUNDING RECEIVED AND PURPOSE OF FUNDING:**

YEAR: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

YEAR: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

YEAR: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

**GRANT REQUEST:**

AMOUNT OF REQUEST IN CURRENT YEAR \$ \_\_\_\_\_

**DESCRIBE HOW THE GRANTED FUNDS WILL BE USED?**

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**DESCRIBE THE PERTINANT GOALS AND TIMELINES:**

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**DESCRIBE THE TARGETED POPULATION (AGE, SEX, ETC.)**

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**ARE THERE CURRENTLY SIMILAR PROJECT/PROGRAM/EVENTS BEING OFFERED IN THE COMMUNITY? Y/N: \_\_\_\_\_ IF SO, HOW WILL THIS PROJECT/PROGRAM/EVENT COMPLEMENT, ENHANCE, OR DIFFER FROM OTHERS IN THE COMMUNITY:**

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**WHAT OTHER BUSINESSES OR ORGANIZATIONS ARE INVOLVED IN THIS PROJECT/PROGRAM/EVENT? PLEASE DESCRIBE THEIR ROLES AND CONTRIBUTIONS:**

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**DESCRIBE THE ORGANIZATON'S PLANS TOWARDS FUTURE SUSTAINABILITY:**

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**GRANT OUTCOMES:**

**HOW MANY PEOPLE WILL DIRECTLY BENEFIT FROM THIS GRANT REQUEST: \_\_\_\_\_**

**AGE CATEGORIES THAT WILL BENEFIT FROM THIS REQUEST:**

**CHILDREN (1-12 YEARS): \_\_\_\_\_**  
**YOUTH (13-17 YEARS): \_\_\_\_\_**  
**ADULTS (18-64 YEARS): \_\_\_\_\_**  
**SENIORS (65+ YEARS): \_\_\_\_\_**

**DESCRIBE THE ANTICIPATED OUTCOMES BOTH SHORT AND LONG TERM:**

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**DESCRIBE HOW THE ORGANIZATION WILL EVALUATE THE BENEFITS OF THIS PROJECT/PROGRAM/EVENT TO THE ORGANIZATION AND THE COMMUNITY AND WHAT THE SPECIFIC PERFORMANCE MEASURES WILL BE:**

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**OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION**

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\_\_\_\_\_  
SIGNATURE OF PERSON SIGNING APPLICATION

\_\_\_\_\_  
DATE

**PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT APPLICATION CONSIDERED:**

- a. Financial statements from the previous event or fiscal year
- b. A budget for the upcoming fiscal year or event
- c. Attach information pertaining to evaluation criteria

**APPLICATION DEADLINE: NOVEMBER 30**



Municipality of Mississippi Mills  
 3131 Old Perth Road  
 PO Box 400, RR 2  
 Almonte ON K0A 1A0  
 613.256.2064  
 www.mississippimills.ca

# MUNICIPAL GRANT REPORT FORM

This form must be completed within three (3) months of the completion of the event/service OR at the end of the calendar year. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

NAME OF ORGANIZATION		TELEPHONE #
STREET ADDRESS		FAX#
CITY	POSTAL CODE	WEBSITE

Briefly describe the project/program/event for which the organization is reporting on:

Describe how anticipated goals and objectives were met including performance measurements:

How many people participated in or attended the project/program/event? How many paid attendees? What was the age and regional breakdown of attendees?

Date of program/event

Location of project/program/event

Describe how the greater community benefitted include both the short and long term positive outcomes to the Municipality (outcomes should be communicated in a public way i.e. media and social media):

Was the project/program/event a success? How is this success measured? If not a success, describe why not
Provide any other relevant information

**DECLARATION**

We, the undersigned, declare that we have been authorized to file this report and that to the best of our knowledge, all answers provided in the report, as well as all the information contained in the document and materials attached to it, are true and complete.		
	Signature	
	Print Name	
	Title	
	Date	
	Phone #	
	Email	

**PLEASE ATTACH COPIES OF ANY MARKETING / ADVERTISING / PROMOTIONAL MATERIALS ACKNOWLEDGING THE SUPPORT OF THE MUNICIPALITY FOR THE EVENT, SERVICE, ACTIVITY FOR WHICH FUNDING WAS RECEIVED FROM THE MUNICIPALITY**

**Municipality of Mississippi Mills  
2019 Municipal Grant Analysis**

Name of Organization	2017 Grant	2018 Grant	2019 Request	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2019 Budget	Balance of Investments (other than operating funds)	2018 Profit/Loss	Anticipated Outcomes	Recommended funding for 2019	2019 Grant Allocation and reasons for support
North Lanark Agricultural Society	4,500	5,000	5,000	Expanding local entertainment, promote more education of agriculture.	160	40+ active members	2,500 paid admissions and hundreds of children (free admission)	All age groups	115,400	None	NLAS- Loss of 11,649 includes Fair profit of 3,304	Investments in local entertainment, increased education of agriculture will attract visitors and encourage them to return in the future	5,000	Attracts visitors to the community and provides entertainment, education and various events for all age groups to participate in. Increase in funding in previous years went towards painting and upgrading facilities.
Neighbourhood Tomato Community Gardens	1,000	1,500	5,000	Coleman Island garden, relocatable demonstration garden, maintenance of existing gardens, education advertising and supplies	9	150	Available to whole community through public parks. Many active volunteers and community partnerships	All ages and abilities	7,575 for purchased materials plus in-kind from volunteers	None	Profit of \$940. Did not spend all of 2018 allocation	Those with disabilities feel included. Elderly gardeners can continue to garden. Participants feel more connected to their community. To help build a welcoming, healthy, vibrant resilient community	560	Several community partners and collaborations, enlists the support and help of many volunteers. Provides a service not currently offered by the municipality that is available to all citizens and provides education on gardening and healthy living.
Mississippi Mills Bicycle Month	3,100	3,500	3,500	Marketing and Promotional Materials	10	200	1,000	All ages and abilities	7,250	None	Profit of \$1,908. Did not spend all of 2018 allocation	More citizens become more active and healthier. More children riding to school, more seniors staying active, MM to be seen as a healthy active community	2,300	Attracts cyclists and visitors to MM. Provides events in all 3 wards of the Municipality and promotes active transportation in the community for all age groups Supports municipal goals to promote active transportation
Almonte Fish & Game Association	N/A	N/A	5,000	Design and Construct a covered picnic area at Blakeney Park	14	230	Available to whole community	All age groups	13,800	None	None	Improved facilities at the park will attract visitors to the area. Promotes partnerships with local businesses	2,500	Provides residents with a park to enjoy. This group consistently provides in kind support to the municipality in the Blakeney area for items such as mulching of paths and minor bridge maintenance
Almonte in Concert	1,750	1,750	5,000	Expenses related to 2019/2020 concert series	38	13	2017/2018 sold 1,182 tickets for 5 concerts	All age groups	57,815	None	Income of 2,150	Expand activities to develop a wider audience, contribute to life long education to which music is integral, create a distinct identity and strengthen its brand	1,750	Promotes Canadian and International artists and provides a cultural contribution that is available to all residents of MM
Mississippi Lakes Association	250	N/A	500	Awareness and protection of Mississippi Lake and its ecosystems, navigational hazards, bouy maintenance and replacement, etc.	74	600	1,200	All age groups	5,000	None	Income of 176	Provide hands on experiential learning opportunities for students in Mississippi Mills about water and the environment	500	Provides a community event that is not otherwise available. Provides a unique learning opportunity that is available to all age groups within the community.
Clayton Recreation Association	4,500	5,000	4,500	Taxes, cell phone range extender and washroom facility rental	40	10	not specified	All age groups	38,405	None	Profit of \$1,570	Increase revenue from rentals of the facility. Provide a safe facility for all	4,500	Provides a rural recreational facility within Clayton. The municipality has historically paid their taxes and insurance. Taxes are approx. \$2,500 annually. The facility is available to the entire community for various functions.



Name of Organization	2017 Grant	2018 Grant	2019 Request	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2019 Budget	Balance of Investments (other than operating funds)	2018 Profit/Loss	Anticipated Outcomes	Recommended funding for 2019	2019 Grant Allocation and reasons for support
Almonte Celfest	1,000	2,500	5,000	2019 Festival Costs including increased programming	22	7	Unknown	All age groups	51,700	None	Profit of 6,479	Continue to attract visitors to the community and promote MM as a place to live, work and enjoy including a youth showcase	2,500	Provides a cultural contribution to MM and attracts visitors to the community. The festival is available for all residents to enjoy. Provides volunteers to set up and take down the stage for MM's Canada Day activities
Naismith Basketball Association	N/A	3,300	5,000	2019 3 on 3 Basketball Festival and to pursue a partnership with Canada Basketball to be designated as a tour stop on the 3 X 3 Canada Quest	31	10	75 teams, 300 participants and numerous spectators	500+ participants of all ages	23,300	None	Profit of \$5,233	Continue to work towards taking a local event to a regional/national event. Continue to promote and educate that Mississippi Mills is the birthplace of the inventor of basketball	3,500	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups. Promotes recreational activity.
North Lanark Highland Games	1,750	2,500	5,000	Publicity and promotional materials	36	8	1,700-2,500	All age groups	63,400	GIC of \$5,000	Profit of \$330	Continue to celebrate and promote the Scottish heritage of MM and the surrounding region. Promote tourism and attract visitors to the community and increase awareness of what is available in MM.	2,500	Attracts a large number of visitors to MM. Provides a cultural contribution as well as economic benefits and publicity to the municipality. The event is available to all residents to enjoy
Union Hall Community Centre	1,600	1,700	3,000	Taxes, renovations to the facility	161	50	Approx. 2500	All age groups	6,760	Term deposit of \$6,045	Profit of 1,188	Sustaining the sense of community in rural MM which contributes to the well being and security of residents and attracts newcomers. Provide support to local charities and businesses. Contribute to cultural richness by providing a venue for local artists and musicians.	1,700	Provides a rural community hall that is available to all residents of MM. The municipality has historically paid their taxes and insurance. Taxes are approx. \$685 annually.
Pakenham Civitan Club	1,500	1,500	2,500	2019 Fost Festival	13	35	1200	All age groups	13,035	None	Profit of \$13,348	Enjoy and celebrate winter and continue a long standing tradition in Pakenham	1,500	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups.
Almonte Christmas Market	N/A	N/A	5,000	Construct huts for an outdoor Christmas market	1	2	Unknown	All age groups	Not Provided	Not Provided	Not provided	Intensification of tourism in Almonte ward	0	This organization did not provide enough information to evaluate their application.
Almonte Community Co-ordinators	N/A	N/A	5,000	Fund and maintain a public washroom in downtown Almonte	44	156	1000	All age groups	5,874	GIC of \$68,924	Financial Information provided is for the organization as a whole. Profit of 105,392 (10 months)	Application indicates a public washroom however also indicates use for volunteers, staff and customers-not clear of expected usage by public	0	The organization is ineligible under the municipal grant program as it provides a social service and the municipality gives annual funding for the Rebound program. Refer to C&EDC committee to consider funding towards operating costs once washroom is constructed

Lanark County Legal Services	N/A	N/A	5,000	Proide low cost or no cost legal services to disadvantaged residents of Lanark County	Unknown. Applying for not for profit status	3	unknown	All age groups	70,000	New organization-no financial information available	Unknown financial information not provided	Reduce the number of self-represented people who do not have experienced and qualified legal help	0	Ineligible under municipal grant program as providing a social service. The application was also submitted late. Confirmation obtained from the County of Lanark ( received an application as well) that they will be considering the submission on behalf of all lower tier municipalities
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TOTAL

28,810

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT: 2019 Fees and Charges**

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### **RECOMMENDATION:**

**THAT the proposed changes to the fee schedule be approved;**

**AND THAT public notice be given as to Council's intention to pass the 2019 Fees and Charges By-Law.**

### **BACKGROUND:**

Section 391 of the *Municipal Act, 2001* permits a municipality to enact by-laws to impose fees and charges for municipal services and activities. The purpose of the fees is to recover costs for services and activities provided by or on behalf of a municipality and for the use of its property. Cost-recovery is an important consideration, as is a market comparison with neighbouring municipalities.

### **DISCUSSION:**

Each year Department Heads conduct a review of the fees and charges pertaining to their service area. Fee changes being proposed reflect market rates as compared to other municipalities and to align the fee with the actual cost of providing the service, and if no longer required, the fee is removed.

The draft 2019 fees and charges by-law was discussed at the budget meeting held on January 15, 2019 with the only comment being a review of beverage rates. An analysis of gross profit at the bars was conducted and it was determined that rising costs to operate the bars have resulted in lower gross profits at both the Stewart Community Centre and the Almonte Community Centre. An increase to the beverage rate would help address this issue.

The following changes are being proposed as part of the 2019 fee schedule:

- An increase to the cost of a kennel license from \$75.00 to \$100.00 to address costs of administration.

- Planning fees are presented in a different format from previous by-laws however there is no change to the fees being proposed over 2018 rates.
- The building permit schedule has been completely changed from previous by-laws to expand building permit categories and the associated cost of providing this service. Building permits must cover the cost of all building permit activities in accordance with Bill 124. The fees being proposed reflect minor changes over 2018 rates.
- All rental fees for the auditorium at the Almonte Old Town Hall have increased to help offset the costs associated with this facility.
- All Ice Rental rates have increased by 3% to offset the cost of operating the facilities.
- Cedar Hill Hall rental rates have increased by 3% to offset the cost of operating the facility.
- Ball diamond rental rates have increased by \$1.00 per hour. These adjustments are considered to be for cost recovery.
- Beverage rates have increased by \$.25/beverage. As discussed above, this increase is for cost recovery.

**FINANCIAL IMPLICATIONS:**

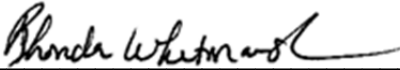
The proposed fee changes are designed to ensure that the cost of providing a specific service is fully or partially recovered from the user of that service while minimizing the cost and effect to all ratepayers. The proposed 2019 fees have been included in the 2019 draft budget.

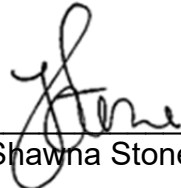
**SUMMARY:**

The draft 2019 Fee Schedule is being provided to the Committee for review prior to passing the by-law. As the fee by-law would typically be passed in December of the previous year, it is recommended that the proposed changes be approved as presented and that notice be given on Council’s intention to pass the by-law on March 19, 2019.

Respectfully submitted,

Reviewed by,

  
 Rhonda Whitmarsh, Treasurer

  
 Shawna Stone, Acting CAO

Attachment:

1. 2019 draft Fees and Charges By-Law

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 19-XX

**BEING** a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

**WHEREAS** Section 391 of the *Municipal Act*, 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property; and

**WHEREAS** the *Planning Act*, being Chapter P. 13 R.S.O., 1990 as amended, provides that Council may prescribe a tariff of fees for the processing of applications made in respect of planning matters; and

**WHEREAS** pursuant to the *Building Code Act*, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof; and

**WHEREAS** the Corporation of the Municipality of Mississippi Mills deems it expedient to update the fees and charges to be collected by the various departments of the Corporation of the Municipality of Municipality of Mississippi Mills;

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

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. That By-law No. 17-104 shall be and is hereby repealed.
6. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on the date of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this XX day of XX, 2019.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

**SCHEDULE "A" TO BY-LAW 19-XX**

**FEE AND CHARGES**

<b>ADMINISTRATION</b>	
<b>AFFIDAVITS</b>	
Commissioning of Oaths	• ..... \$15.00
<b>GENERAL</b>	
Photocopies	• ..... (per page) \$0.20 plus HST
Community Maps	• ..... (each) \$5.35
Municipal Pins	• ..... (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	• ..... \$30.00
Tax Certificate	• ..... \$50.00
Water Certificate	• ..... \$50.00
Municipal Office Room Rental	• during business hours ..... \$25.00/hour plus HST • outside office hours \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• ..... \$100.00 plus HST
Election Signs Removal Fee	• ..... \$25.00/sign
<b>ACCESS TO INFORMATION (FOI)</b>	
FOI Requests (fees regulated by Province)	• application fee ..... \$5.00 • record preparation and search time ... (per ¼ hr) \$7.50 • photocopies ..... (per page) \$0.20 • computer programming time ..... (per ½ hr) \$60.00 • diskettes and CDs ..... (per disk) \$10.00 • other fees charged (e.g. courier costs) ..... as invoiced • fees estimated over \$100.00 ..... 50% deposit
<b>VITAL STATISTICS</b>	
Burial Permits	• ..... (each) \$10.00
Marriage License	• ..... \$150.00
<b>LICENCING</b>	
Liquor License Board of Ontario - Municipal Clearance	• ..... \$35.00

**ADMINISTRATION**

Lottery (fees regulated by AGCO)	<ul style="list-style-type: none"> <li>•Bingo (per event)..... 3% of prize value</li> <li>•Raffle (per event) ..... 3% of prize value</li> <li>•Nevada (per box) ..... 3% of prize value</li> </ul>
Mobile Canteen	<ul style="list-style-type: none"> <li>•License..... \$750.00</li> <li>•Transfer..... \$50.00</li> <li>•Special Event (maximum 3 days)..... \$75.00/day</li> </ul>
Refreshment Cart	<ul style="list-style-type: none"> <li>•License..... \$375.00</li> <li>•Transfer..... \$50.00</li> <li>•Special Event (maximum 3 days)..... \$50.00/day</li> </ul>
Seasonal Stand (Fresh Produce)	<ul style="list-style-type: none"> <li>•License..... \$500.00</li> <li>•Each Additional License ..... \$150.00</li> <li>•Transfer..... \$50.00</li> </ul>
Taxi	<ul style="list-style-type: none"> <li>•Operator License..... \$100.00</li> <li>•Vehicle License ..... \$100.00</li> <li>•Driver License ..... \$50.00</li> <li>•License Transfer ..... \$10.00</li> <li>•License Plate Replacement ..... \$15.00</li> </ul>

**CANINE CONTROL**

Dog Tags (all tags expire December 31 <sup>st</sup> each year)	<ul style="list-style-type: none"> <li>• Spayed/Neutered ..... \$20.00</li> <li>• Not Spayed/Neutered..... \$30.00</li> <li>• Microchip (proof required) ..... \$15.00</li> </ul>
Replacement Tag	<ul style="list-style-type: none"> <li>• ..... \$5.00</li> </ul>
Kennel License (tags for each dog will be provided at no additional cost)	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> </ul>
Service Dogs	Exempt from fees but must register with the Municipality, proof required
Impound Fee	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> </ul>

**PUBLIC WORKS (plus applicable HST)**

Entrance Permit Fee	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> </ul>
Property Identification Sign/Post	<ul style="list-style-type: none"> <li>• ..... \$125.00</li> </ul>
Property Identification Post Replacement	<ul style="list-style-type: none"> <li>• ..... \$40.00</li> </ul>
Property Identification Sign Replacement	<ul style="list-style-type: none"> <li>• ..... \$75.00</li> </ul>
Tile Drainage Inspection Fee	<ul style="list-style-type: none"> <li>• ..... \$200.00</li> </ul>
Water Connection Inspection (new)	<ul style="list-style-type: none"> <li>• ..... \$50.00</li> </ul>

development)	
Sewer Connection Inspection (new development)	• ..... \$50.00
Turn water on or off (seasonal or outside business hours)	• ..... \$50.00
Bulk Water Sales	• ..... \$15.00 per 1,000 gallons plus \$30 connection fee
Water Meter	<ul style="list-style-type: none"> <li>• 5/8" x 3/4" meter (\$424.78 plus HST)..... \$480.00</li> <li>• 3/4" meter (\$469.03 plus HST)..... \$530.00</li> <li>• 1" meter (\$570.80 plus HST)..... \$645.00</li> <li>• 1.5" meter positive displacement(\$911.51 plus HST)..... \$1,030.00</li> <li>• 2" meter positive displacement(\$1,070.80 plus HST)..... \$1,210.00</li> </ul>
<b>GARBAGE AND RECYCLE</b>	
Garbage Tags	• ..... (each) \$2.00
Composter	• ..... \$40.00
Blue Box	
• new residents and replacements	• ..... no charge
• to purchase	• ..... \$8.00

<b>FIRE</b>	
<b>All rates are subject to HST.</b>	
Compliance Letters	• ..... \$65.00
Fire Reports (non-property owners/tenants)	• ..... \$65.00
Inspections	<ul style="list-style-type: none"> <li>• Special Occasion Permit ..... \$65.00</li> <li>• Liquor License ..... \$65.00</li> <li>• Home Daycare ..... \$65.00</li> <li>• Mobile Canteen / Seasonal Stand ..... \$65.00</li> </ul>
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants)	
• ..... current MTO rates	
Vehicle fire, danger of fire extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation	
• ..... at cost and supported by invoices	
Hazardous Materials Spill/Clean Up	
Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according	



to the direction of the controlling Federal or Provincial Ministry.

- ..... current MTO rates

**Open Air Burning**

Fires resulting from contravention of the Open Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs.

- ..... at cost and supported by invoices
- ..... current MTO rates

**Additional Expenses**

If as a result of a Fire and Emergency Services (i) response to an emergency including a motor vehicle incident, or (ii) carry out any of its duties or functions the Fire Chief or Deputy Fire Chief determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus ("Additional Services") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by the Corporation or otherwise carry out the duties and functions of the Fire Department, the owner of the property requiring or causing the need for the Additional Services shall be charged the costs to provide the Additional Services including all applicable taxes. Property shall mean personal and real property.

- ..... at cost and supported by invoices

**Fire Hall Room Rental**

- ..... \$25.00/hour plus HST (During Office Hours)
- ..... \$25.00/hour + \$25/hour for staffing, if required plus HST (Outside of Office Hours)

**POLICE**

**The following fees are administered by the Lanark County Detachment of the Ontario Provincial Police (OPP).**

First false alarm in any calendar year	• ..... no charge
Second false alarm in any calendar year	• ..... no charge
Third false alarm and any thereafter in a 12 month period	• ..... \$200.00

## PLANNING

<b>Official Plan Amendment</b>	•..... \$3,500.00
<b>Zoning</b>	
Amendment	•..... \$3,500.00
Temporary Use Extension	•..... \$2,000.00
Lift of Holding Provision	•..... \$650.00
<b>Joint Official Plan &amp; Zoning Amendment</b>	•..... \$4,500.00
<b>Minor Variance</b>	•..... \$800.00
<b>Site Plan Control</b>	
Major	•..... \$2,600.00
Minor	•..... \$1,600.00
Red Line Amending	•..... \$1,600.00
<b>Land Division</b>	
Consent	•..... \$875.00
Plan of Subdivision	•..... \$4,000.00
Plan of Condominium	•..... \$3,000.00
Redline Change	•..... \$1,000.00
Lifting Part Lot Control	•..... \$1,000.00
Lifting of 1 ft. Reserves	•..... \$1,000.00
Extension of Draft Approval	•..... \$800.00
<b>Cash-in-lieu of Parking</b>	•..... \$3,000.00/space
<b>Agreements</b>	
Encroachments	•..... \$800.00
Private Road	•..... \$1,000.00

Secondary Dwelling	•..... \$800.00
Miscellaneous Development (condition of approval)	•..... \$800.00
Pre-Servicing	•..... \$800.00
<b>Zoning Compliance Report</b>	•..... \$200.00
<b>Zoning Certificate</b>	•..... \$100.00
<b>File Reactivation Fee</b> (inactive for more than 12 months)	•.....50% of the Original Fee
<b>Green Energy Applications</b>	•..... \$1,500.00

**Additional Expenses**

Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.

Applications requiring the submission of supporting studies, briefs, and reports may be subject to peer review by professional consultants retained by the Municipality. Any incurred legal or professional fees shall be invoiced to the Applicant at the close of the file or the fiscal year end whichever comes first.

•..... at cost and supported by invoices

**BUILDING**

<b>Minimum Building Permit Fee</b>	•.....\$12 5.00
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**RESIDENTIAL BUILDING FEES**

<b>Dwellings</b>	
Single Family (≤ 3,200 sq. ft.)	•.....\$3,200.00
Townhome/Semi (≤ 2,500 sq. ft.)	•..... \$2,500.00 per unit
Apartment Dwelling (≤ 1,500 sq. ft.)	•..... \$1,500.00 per unit
Seasonal (≤ 600 sq. ft. - foundation/plumbing,/HVAC/Insulation extra)	•..... \$600.00

Dwellings over the prescribed maximum will be subject to additional charges	• ..... \$0.50/sq. ft.
<b>Accessory Dwellings</b>	
Coach House	• ..... \$2,500.00
Apartment Unit (or second dwelling in a house)	• ..... \$1,500.00
<b>Structures</b>	
<b>Accessory Building (new or additions)</b>	
No foundation	• ..... \$150.00
Below Grade Foundation	• ..... \$250.00
<b>Garage (attached/detached)</b>	
Heated	• ..... \$250.00
Unheated	• ..... \$300.00
<b>Deck/Landing</b>	
≤ 600 mm from grade	• ..... \$150.00
> 600 mm from grade	• ..... \$200.00
With foundation/piers	• ..... \$250.00
<b>Covered Deck/Porch</b>	• ..... \$300.00
<b>Alterations</b>	
Additions-New Above Grade Living Space (foundation/plumbing,/HVAC/Insulation extra)	• ..... \$1.00/sq. ft.
Basement Finishing	• ..... \$200.00
Basement Finishing with Plumbing	• ..... \$325.00
Foundation (new)	• ..... \$500.00
Foundation (structural repair)	• ..... \$175.00
Plumbing	• ..... Minimum Fee
HVAC or Solid Fuel Burning Device	• ..... Minimum Fee
Renovation to existing building	• ..... 2% of the Value of Construction
<b>COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES</b>	
Buildings new or additions (Group A, B, D, E, & F Occupancies)	• ..... \$0.80/sq. ft.
Fabric/Coverall Buildings	• ..... 2% of the Value of Construction
Air Support Structure/Dome	• ..... \$4,500.00
<b>Alterations</b>	

Plumbing HVAC, Heating System, Solid Fuel Burning Device Renovation/Interior Fit Up to existing building	• ..... 2% of the Value of Construction
<b>Pre-Fab Storage/Warehouse Structures</b> <1,500 sq. ft. 1,500-2,999 sq. ft. >3,000 sq. ft.	• ..... \$600.00 • ..... \$800.00 • ..... \$1,200.00
C-Can or Repurposed Vehicle (not modified) No Foundation Below Grade Foundation C-Can or Repurposed Vehicle (Modified)	• ..... \$150.00 • ..... \$250.00 • ..... See Pre-Fab Structure
<b>AGRICULTURAL BUILDING FEES</b>	
Conventional Barns/sheds/grain bins ≤ 592 sq. ft. >592 sq. ft.	• ..... \$125.00 • ..... \$250.00
Manure Storage/Digesters	• ..... \$300.00
Engineered Farm Buildings ≤2,690 sq. ft. >2,690 sq. ft.	• ..... \$300.00 • ..... \$500.00
<b>MISCELLANEOUS BUILDING FEES and CHARGES</b>	
Conditional Building Permit	• ..... \$200.00
Demolition Permit	• ..... 2% of the Value of Construction
Private Pool or Hot Tub	• ..... \$200.00
Change of Use Permit (Group A, B, C, D, E, F Occupancies)	• ..... 2% of the Value of Construction
Renewal of Permit	• ..... \$125.00
Occupancy/Use Certificate Inspection	• ..... \$125.00
Alterations/Revisions to Permits or Submitted Plans	• ..... \$75.00
Inspection booked – (unable to complete)	• ..... \$75.00
Inspections over and above 3	• ..... \$75.00
Permit Transfer to new Owner	• ..... \$125.00
Work without a Permit	

Major	• ..... \$1,000.00 maximum
Minor	• ..... \$500.00 maximum
<b>SIGN PERMIT FEES</b>	
Fascia / Awning/ Banner/ Sidewalk	• ..... \$125.00
Sidewalk sign (annual renewal)	• ..... \$60.00
Billboard sign	• ..... \$500.00
Portable / Trailer sign	• ..... \$300.00
Ground mount pedestal sign	• ..... \$125.00
Sign Variance	• ..... \$250.00

<b>DAY CARE (fee per day)</b>	
<b>Infant Program</b>	
Full-time	• ..... \$62.00
Part-time	• ..... \$67.00
<b>Toddler Program</b>	
Full-time	• ..... \$52.00
Part-time	• ..... \$57.00
<b>Preschool Program</b>	
Full-time	• ..... \$44.00
Full-time half day	• ..... \$34.00
Part-time	• ..... \$47.00
Part-time half day	• ..... \$37.00
<b>Kindergarten Program</b>	
Before & After School	• ..... \$23.00
Before or After School	• ..... \$18.00
Before & After School – Part-time	• ..... \$25.00
Before or After School – Part-time	• ..... \$20.00
Full Day	• ..... \$36.00
P.A. Half Day	• ..... \$26.00
<b>School Age Program</b>	
Before & After Full Time	• ..... \$21.00
Before or After Full Time	• ..... \$16.00
Before & After Part Time	• ..... \$23.00
Before or After Part Time	• ..... \$18.00
Full Day	• ..... \$34.00
P.A. Half Day	• ..... \$24.00

## ALMONTE OLD TOWN HALL

### AUDITORIUM

All rates are subject to HST.

Rental Fees Resident/Community Group	<ul style="list-style-type: none"> <li>• ..... \$36.75</li> <li>• ..... \$67.00</li> <li>• ..... \$98.00</li> <li>• ..... \$128.00</li> <li>• ... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event )</li> <li>• ..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events</li> </ul>
Rental Fees Non Resident	<ul style="list-style-type: none"> <li>• ..... \$55.00</li> <li>• ..... \$75.00</li> <li>• ..... \$110.00</li> <li>• ..... \$100.00</li> <li>• ..... \$125.00</li> <li>• ..... \$185.00</li> <li>• ..... \$100.00</li> <li>• ... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event )</li> <li>• ..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events</li> </ul>
Wedding Reception/ Private Function	<ul style="list-style-type: none"> <li>• ..... \$650.00</li> </ul>

Equipment Rental	
Stage Lights	• ..... \$100.00
Spot Light	• ..... \$25.00
Panels & Track Lights	• ..... \$100.00
Projector and Screen	• ..... \$25.00
Sound Equipment – Full Complement	• ..... \$250.00
Sound Equipment Small Sound Set-up	• ..... \$100.00

<b>MULTI-PURPOSE ROOM</b>	
Resident Community/ Affiliate Group	• ..... \$15.00/ hour (minimum 3 hr rental)
Private/Commercial Function (e.g. wedding, reception, meeting, staff function)	• ..... \$25.00/ hour

**RECREATION**

**ICE RENTAL RATES**  
All ice rental rates are an hourly rate and are subject to HST.

Prime Time – Minor Resident	• ..... \$130.00
Non Prime Time – Minor Resident	• ..... \$108.00
Prime Time – Adult Resident	• ..... \$183.00
Non Prime Time – Adult Resident	• ..... \$152.00
Prime Time – Non Resident	• ..... \$218.00
Non Prime Time – Non Resident	• ..... \$186.00
Tournament Rate – Minor Sports	• ..... \$130.00
Tournament Rate – Adult Resident	• ..... \$147.00
Tournament Rate – Broomball	• ..... \$127.00
Tournament Rate – Adult Non- Resident	• ..... \$218.00

**SLAB RENTAL RATES**  
All slab rental rates are subject to HST.

Monday – Thursday	• ..... \$39.00/hr
Friday – Sunday Rec Bar/no alcohol	• ..... \$64.00/hr
Friday – Sunday Client Bar	• ..... \$118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	• ..... \$482.00/booking



Service Club/Non-Profit Client Bar	• ..... \$656.00/booking
Resident – Rec Bar/no alcohol	• ..... \$482.00/booking
Resident – Client Bar	• ..... \$803.00/booking
Non Resident – Rec Bar/no alcohol	• ..... \$566.00/booking
Non Resident – Client Bar	• ..... \$1,048.00/booking

**HALL RENTAL RATES**  
**All hall rental rates are subject to HST.**

Monday – Thursday	• ..... \$35.00/hr
Friday – Sunday Rec Bar/no alcohol	• ..... \$62.00/hr
Friday – Sunday Client Bar	• ..... \$122.00/hr
Resident – Rec Bar/no alcohol	• ..... \$291.00/booking
Resident – Client Bar	• ..... \$584.00/booking
Non Resident – Rec Bar/no alcohol	• ..... \$328.00/booking
Non Resident – Client Bar	• ..... \$617.00/booking

**CEDAR HILL SCHOOL HOUSE HALL RENTAL RATES**  
**All hall rental rates are subject to HST.**

Daily excluding heat	• ..... \$84.00
Daily including heat	• ..... \$106.00
Hourly rental (1/2 day or less)	• ..... \$22.00/hr

**BASEBALL DIAMOND RENTAL RATES**  
**All rental rates are subject to HST.**

Hourly Rental (No lights required)	• ..... \$15.00/hr
Hourly Rental (Lights required)	• ..... \$19.00/hr

**BAR BEVERAGE RATES/BEVERAGE**  
**All rates include HST**

Beer	• ..... \$5.25
Liquor	• ..... \$5.25
Coolers	• ..... \$6.25
Wine (per glass)	• ..... \$5.25
Wine (per bottle)	• ..... \$18.00

## COMMUNITY AND ECONOMIC DEVELOPMENT

### BANNER INSTALLATION Per sign subject to HST

Non Profit Groups/Events	• .....	\$150.00
For Profit Groups/Event	• .....	\$200.00

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Acting Clerk  
**SUBJECT: Advisory Committee – Follow up #3**

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**RECOMMENDATIONS:**

**THAT Council approve the proposed structure for the advisory committees;**

**AND THAT the terms of reference be approved;**

**AND THAT staff be directed to advertise for membership to the Public Works, Agriculture and Finance & Policy Advisory Committees.**

**BACKGROUND:**

Staff brought forward a follow-up report to Council at the January 22, 2019 Council meeting identifying key areas for consideration in order to identify potential advisory committees. Staff were then directed to bring forward a report that reflected the discussion of Council.

The identified areas following the January 22<sup>nd</sup> Council meeting are:

<b>Areas</b>		
Recreation Programming Parks Facilities Recreation Trails	Public Works Roads and Bridges Environment Active Transportation	Economic Development Tourism Events Marketing Arts and Culture Business Beautification
Agriculture Agri-Tourism	Policies Finance	

## DISCUSSION:

The role of advisory committees is to provide advice and be advisors to Council on various action and priority items. Advisory Committees play an integral role when furthering the long and short term vision of the municipality. Additionally, these committees leverage local expertise and provide an opportunity for community engagement. Council also has the flexibility to assign projects, items for review, or any other action item to any of their advisory committees as they see fit.

During the January 22<sup>nd</sup> Council meeting Council provided direction on key areas, as such staff developed a revised advisory committee structure reflecting these priority issues. There are there five additional advisory committees being proposed:

1. Parks and Recreation Advisory Committee
2. Community and Economic Development Committee
3. Public Works
4. Agriculture
5. Finance and Policy

There are some important considerations to explore when developing the terms of references for the above mentioned advisory committees. These considerations include: recommendations from the Service Delivery Review to reduce the number of committees, length of terms of advisory committees, staff and Council workload, and expertise and representative committee membership. In regards to length of terms, Council had expressed a desire to explore two year renewable terms for members of advisory committees. While this option may entice more members from the public to apply, it may cause a slowdown of business if a majority of the members opt not to renew for another 2 year term. If this occurs, staff would be required to advertise for membership, review applications for completeness and bring back applications to Council for consideration. This could result in up to a 6 week delay/pause in advisory committee business.

The tables below take into account these considerations:

<b>Parks and Recreation Advisory Committee</b>	
Membership	5-7 members of the public
Length of Terms	2 year terms renewable for another 2 years
Key priority Areas	Recreation Programming Parks Facilities Recreation Trails
Staff Resource	Calvin Murphy, Recreation Manager
Frequency of Meetings	Monthly (no less than 6 times per year)
Working Groups	None

<b>Community and Economic Development Advisory Committee</b>	
Membership	5-7 members of the public
Length of Terms	2 year terms renewable for another 2 years
Key priority Areas	Economic Development Tourism Events Marketing Arts and Culture Business
Staff Resource	Tiffany MacLaren, Community Economic & Cultural Coordinator
Frequency of Meetings	Monthly (no less than 6 times per year)
Working Groups	Riverwalk Expansion, Beautification

<b>Public Works</b>	
Membership	5-7 members of the public
Length of Terms	2 year terms renewable for another 2 years
Key priority Areas	Public Works Roads and Bridges Environment Active Transportation
Staff Resource	Guy Bourgon, Director of Roads and Public Works
Frequency of Meetings	Bi- Monthly (no less than 4 times per year)
Working Groups	None

<b>Agriculture</b>	
Membership	5-7 members of the public
Length of Terms	2 year terms renewable for another 2 years
Key priority Areas	Agriculture Agri-Tourism
Staff Resource	Niki Dwyer, Director of Planning

Frequency of Meetings	Bi- Monthly (no less than 4 times per year)
Working Groups	None

<b>Finance and Policy</b>	
Membership	5-7 members of the public
Length of Terms	2 year terms renewable for another 2 years
Key priority Areas	New Policies Review of existing policies Finances *Mandatory requirements as per Provincial or Federal legislature would not be reviewed by this committee.
Staff Resource	Rhonda Whitmarsh, Treasurer
Frequency of Meetings	Bi- Monthly (no less than 4 times per year)
Working Groups	None

Prior to the above changes to the advisory committee structure, staff advertised for the following committees: Parks and Recreation, Community and Economic Development, and Transportation and Environment. The amendments to the Community and Economic Development as well as the Parks and Recreation advisory Committees' terms of reference is minimal it is recommended that Council appoint membership from the pool of existing applicants (Parks and Recreation (13), Community and Economic Development (15)). In addition, staff is recommending that the 19 applications received for the previously approved Transportation and Environment Advisory Committee be considered with the new applications.

Advertisements for applications to the advisory committees will be placed in local newspapers, on the municipal website as well as on social media. We will also recommend that council share the advertisement on social media pages as well as with residents. The proposed application timeline for these committees is to publish a call for applications mid-February with the deadline to receive application by the end of March (firm dates will be advertised).

**FINANCIAL IMPLICATIONS:**

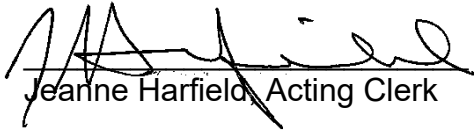
The costs associated with advertising in local newspapers are absorbed in the existing administration budget.

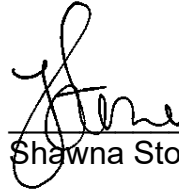
**SUMMARY:**

It is recommended that Council approve of the proposed advisory committee structure and the attached terms of references.

Respectfully submitted,

Reviewed by,

  
Jeanne Harfield, Acting Clerk

  
Shawna Stone, Acting CAO

Attachments:

1. Community Economic Development Advisory Committee Terms of Reference
2. Parks and Recreation Advisory Committee Terms of Reference
3. Public Works Advisory Committee Terms of Reference
4. Agriculture Advisory Committee Terms of Reference
5. Finance and Policy Advisory Committee Terms of Reference



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## Community Economic Development Advisory Committee Terms of Reference

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### 1.0 Mission Statement

The Community Economic Development Advisory Committee (CEDC) is an advisory committee of Council with a mandate to foster, promote and implement economic, business and tourism development initiatives within the Municipality of Mississippi Mills. Mississippi Mills is a diverse municipality with strong rural and urban roots; the committee will work to promote development across all sectors.

### 2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting community and economic development.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Identify activities, events and opportunities to promote economic growth and tourism in Mississippi Mills.
- e. Provide a voice and forum for businesses, rural and urban communities, beautification, and arts and culture for the greater good of Mississippi Mills.
- f. Encourage community involvement in matters and projects related to economic development.
- g. The Committee shall assist with the development of new and innovative programs and services that positively affect the operation of the Department of Recreation and Culture.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.



- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. 5- 7 members of the public representing various sectors of the business community with diverse knowledge. Ideally membership may include representation from all wards and expertise in the following areas:
    - rural business community
    - urban business community
    - arts and culture community
    - marketing or tourism related experience
    - beautification
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The CEDC shall meet a minimum of six (6) times per year.
- f. The CEDC shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.

### **4.0 Committee Support**

The Community Economic & Culture Coordinator is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

## APPENDIX I

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### **Riverwalk Expansion Working Group Guidelines**

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The Riverwalk Expansion Working Group is an advisory group to the Community Economic Development Committee. The Riverwalk Expansion Working Group has a clear mandate to promote, advance, define, extend and fundraise for the expansion of the Riverwalk.

#### **General Objectives:**

- Promote and encourage community involvement in the Riverwalk project.
- Assist with projects and programs related to the Riverwalk.
- Host public fundraising events or initiatives for the Riverwalk.
- Liaise with the CEDC on the Riverwalk expansion.
- Report back to the CEDC with advice or information in writing, verbal report, or as a delegation to the CEDC.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the community.
- 1 member of the CEDC will be a liaison between the working group and the CEDC.
- The terms of office for the working group shall be established by the CEDC.

## APPENDIX II

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### Beautification Working Group Guidelines

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The Beautification Working Group is an advisory group to the Community Economic Development Advisory Committee. The purpose of the working group is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

#### **General Objectives:**

- Coordinate and/or assist with projects and programs related to: public art, streetscapes, banners, planting (including baskets), maintenance and clean up (Pitch in Program)
- Encourage community involvement in advancing and maintaining the beautification and aesthetics of Mississippi Mills.
- Assist with the implementation of programs as prescribed by the Community Economic Development Advisory Committee.
- Report back to the Community Economic Development Advisory Committee with advice or information in writing, verbal report, or as a delegation to the Community Economic Development Advisory Committee.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors.
- 1 member of the Community Economic Development Advisory Committee will be a liaison between the working group and the Community Economic Development Advisory Committee.
- The terms of office for the working group shall be established by the Community Economic Development Advisory Committee.



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## **Parks and Recreation Advisory Committee Terms of Reference**

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### **1.0 Mission Statement**

The Parks and Recreation Advisory Committee is an advisory committee of Council with a mandate to provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to enhancing the quality of life for Mississippi Mills residents through a wide range of innovative, inclusive and accessible programming, providing opportunities for physical activity, social interaction and community engagement.

### **2.0 General**

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- e. Help identify to staff and/or Council recommendations regarding: community parks, recreation trails, sport, and recreation services that exist or may be needed.
- f. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- g. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of Mississippi Mills.
- h. Encourage community involvement in matters and projects related to parks and recreation.
- i. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- j. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. 5- 7 members of the public representing various sectors of the business community with diverse knowledge. Ideally membership may include representation from all wards with expertise in recreation-related activities.
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Parks and Recreation Advisory Committee shall meet a minimum of six (6) times per year.
- e. The Parks and Recreation Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

### **4.0 Committee Support**

The Recreation Manager is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



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## Public Works Advisory Committee Terms of Reference

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### 1.0 Mission Statement

The Public Works Advisory Committee is an advisory committee of Council with a mandate to advise and support Council on matters that relate to public works such as: roads and bridges, active transportation and environment. The Public Works Advisory Committee will also provide support on other related issues as requested by Council.

### 2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to public works.
- b. To make recommendations as directed by Council with respect to Public Works practices, policies and procedures, as well as maintenance standards.
- c. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- d. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- e. To make recommendations to Council concerning the prioritization and implementation of Active Transportation Master Plan.
- f. Review and provide comment on new public works capital projects with the objective of meeting complete street objectives.
- g. Provide a voice and forum for accessible, pedestrian friendly and cycling friendly community, environmental issues, and transportation-related matters.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 Council member
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
    - Public works
    - Active transportation
    - Environment
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Public Works Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Public Works Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

### **4.0 Committee Support**

The Director of Roads and Public Works is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



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## **Agriculture Advisory Committee Terms of Reference**

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### **1.0 Mission Statement**

The Agriculture Advisory Committee is an advisory committee of Council with a mandate to advise and support Council on matters of impact to the agricultural community for the benefit of the entire Municipality. The Agriculture Advisory Committee will also provide support on other related issues as requested by Council.

### **2.0 General**

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees on agricultural matters (policies, projects, other governmental programs, etc.)
- b. The Committee shall support awareness raising initiatives to support the local agriculture community as directed by Council.
- c. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- d. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- e. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- f. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 Council member
  - ii. Mayor (ex-officio)
  - iii. Staff support



- iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
  - Agriculture
  - Agri-tourism
  - Rural development
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Agriculture Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Agriculture Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

#### **4.0 Committee Support**

The Director of Planning is designated as the staff resource. Additional staff resources may be utilized as required.

#### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.



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## **Finance and Policy Committee Terms of Reference**

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### **1.0 Mission Statement**

The Finance and Policy Advisory Committee's role is to serve in an advisory capacity to Council in regards to matters related to: budget; investment; long range financial planning and policies; corporate policies and by-laws.

### **2.0 General**

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees on policy and financial matters.
- b. To make recommendations to Council as directed by Council with respect to cost saving opportunities and financial matters or policies.
- c. To make recommendations to Council as directed by Council with respect to updates to current or proposed by-laws and policies.
- d. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- e. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- f. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- g. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 Council member
  - ii. Mayor (ex-officio)
  - iii. Staff support

- iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
  - Policy development
  - Finance
  - Law
  - Government
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Finance and Policy Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Finance and Policy Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

#### **4.0 Committee Support**

The Treasure is designated as the staff resource. Additional staff resources may be utilized as required.

#### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Jennifer Russell, Acting Deputy Clerk  
**SUBJECT:** **Bill 68 – Pregnancy and Parental Leave Policy for Council**

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### **RECOMMENDATION:**

**THAT Council approve the Pregnancy and Parental Leave Policy for members of Council as presented.**

### **BACKGROUND:**

Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017* was introduced on November 16, 2016 and obtained Royal Assent on May 30, 2017. While some sections came into effect upon Royal Assent, other sections came into force in phases. In March 2019 codes of conduct, appointment of an integrity commissioner, conflict of interest registry, and adoption of policies all come into force and effect. The majority of these items have been adopted in Mississippi Mills with the exception of a Pregnancy and Parental Leave Policy for Council.

Prior to Bill 68, a Council member's seat became vacant if the Member was absent from Council meetings for three successive months without being authorized to do so by a Council resolution. A member was required to obtain a resolution of Council for an extended leave of absence due to pregnancy, the birth of a child or adoption of a child. Bill 68 provided an exemption to the above noted provision such that no resolution of Council is required to grant an extended leave of absence for a member of Council if the absence is related to pregnancy or parental leave for twenty (20) consecutive weeks or less.

### **DISCUSSION:**

As per Bill 68, a Municipality is required to have a policy that supports pregnancy and parental leaves for members of Council. The new policy will prevent a Council members' seat from becoming vacant due to absences resulting from pregnancy, or the birth/adoption of the member's child for a period of 20 consecutive weeks or less.

The policy meets the requirements of the *Municipal Act*. Under the policy, the offices of Council members could not be deemed vacant due to a related absence for 20 consecutive weeks. Municipalities will be given the option to excuse absences, for any reason, beyond 20 weeks.

The policy includes provisions for the member to be paid during their absence and that any other expenses normally paid should continue to be covered. Unlike staff, Members of Council are not considered employees and the municipality does not deduct or remit EI premiums from their annual remuneration. As such, council members do not qualify to receive EI benefits while on leave. Additionally, while on leave Council Members may reserve the right to participate as active Members but are not required to do so. Therefore, to support a Member's wish to remain an active participant of council while on pregnancy or parental leave the municipality should continue to remunerate those Members as if they were not on leave.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

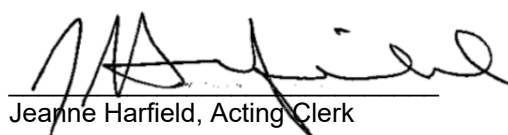
**SUMMARY:**

Under Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*, the Municipality shall adopt a Pregnancy and Parental Leave Policy for Members of Council. The policy prevents a Council member's seat from becoming vacant due to absences resulting from pregnancy, or the birth/adoption of the member's child for a period of 20 consecutive weeks or less. It is therefore recommended that Council pass the proposed Municipal Pregnancy and Parental Leave Policy for Members of Council.

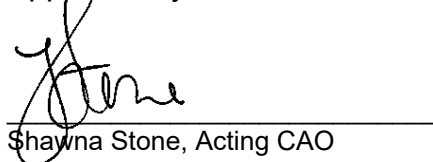
Respectfully submitted,

  
Jennifer Russell, Acting Deputy Clerk

Reviewed by,

  
Jeanne Harfield, Acting Clerk

Approved by,

  
Shawna Stone, Acting CAO

Attachments:

1. Pregnancy and Parental Leave Policy - Council



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## APPOINTMENT POLICY TO FILL VACANCY ON COUNCIL

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### **General**

1. The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.
2. Any individual filling the vacancy must be an Eligible Elector under the *Municipal Elections Act*.

### **Appointment Procedure**

#### **Notice**

3. The Clerk will post a Council Vacancy notice on the Municipal website and in the local newspaper for two (2) consecutive weeks after the vacancy is declared. The notice will outline the application process.

#### **Application**

4. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.
5. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.
6. Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½" x 11") paper, shall not exceed one (1) page in length, and will include the candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise candidate(s) of the deadline for submission of a personal statement.
7. It is the candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.

## ATTACHMENT 1

8. The Clerk will create a list of all candidates.

### **Council Meeting – Part 1: Interviews**

9. A vote to fill a vacancy on Council by appointment will occur at an open Council meeting.
10. Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.
11. At the meeting, the Chair will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.
12. The Clerk will provide to the Chair a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”
13. Each of the candidates will be asked the five (5) questions approved by Council. The questions will be asked by the CAO for consistency purposes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.
14. Fifteen (15) minutes will be allotted for each interview to ensure a fair, effective and efficient process. The Clerk will stand after twelve (12) minutes to indicate that there are three (3) minutes left and again at fifteen (15) minutes if the interview is still in progress.
15. Upon hearing all candidate submissions, Council will adjourn and a decision on who to appoint will be made at the next Council meeting.

### **Council Meeting – Part 2: Selection**

16. At the next Council meeting, Council will proceed to vote, by way of a public ballot vote, in rounds of voting as follows:
  - a. Each of the pieces of paper to be used as either ballots or to be used by the Clerk to draw names will be equal in size and type;
  - b. Only the Clerk or designate may handle the papers, ballots and container referenced in this procedure, save and except the members being permitted to mark their ballots;
  - c. Ballots will be provided to members of Council on which to indicate their choice of candidate(s) in writing; and all ballots shall be of identical size,

## ATTACHMENT 1

- paper quality and colour and shall be pre-printed with the member's name and a place to be signed by the member;
- d. The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
  - e. The first round ballots will contain the name of each candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the member of Council may mark an "X" beside the name of the candidates of their preference as provided in 16(d).
  - f. The top three (3) candidates, or top two (2) as the case may be, who receive the most votes will continue to the next round of voting. All other candidates will be removed from further consideration.
  - g. Any round one ballot marked with more than the prescribed "X" as provided in 16(d), or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication signature of the member of Council shall be considered a spoiled ballot and shall not be included in the tally;
  - h. All subsequent ballots shall be in the form described in (c) above but will not contain any candidate names in a pre-printed format;
  - i. The Clerk will ask members of Council to vote by clearly printing the name of their preferred candidate on the ballot, signing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk or designate;
  - j. The Clerk will read aloud the member's name and selected candidate and announce the tallies of all votes;
  - k. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, all candidates who did not receive any votes or the candidate who received the fewest number of votes shall be excluded from consideration;
  - l. The process shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
  - m. In the event the votes cast are equal for all candidates:
    - i. If there are three candidates remaining, the Clerk shall by lot select one such candidate to be excluded from subsequent voting;



## ATTACHMENT 1

- ii. If only two candidates remain, the tie shall be broken and vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful candidate;
- n. Upon conclusion of the voting, the Clerk will declare to be elected the candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 16(m)(ii);
- o. A by-law confirming the appointment shall be enacted by Council to appoint the successful candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful candidate;
- p. The minutes of the Council meeting shall include a full disclosure of all voting results.

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Acting Clerk  
**SUBJECT:** **Award of Request for Proposal for Live Streaming and Meeting Management Services**

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**RECOMMENDATION:**

**THAT Council award the Request for Proposal for Live Streaming and Meeting Management Services to eScribe for a three (3) year contract;**

**AND THAT Council proceed with option 1: Transparency Bundle with Native Encoder as the preferred solution.**

**BACKGROUND:**

Livestreaming Council meetings was identified as a municipal priority to increase openness and transparency and to increase accessibility for those wishing to watch Council meetings.

Streaming options were brought forward to Council initially in 2017; however, at the time the broadband capabilities at the Municipal Office was not strong enough to reliably support high quality live streaming videos. Since then, the Municipal office has been outfitted with fibre internet connection and therefore the broadband capabilities are suitable for livestreaming.

Staff drafted the RFP and advertised it on the municipal website, sent directly to vendors and placed ads in local newspapers. Submissions were due by January 11, 2019. The RFP also included a request for meeting management software that would integrate the agenda with the video for ease of use for the public and Council. Lastly, proposed vendors were also asked to provide camera equipment necessary for livestreaming.

**DISCUSSION:**

One joint proposal was received and met all the criteria outlined in the RFP. The RFP outlined the following evaluation criteria:

1. Experience and Qualifications of Team Members (20 points)
2. Understanding of Objectives and Completeness of Proposal (10 points)

3. Quality of Approach and Methodology (10 points)
4. Proposed Work Plan, Schedule and Level of Effort (20 points)

eScribe and ISI Live submitted a proposal with eScribe being the project lead. Even though there was only one submission, staff is confident that the proposal will meet the needs of the Municipality for the following reasons:

- Ontario-based company with experience providing services to Canadian municipalities
- Easy to use meeting management software
- ISI reputation for high level of customer service and experience servicing camera and equipment necessary for livestreaming
- Canadian cloud based storage and security
- Solution provides closed captioning and meet other accessibility requirements as per *Accessibility for Ontarians with Disabilities Act* including website accessibility requirements such as WCAG 2.0
- Provides option to host videos on Municipal website or use YouTube
- IT Support for software and hardware
- Solution is mobile friendly
- Detailed training programs for administrators
- Identified as preferred vendor by the Association of Municipalities of Ontario

Within the proposal eScribe outlined a proposed timeline for the implementation of livestreaming Council meetings. It will take approximately 6-8 weeks to begin livestreaming from the signing of the contract. However, depending on external factors the timeline may need to be extended to take into account staff availability.

eScribe also provided two solution options for Mississippi Mills: Option 1 would utilize a native encoder and the streaming videos would be housed on the municipal website and stored in a cloud based storage solution. Option 2 would utilize YouTube to stream and store Council videos.

There are pros and cons to both options; however, staff is recommending going with option 1 for a number of reasons some being:

- No in-house IT support or expertise to troubleshoot problems – utilizing County IT would be quite costly.
- Mississippi Mills will own the content and it will be in our custody and control (important consideration for Municipal Freedom of Information and Protection of Privacy Act)
- Less of an administrative burden – software support is provided with Option 1 and staff will have minimal backend work to stream videos
- eScribe and ISI will provide technical support if a problem arises when streaming
- No technical support offered for YouTube – it would be the sole responsibility of staff to troubleshoot any snags with YouTube videos
- YouTube does not interface with the meeting management solution
- Unlimited storage available with Option1 and all videos will be stored in Canada and comply with Canadian data security regulations

- Unable to index with YouTube videos – staff would be required to manually index in the comment section which is also less user friendly
- Option 1 provides a better user experience, higher production quality, and closed captioning on live streaming videos.
- Ability to schedule in advance when the camera will be muted and not recording for closed sessions and any breaks. Additionally – a graphic can be designed to be seen by the viewer why there is no video (ex: “Council in Closed Session”) the program will also provide staff the ability to indicate when Council will resume (countdown).

**FINANCIAL IMPLICATIONS:**

The RFP provided two options for consideration, in addition, eScribe offers AMO members under 20,000 population special pricing – the discount applied for Option 1 is \$11,400 and the discount applied for Option 2 is \$10,400.

The two options are:

<b>Option 1: Transparency Bundle with Native Encoder</b>	
Year 1 fee	\$30,477.12 (includes non-refundable HST)
Year 2 and 3 Annual fees	\$22,336.32 (includes non-refundable HST)

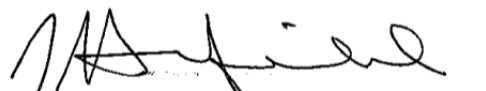
<b>Option 2: Transparency Bundle with YouTube</b>	
Year 1 fee	\$16,790.40 (includes non-refundable HST)
Year 2 and 3 Annual fees	\$ 8,649.60 (includes non-refundable HST)

Currently, there is \$25,000 allotted in the 2018 budget for livestreaming and a proposed \$25,000 in the 2019 budget. Staff is recommending that the Municipality opt for option 1 which would have budget implications for 2019 of \$5,477.12.

**SUMMARY:**

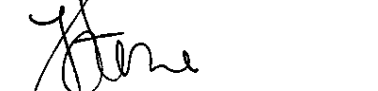
After reviewing the RFP submissions for Live Streaming and Meeting Management Services for Mississippi Mills, staff is recommending that the RFP be awarded to eScribe for a three (3) year contract and that Option 1: Transparency Bundle with Native Encoder be utilized.

Respectfully submitted,



Jeanne Harfield  
Acting Clerk

Approved by,



Shawna Stone,  
Acting CAO

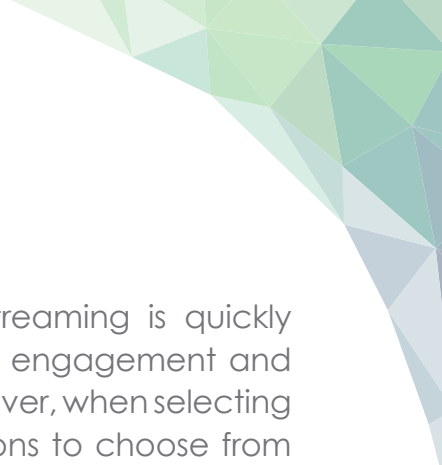
Attachment 1: Key Considerations for Public Sector Webcasting



# Key Considerations for Public Sector Webcasting

## WHITEPAPER

Video streaming has become an indispensable tool for local governments and public sector organizations striving to improve the transparency of their meetings, but selecting which streaming service to use amongst a diverse range of providers and solutions can be extremely challenging. Users need to decipher which features are most relevant to their particular needs, and determine which service provider can best help them achieve their immediate and future goals without requiring too much technical knowledge and effort. This paper describes 13 key attributes you should consider when selecting a video streaming service for your transparency initiatives.



For local governments and public sector organizations, video streaming is quickly becoming an essential tool in achieving their mandates for citizen engagement and improving the transparency of their meetings and proceedings. However, when selecting which streaming service to use, the number of providers and options to choose from can seem overwhelming.

With literally dozens of vendors offer streaming services or related tools – some as their core business, others as a component of a broader solution – determining which to choose can be challenging. Some services may be fine for entertainment-oriented streaming, and others may offer many advanced features, but they often have significant limitations for integrating with government or education public meeting requirements. Other solutions may seem appropriate but require too much technical knowledge or IT support to implement and use them efficiently.

Furthermore, given that streaming solutions can also vary significantly in cost, it is important to understand which features you really need, and to make sure that you are choosing a platform that will meet both your immediate and long-term goals. To help you make the right decision for your requirements, consider the following 13 attributes when evaluating and selecting a video streaming service.

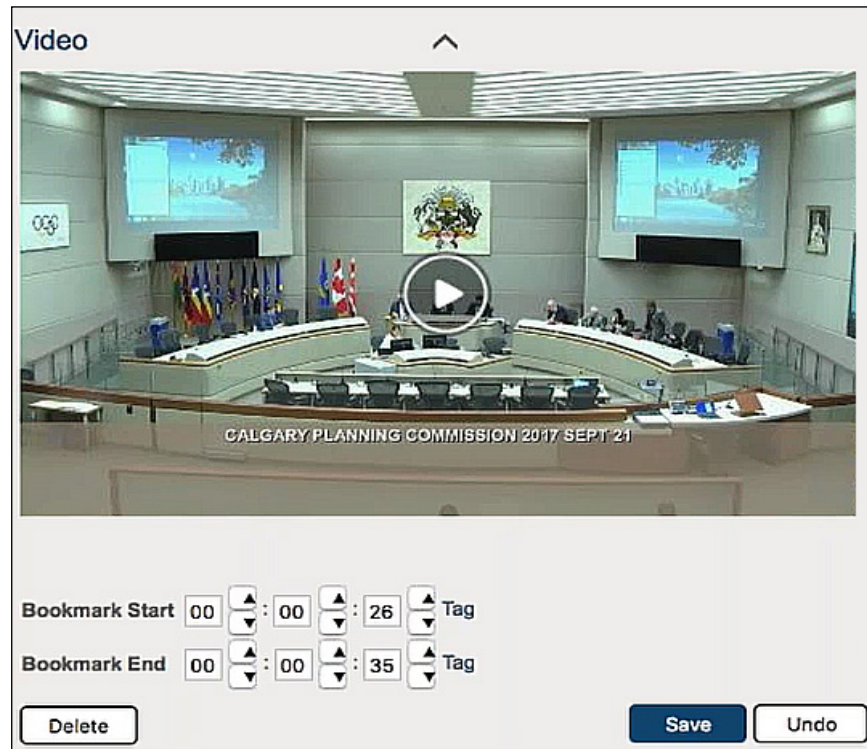
### *1. Automated operation with minimal manual effort*

Tie webcasting control to meeting session management. You and your colleagues have enough to do during meetings without having to handhold your streaming system. Look for a solution that automates the streaming process as much as possible, minimizing effort and error-prone manual steps. Features like one-click streaming/recording free your staff to focus on the meeting itself, while the ability to monitor video and audio status from their seats gives them ongoing confidence that your streams are working as intended.

### *2. Automatic time-stamping of agenda and minute items*

Help your citizens quickly find what they need. While some viewers may want to watch your meeting videos in their entirety, many of them will only be interested in a specific agenda or minute item. Bookmarking these points in the video lets viewers jump directly to what they want to see, without scrubbing through the entire video to find it. Choose a service

that can automatically time-stamp the video as it is captured and link the bookmarks to the minutes (or post-meeting agenda) on your website, letting you improve the viewer experience without time-consuming, after-meeting effort.



### 3. Automated, real-time closed captioning







It may sound like science fiction, but Artificial Intelligence with Deep Learning is becoming part of the engagement and accessibility story. Today, closed captioning of your videos is essential for providing transparency to the widest range of constituents, and a regulatory requirement for complying with expanding accessibility standards in many jurisdictions.

Tomorrow, real-time translation may be a requirement in certain environments. Many streaming services require closed captioning to be performed manually and/or added to your video as a separate step after recording. Instead, look for a provider that offers accurate, automatic closed captioning in real time, minimizing effort and turnaround time.

Ideally, the solution you select should take advantage of technology developments in Artificial Intelligence and Deep Learning Systems by incorporating a 'trainable' closed captioning engine that can master proper names and the particularities of pronunciation. That same technology could be harnessed in the future to provide real time translation, giving you a path to tomorrow.

#### 4. *Splash screens for breaks or closed sessions*

Avoid blank screens and embarrassing silence on your webcasts. Many meetings incorporate planned breaks, while unexpected events may also interrupt proceedings. Meanwhile, entire meetings or portions thereof may be closed to the public for reasons ranging from legal restrictions to individual participants' privacy in sensitive matters. The feed from your live cameras should not be streamed during breaks or closed sessions, but empty black screens or "stream not available" error messages would frustrate viewers attempting to access your streams during these times. Providing your audience with friendly messaging about the nature of the break and the time the stream is expected to resume will help keep viewers satisfied and engaged. Choose a solution that lets you display informational splash screens during closed sessions and breaks, and lets you upload multiple splash screens in advance so you have something ready to display even for unexpected occurrences.

Video Sources			
Name	Audio Source	Image Source	
Video Encoder	Encoder	Encoder	
 Closed Session	Muted		
 Meeting will Begin Shortly	Muted		
 Resume in the Morning	Muted		
<a href="#">Add new video source</a>			



### 5. Unlimited storage, data and viewers

As always, the first rule for storage is to plan for as large an amount as possible, as you will ultimately need it. High-quality video can consume massive amounts of storage capacity – many terabytes (TB), not just gigabytes (GB) – particularly when archiving multiple years’ worth of recordings. A single two-hour, high definition recording at typical Blu-ray quality and encoding bitrates can take roughly 1 GB of storage, and while your meetings don’t need to be streamed at Hollywood-like quality, today’s viewers are conditioned to expect a certain minimum visual standard. Many streaming services limit how much storage you can use, or charge fees based on storage consumption. Similarly, many providers limit or charge you based on the number of viewers who can watch streams simultaneously, or on the amount of streaming data you’ve delivered. Reaching these limits can impede your constituents’ ability to access your streams, while unrestricted but fee-based plans can cause your costs to spiral out of control quickly and unpredictably. Look for a service that offers unlimited storage, data transfer and viewer concurrency for a fixed cost, with no usage-based charges.

Storage per Recording		
	"Quality" and Bitrate	
Meeting Length	640x480 SD, 30Fps 500Kbps video, 128Kbps audio	1280x720 HD, 30Fps 1Mbps video, 128Kbps audio
30 minutes	141 MB	254 MB
1 hour	283 MB	508 MB
2 hours	565 MB	1015 MB
4 hours	1130 MB	2030 MB
8 hours	2261 MB	4061 MB
14 hours	3956 MB	7106 MB

For consistency with storage vendors' literature and simplicity, K=1000 and M=1,000,000 in this table (not the binary-based K=1024, M=1024x1024).  
Kbps = kilobits per second, Mbps = megabits per second, MB = megabytes.

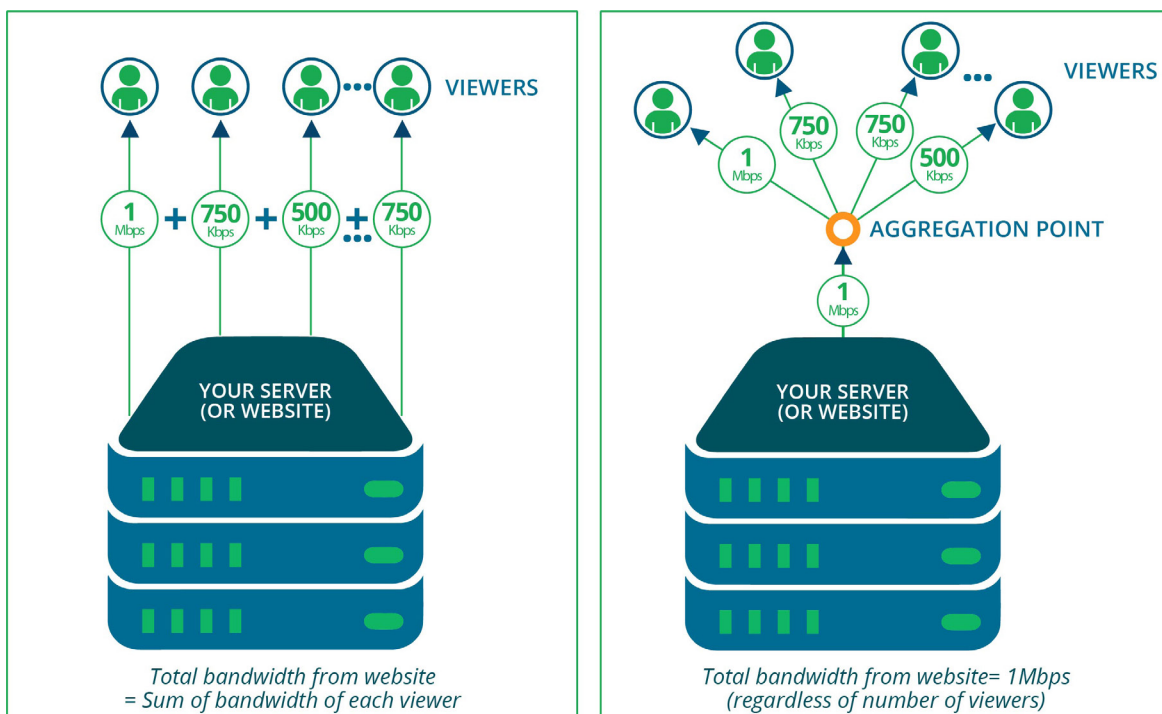
### 6. Domestic storage repository

Keep control of where, and how, your information is stored. While storing and serving your video through a third-party service offers many advantages over doing so on your own infrastructure (one such benefit is described in the next point), the location where data is stored by the service provider is of increasing concern to many organizations and their constituents.

Privacy legislation, data security regulations and legal obligations for providers to share data with authorities outside of the country of origin all vary significantly between jurisdictions. Be sure to choose a service provider who stores your data in your own country.

### 7. Unlimited viewers from a single outgoing feed

Manage your bandwidth and save it for critical business functions. Look for a streaming service that lets you deliver streams to your audience using the provider's bandwidth and infrastructure instead of your own. If you serve the streams yourself, 100 people viewing the same stream takes 100 times the bandwidth compared to a single viewer. This not only impacts your network performance, but also limits the number of people who can reliably view your stream. Once you reach the maximum capacity of your Internet connectivity, additional viewers may be unable to access your stream – thus undermining your transparency initiatives – while those already viewing your meeting may have their streams interrupted. Even a high-performance, fibre-based 1 Gbps (gigabit per second) Internet connection can serve fewer than 1000 concurrent viewers at a 1 Mbps data rate for streaming 720p HD video, and most organizations have far less outgoing bandwidth than that. The ideal system lets you deliver a single stream to an aggregation point, from which any number of viewers can be reliably served.



### *8. Simultaneous streaming of unlimited meetings from multiple locations*

Be able to use the streaming service as much as required, and from as many locations as necessary. For many organizations, streaming the video from a just single camera is not enough to create full transparency of all of their meetings; multiple cameras may be needed for complete coverage. Within a single location such as a large council chamber or trustee meeting room, a video switcher can integrate multiple cameras to capture all meeting participants, but some organizations may have multiple meetings taking place at the same time in different rooms (for example, a council meeting in one room, and a committee meeting in another). Each location requires its own encoding channel, so look for a service that can stream concurrent meetings from multiple encoders simultaneously, and lets you stream an unlimited number of meetings and events from each encoder-equipped location.

### *9. Simple publishing and integration with your website*

Make publishing simple. Publishing your live streams and recordings on your public-facing website shouldn't require a lot of time-consuming manual steps or technical knowledge. Meanwhile, for the optimal presentation experience, online visitors should not have to leave the standard layout and navigation of your website to view videos on a separate, inconsistent page. The ideal solution will allow you to effortlessly publish your streams to your website, and will integrate them seamlessly into your standard webpage design.

### *10. Resilience to lost connectivity*

Keep your video going, even with an outage. While network connectivity is generally quite reliable, service interruptions do still happen. With many streaming solutions, even a brief connectivity disruption during a live event requires streaming to be manually restarted when the connection comes back up, and any video encoded during the outage may be lost. The ideal solution can continue recording to local storage within the encoders and will automatically resume streaming when the Internet connection is re-established.

### *11. Letting you keep control over your intellectual property*

You own your content, so you should decide how it is used. While popular, consumer-oriented social media services essentially provide no-cost distribution of your content, you sacrifice control of your intellectual property when you use them.

While you retain the ownership rights to your content, by submitting it to these services you grant them a license to use your video and audio in almost any way they want to – from inserting advertisements to creating derivative works – with no control or recourse over how they use it. Look for a service that lets you retain control of your content.

### *12. Support for multiple video formats*

Your citizens expect access on any device, in any format. While video streaming has become simpler for both consumers and content producers, to reach the widest possible audience your chosen solution must support multiple streaming technologies and protocols. These include standards for video compression (such as H.264 and HEVC, which significantly reduce the network bandwidth required for delivering high-quality video) and wrappers (for example, MP4 and MOV). Varying viewing devices including PCs, tablets and smartphones each may have a different set of formats they can handle, so select a streaming service that supports all of the formats required by the devices your audience may use.

### *13. Reasonable cost*

When evaluating costs, think “turnkey.” While expensive streaming services supporting millions of simultaneous viewers may be necessary for commercial media enterprises, any publicly-funded organization needs to be more prudent with its budget. Conversely, while “nearly free” services may seem tempting, the adage that “you get what you pay for” certainly applies to streaming, and your transparency mandates are too important to take chances. Be sure the pricing of the service you choose is well-aligned with your needs while also making sure that the costs are predictable, free of any usage-based charges that could quickly add up for live streams and recorded videos that attract high numbers of viewers.

The Webcasting Plus module for eSCRIBE meeting management software is designed and optimized specifically for the streaming needs of local governments and public sector organizations, letting you easily stream without limits while meeting the requirements and expectations of your constituents and stakeholders. To learn more about how eSCRIBE can help you start or improve streaming of your meetings, contact us today.

**THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Acting Clerk  
**SUBJECT:** **Declaring the Office of Deputy Mayor Vacant and Review of Methods to Fill the Vacancy**

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**RECOMMENDATION:**

**THAT Council declare the Deputy Mayor seat vacant;**

**AND THAT the Councillor \_\_\_\_\_ be appointed as the interim County representative until the Deputy Mayor vacancy is filled;**

**AND THAT Council consider the options available for filling the vacancy in accordance with the *Municipal Act* and the *Municipal Elections Act*.**

**BACKGROUND:**

On January 13, 2019, Deputy Mayor John Levi passed away while holding office. As a result, his seat at Council became vacant as well as his seat at Lanark County Council.

Per section 263(1) of the *Municipal Act*, Council has two choices on how to fill the vacancy: Council can either appoint a person who is eligible to hold the seat per the *Municipal Elections Act* or hold a by-election.

Depending on the option selected there will be different policies and by-laws that would need to be approved or followed. There will also be different timelines as per the *Municipal Elections Act*.

In 2016, Council adopted an Appointment Policy (Attachment 1) that outlines the process to follow to fill a Council vacancy through the appointment process. The policy requires that eligible candidates submit an application to the Clerk and then after short presentations and questions and answers Council will vote on their desired candidate.

## **DISCUSSION:**

### County Council Vacancy

The Clerk/Deputy CAO, Lanark County, advised that there are no immediate requirements that the municipality needs to take; however, without a second representative at County Council Mississippi Mills would lose half of their vote in a weighted voting system. As it stands, Mississippi Mills has highest weighted vote (11 points per vote); therefore, it is recommended that a current member be temporarily appointed to County Council until the Deputy Mayor vacancy is filled permanently. This is also in keeping with the section 267 (2) of the *Municipal Act* which outlines when a temporary appointment can be made to an upper-tier municipality when a vacancy occurs. This would ensure that Mississippi Mills has equal representation at County Council which may be important as key issues come up for debate and final decisions.

### Filling Deputy Mayor Vacancy

Council must fill the vacancy of the Deputy Mayor position and follow the timelines prescribed in the *Municipal Act* and the *Municipal Elections Act*. There are two options available either appointment or by-election.

#### Option A: Appointment

As per section 263 (1) of the *Municipal Act*, Council may fill the vacancy by appointing a person qualified to hold municipal office in the Municipality of Mississippi Mills. There is no legislation that sets out how an appointment is carried out.

Council may follow the existing Municipal Appointment Policy which was adopted in 2016. The policy outlines procedures including notices, information about the vacancy, coordination of applications, procedures for hearing deputations and voting. These procedures are based on best practices adopted by other municipalities.

The table below outlines the proposed process to fill the Deputy Mayor vacancy through the appointment process as outlined in the policy. The timeline prescribed in section 263 (5)1.i. of the *Municipal Act* indicate that Council vacancies filled via the appointment process must be filled within 60 days of the declaration of vacancy.

<b>Proposed Appointment Timeline (under the Policy)</b>	
February 5, 2019	Council declares Deputy Mayor seat vacant
February 19, 2019	Council directs the Clerk to proceed with an appointment process as decided by Council.
February 21, 2019	Notice in local paper, Municipal website, and social media (to run for 3 weeks)
March 15, 2019	Last day for persons to submit a Council Vacancy Application Form and Declaration of Qualification in accordance with the approved Appointment Procedure to Fill Vacancy on Council
March 26, 2019	Special Council Meeting - Appointment Process Part 1: Interviews
April 9, 2019	Appointment Process Part 2: Selection Council to pass a by-law appointing candidate Candidate takes Oath of Office
April 15, 2019	Candidate orientation
April 16, 2016	Candidate attends first Council Meeting

### Option B – By-Election

Council may decide to fill the vacancy by holding a by-election. A by-election has costs associated with it that would not be incurred if Council chose to appoint a qualified individual to fill the vacancy. Even though this option is more costly it is arguably the most democratic method to fill a Council vacancy. In regards to the method of the by-election, section 65(3) of the *Municipal Elections Act* indicates that by-elections shall be conducted as far as possible in the same way as a regular election. Therefore, the method for the by-election would be internet/telephone voting. Costs associated with a by-election by internet/telephone voting would include: service provider fees, printing of voter information letters, postage, advertising, auditors, IT support, and staff wages.

The timeline for by-elections are different than that of an appointment process. As per the section 263 (5)1.ii of the *Municipal Act*, Council must pass a by-law requiring a by-election within 60 days of the declaration of vacancy. Additionally, Section 65(4)1.ii of the *Municipal Elections Act* indicates that the Clerk must fix the date of nomination day

to be not less than 30 days and not more than 60 days after Council passes a by-law indicating a by-election is required. Lastly, section 65(3) of the *Municipal Elections Act* states that voting day shall be 45 days after nomination day.

The table below outlines the proposed timeline in keeping with the requirements established in the *Municipal Act* and the *Municipal Elections Act*. It is important to ensure that candidates have adequate time to campaign and that staff has time to prepare the necessary information, update policies, advertise, and bring on any additional staff as required to conduct a successful by-election.

<b>Proposed By-Election Timeline</b>	
February 5, 2019	Council declares Deputy Mayor seat vacant
February 19, 2019	Council passes the by-law indicating that a by-election is required
February 21, 2019	Notice in local paper, Municipal website, and social media (to run for 5 weeks)
March 21, 2019	Earliest day for Nomination Day
March 22, 2019	Nomination Day – applications must be received by 2:00 p.m.
May 5, 2019	Earliest day for By-election (Sunday)
May 6, 2019	By-election Day – voting closes at 8:00 p.m.
May 9, 2019	Candidate Orientation
May 14, 2019	Special Meeting – Candidate takes Oath of Office
May 19, 2019	Candidate attends first Regular Council Meeting

**FINANCIAL IMPLICATIONS:**

Costs associated with a by-election are not included in the current 2019 draft budget. A by-election would cost an estimated \$30,000 based on a quote obtained from Intelivote (2018 service provider).

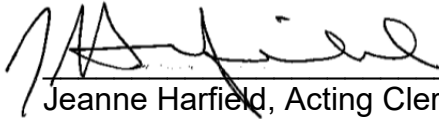


If Council chooses to fill the vacancy by appointment, there will be minimal costs related to advertising and printing that can be absorbed in the current operating budget as well as staff time.

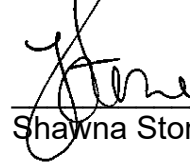
**SUMMARY:**

That Council consider the options available for filling the vacancy in accordance with the *Municipal Act* and the *Municipal Elections Act*.

Respectfully submitted,

  
\_\_\_\_\_  
Jeanne Harfield, Acting Clerk

Approved by,

  
\_\_\_\_\_  
Shawna Stone, Acting CAO

Attachments:

1. Council Vacancy Appointment Policy
2. Pertinent sections of the *Municipal Act and Municipal Elections Act*



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## APPOINTMENT POLICY TO FILL VACANCY ON COUNCIL

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### **General**

1. The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.
2. Any individual filling the vacancy must be an Eligible Elector under the *Municipal Elections Act*.

### **Appointment Procedure**

#### **Notice**

3. The Clerk will post a Council Vacancy notice on the Municipal website and in the local newspaper for two (2) consecutive weeks after the vacancy is declared. The notice will outline the application process.

#### **Application**

4. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.
5. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.
6. Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½" x 11") paper, shall not exceed one (1) page in length, and will include the candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise candidate(s) of the deadline for submission of a personal statement.
7. It is the candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.

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8. The Clerk will create a list of all candidates.

### **Council Meeting – Part 1: Interviews**

9. A vote to fill a vacancy on Council by appointment will occur at an open Council meeting.
10. Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.
11. At the meeting, the Chair will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.
12. The Clerk will provide to the Chair a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”
13. Each of the candidates will be asked the five (5) questions approved by Council. The questions will be asked by the CAO for consistency purposes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.
14. Fifteen (15) minutes will be allotted for each interview to ensure a fair, effective and efficient process. The Clerk will stand after twelve (12) minutes to indicate that there are three (3) minutes left and again at fifteen (15) minutes if the interview is still in progress.
15. Upon hearing all candidate submissions, Council will adjourn and a decision on who to appoint will be made at the next Council meeting.

### **Council Meeting – Part 2: Selection**

16. At the next Council meeting, Council will proceed to vote, by way of a public ballot vote, in rounds of voting as follows:
  - a. Each of the pieces of paper to be used as either ballots or to be used by the Clerk to draw names will be equal in size and type;
  - b. Only the Clerk or designate may handle the papers, ballots and container referenced in this procedure, save and except the members being permitted to mark their ballots;
  - c. Ballots will be provided to members of Council on which to indicate their choice of candidate(s) in writing; and all ballots shall be of identical size,

## ATTACHMENT 1

- paper quality and colour and shall be pre-printed with the member's name and a place to be signed by the member;
- d. The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
  - e. The first round ballots will contain the name of each candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the member of Council may mark an "X" beside the name of the candidates of their preference as provided in 16(d).
  - f. The top three (3) candidates, or top two (2) as the case may be, who receive the most votes will continue to the next round of voting. All other candidates will be removed from further consideration.
  - g. Any round one ballot marked with more than the prescribed "X" as provided in 16(d), or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication signature of the member of Council shall be considered a spoiled ballot and shall not be included in the tally;
  - h. All subsequent ballots shall be in the form described in (c) above but will not contain any candidate names in a pre-printed format;
  - i. The Clerk will ask members of Council to vote by clearly printing the name of their preferred candidate on the ballot, signing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk or designate;
  - j. The Clerk will read aloud the member's name and selected candidate and announce the tallies of all votes;
  - k. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, all candidates who did not receive any votes or the candidate who received the fewest number of votes shall be excluded from consideration;
  - l. The process shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
  - m. In the event the votes cast are equal for all candidates:
    - i. If there are three candidates remaining, the Clerk shall by lot select one such candidate to be excluded from subsequent voting;

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- ii. If only two candidates remain, the tie shall be broken and vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful candidate;
- n. Upon conclusion of the voting, the Clerk will declare to be elected the candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 16(m)(ii);
- o. A by-law confirming the appointment shall be enacted by Council to appoint the successful candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful candidate;
- p. The minutes of the Council meeting shall include a full disclosure of all voting results.

## MUNICIPAL ACT, 2001

### VACANCIES

#### **Vacant seat**

**259** (1) The office of a member of council of a municipality becomes vacant if the member,

- (a) becomes disqualified from holding the office of a member of council under section 256, 257 or 258;
- (b) fails to make the declaration of office before the deadline in section 232;
- (c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;
- (d) resigns from his or her office and the resignation is effective under section 260;
- (e) is appointed or elected to fill any vacancy in any other office on the same council;
- (f) has his or her office declared vacant in any judicial proceeding;
- (g) forfeits his or her office under this or any other Act; or
- (h) dies, whether before or after accepting office and making the prescribed declarations. 2001, c. 25, s. 259 (1).

#### **Exception**

(1.1) Clause (1) (c) does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member. 2017, c. 10, Sched. 1, s. 30.

#### **Exception**

(2) Clause (1) (e) does not apply to vacate the office of a member of an upper-tier council when the member is appointed head of council if the composition of council requires or permits the member to hold both offices. 2001, c. 25, s. 259 (2).

#### **Dual vacancies**

(3) If one of the offices of a person who is a member of council of both a local municipality and its upper-tier municipality becomes vacant under this section, the other office also become vacant. 2001, c. 25, s. 259 (3).

#### **Exception**

(4) Subsection (3) does not apply to vacate an office of a member when another office of the member becomes vacant if the composition of the councils does not require the member to hold both offices. 2001, c. 25, s. 259 (4).

**Section Amendments with date in force (d/m/y)**

**Resignation as member**

**260** (1) A member of council of a municipality may resign from office by notice in writing filed with the clerk of the municipality. 2001, c. 25, s. 260 (1).

**Restriction**

(2) Despite subsection (1), a resignation is not effective if it would reduce the number of members of the council to less than a quorum and, if the member resigning from office is a member of the councils of both a local municipality and its upper-tier municipality, the resignation is not effective if it would reduce the number of members of either council to less than a quorum. 2001, c. 25, s. 260 (2).

**Restriction**

**261** (1) Except where otherwise provided, no person may hold more than one office governed by the *Municipal Elections Act, 1996* at the same time anywhere in Ontario. 2001, c. 25, s. 261 (1).

**Election void**

(2) If a person is nominated for and his or her name appears on the ballots for more than one office and he or she is elected to any of those offices, his or her election is void and the office is vacant. 2001, c. 25, s. 261 (2).

**Declaration**

**262** (1) If the office of a member of a council becomes vacant under section 259, the council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings. 2001, c. 25, s. 262 (1).

**Upper-tier declaration**

(2) If an upper-tier municipality declares the office of one of its members who also holds office on the council of a local municipality to be vacant, the upper-tier municipality shall immediately forward a copy of its declaration to the council of the local municipality. 2001, c. 25, s. 262 (2).

**Lower-tier declaration**

(3) If a local municipality declares the office of one of its members who also holds office on the council of the upper-tier municipality to be vacant, the local municipality shall immediately forward a copy of its declaration to the council of the upper-tier municipality. 2001, c. 25, s. 262 (3).

### **Filling vacancies**

**263** (1) If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996*. 2001, c. 25, s. 263 (1).

### **Dual vacancies**

(2) If the offices of a person who is a member of council of both a local municipality and its upper-tier municipality become vacant, the local municipality and not the upper-tier municipality shall fill the vacancy in accordance with subsection (1). 2001, c. 25, s. 263 (2).

### **Court-ordered election**

(3) If an order is made in any judicial proceeding requiring a by-election be held to fill a vacancy on a council, the clerk shall hold the by-election in accordance with the *Municipal Elections Act, 1996*. 2001, c. 25, s. 263 (3).

### **Vacancy, head of council**

(4) Despite subsections (1) to (3), if the head of council of an upper-tier municipality is required to be appointed by the members of the upper-tier council, the upper-tier municipality shall fill a vacancy in the office of head of council by appointment in the same manner as the head was originally appointed. 2001, c. 25, s. 263 (4).

### **Rules applying to filling vacancies**

(5) The following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under section 262, the municipality shall,
  - i. appoint a person to fill the vacancy under subsection (1) or (4), or
  - ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).



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2. Despite paragraph 1, if a court declares an office to be vacant, the council shall act under subsection (1) or (4) within 60 days after the day the court makes its declaration.
3. Despite subsections (1) to (4), if a vacancy occurs within 90 days before voting day of a regular election, the municipality is not required to fill the vacancy. 2001, c. 25, s. 263 (5).

### **Term**

**264** A person appointed or elected to fill a vacancy under section 263 shall hold office for the remainder of the term of the person he or she replaced. 2001, c. 25, s. 264.

### **Application to court**

**265** (1) Any elector entitled to vote at the election of members of a council may apply to the Superior Court of Justice for a declaration that the office of a member of the council has become vacant in accordance with this Act. 2001, c. 25, s. 265 (1).

### **Judicial finding**

(2) If the court finds that the office of a member of the council has become vacant, it may order the member removed from office and declare the office vacant. 2001, c. 25, s. 265 (2).

### **Application of S.O. 1996, c. 32**

(3) Subsection 83 (3) and sections 85, 86 and 87 of the *Municipal Elections Act, 1996* apply to the application as if it were an application under section 83 of that Act. 2001, c. 25, s. 265 (3).

### **Combined application**

(4) The application may be combined with an application under section 83 of the *Municipal Elections Act, 1996*, in which case the applications shall be heard and disposed of together. 2001, c. 25, s. 265 (4).

### **Minister's order**

**266** (1) If the council of a municipality is unable to hold a meeting for a period of 60 days because of a failure to obtain a quorum, the Minister may by order declare all the offices of the members of the council to be vacant and a by-election shall be held in accordance with the *Municipal Elections Act, 1996*. 2002, c. 17, Sched. A, s. 45 (1).

### **Timing**

(2) The 60-day period referred to in subsection (1) commences on the day of the first meeting that could not be held because of a failure to obtain a quorum. 2001, c. 25, s. 266 (2).

#### **Interim order**

(3) Where the Minister makes an order under subsection (1), or the offices of a majority of the members of a council are for any reason declared vacant, the Minister may by order exercise or appoint one or more persons to exercise the duties and obligations of the council until such time as a by-election is held in accordance with the *Municipal Elections Act, 1996*, and the members so elected have taken office. 2001, c. 25, s. 266 (3); 2002, c. 17, Sched. A, s. 45 (2).

#### **Not regulation**

(4) An order of the Minister under this section is not a regulation within the meaning of Part III (Regulations) of the *Legislation Act, 2006*. 2006, c. 21, Sched. F, s. 120 (4).

#### **Section Amendments with date in force (d/m/y)**

#### **Temporary vacancy**

**267** (1) If a person who is a member of the councils of a local municipality and its upper-tier municipality is unable to act as a member of those councils for a period exceeding one month, the local council may appoint one of its members as an alternate member of the upper-tier council to act in place of the member until the member is able to resume acting as a member of those councils. 2001, c. 25, s. 267 (1).

#### **Alternate member**

(2) If the offices of a person who is a member of council of both a local municipality and its upper-tier municipality become vacant and the vacancies will not be filled for a period exceeding one month, the local council may appoint one of its members as an alternate member of the upper-tier council until the vacancies are filled permanently. 2001, c. 25, s. 267 (2).

#### **Exception**

(3) This section does not authorize the appointment of an alternate head of council of the upper-tier municipality. 2001, c. 25, s. 267 (3).

#### **Temporary replacement, member of upper-tier council**

**268** (1) Subject to subsection (2), the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier

municipality, when the person is unable to attend a meeting of the upper-tier council for any reason. 2017, c. 10, Sched. 1, s. 31.

**Limitation**

(2) Subsection (1) does not authorize,

- (a) the appointment of more than one alternate member during the term of council;
- (b) the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2); or
- (c) the appointment of an alternate head of council of the upper-tier municipality.  
2017, c. 10, Sched. 1, s. 31.

**Other temporary replacement**

(3) Despite clause (2) (a), if the seat of the member who has been appointed as an alternate member under subsection (1) becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term. 2017, c. 10, Sched. 1, s. 31.

## MUNICIPAL ELECTIONS ACT, 1996

### BY-ELECTIONS

#### **By-elections**

**65** (1) The clerk shall conduct by-elections in accordance with this section. 1996, c. 32, Sched., s. 65 (1).

#### **No by-election after March 31 in year of regular election**

(2) Despite any Act, no by-election shall be held to fill an office that becomes vacant after March 31 in the year of a regular election and no by-election shall be held with respect to a question or by-law after March 31 in the year of a regular election unless it is held in conjunction with a by-election for an office. 1996, c. 32, Sched., s. 65 (2); 2002, c. 17, Sched. D, s. 24 (1).

#### **Act applies**

(3) Subject to subsections (4) and (5), by-elections shall be conducted as far as possible in the same way as regular elections. 1996, c. 32, Sched., s. 65 (3).

#### **Rules, by-election to office**

(4) If a by-election is to be held for an office, the following rules apply:

1. The clerk shall fix the date of nomination day to be a day not less than 30 days and not more than 60 days after,
  - i. the expiry of the appeal period with respect to a by-election ordered by a court, if no appeal has been filed,
    - i.1 the final disposal of an appeal of a by-election ordered by a court,
  - ii. the council of the clerk's municipality passes a by-law indicating a by-election is required, or the clerk receives a copy of such a by-law from another municipality whose elections he or she is responsible for conducting,
  - iii. the clerk receives from a local board whose elections he or she is responsible for conducting a copy of a resolution indicating a by-election is required,
  - iv. the Minister makes an order under subsection 266 (1) of the *Municipal Act, 2001* or subsection 211 (1) of the *City of Toronto Act, 2006* declaring all of the offices of the members to be vacant,

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- v. a candidate for the office dies or becomes ineligible to hold the office under the circumstances described in clause 39 (b), or
- vi. the last acclamations are declared under section 37, if the by-election is required by subsection 37 (3) or (4).
  - 2. Nominations may be filed during the period that begins on the date of the event described in paragraph 1 and ends at 2 p.m. on nomination day.
  - 2.1 If the by-election for an office is being held as a result of the death or ineligibility of a candidate or insufficient nominations in a regular election, a person may, despite section 29, only be nominated for the office if the person meets the requirements of clauses 29 (1) (a) and (b) both on nomination day of the regular election and on the day the person is nominated for the by-election.
  - 3. Voting day shall be 45 days after nomination day.
  - 4. The voters' list shall be prepared as follows:
    - i. the clerk shall notify the Municipal Property Assessment Corporation that a by-election is required,
    - ii. the Municipal Property Assessment Corporation shall, at least 21 days before nomination day, give the clerk the preliminary list or the part of it that is required for the by-election, updated to the date the Municipal Property Assessment Corporation received the clerk's notice,
    - iii. the clerk shall make corrections to the preliminary list under section 22 as soon as possible after receiving the list, and
    - iv. the corrected list constitutes the voters' list.
  - 5. Applications to revise the voters' list may be made under section 24 or 25 during the period that begins when the clerk has made corrections as described in subparagraph iii of paragraph 4 and ends at the close of voting on voting day.
  - 6. Despite paragraph 7, a voting proxy appointed under section 44 may be any person entitled to be an elector if a regular election was held on the day of the by-election.
  - 7. A person is not eligible to vote in a by-election for an office if the person could not vote for that office if a regular election was held on the day of the by-election. 1996, c. 32, Sched., s. 65 (4); 2002, c. 17, Sched. D, s. 24 (2-7); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 34 (6); 2006, c. 33, Sched. Z.3, s. 18 (5, 6); 2009, c. 33, Sched. 21, s. 8 (25-27); 2016, c. 15, s. 42 (1).

Here are the highlights from the regular Lanark County Council meeting held Wednesday, Jan. 30.

- **2019 Budget Approved:** Council has approved the 2019 Lanark County budget with a 2.2 per cent tax increase. Under the theme “focus on core services,” the overall budget increased by 3.8 per cent, but takes into account growth of 1.6 per cent. The county will collect \$34.6 million from property taxpayers this year, up from \$33.4 million last year. Estimated gross expenditures are \$91.1 million. At the special corporate services committee meeting held Jan. 18, CAO Kurt Greaves outlined competing interests, such as taxpayer expectations of service levels balanced with legislation and liability; the infrastructure deficit; fiscal imbalances, including downloaded services without adequate funding; and the need to maintain low tax rates because property taxation is regressive. He noted the need to invest \$12.1 million annually in capital, which is being maintained in 2019. He added the single largest threat to Ontario residents is the current provincial debt of \$321 billion and deficit of \$15 billion, which translates into \$23,000 per capita. Lanark County’s long-term debt is now just \$67 per capita. The 2019 budget sees an investment in additional front-line staff for Lanark Lodge, a 20-unit social housing apartment building and a full-time construction technologist position for public works. Other initiatives include work to increase cell coverage and capacity through the Eastern Ontario Regional Network (EORN) project, an upgrade to rescue services extraction equipment, an upgrade to the county website and council sound system, replacement of the Baird Trail boardwalk, and continued implementation of economic development strategic priorities. Council also approved a motion to support hospital capital funding for the first time in the 2019 budget at \$350,000, including \$100,000 each for the Almonte and Carleton Place hospitals, and \$150,000 for the Perth and Smiths Falls District Hospital (\$100,000 for the Perth site and \$50,000 for the Smiths Falls site). These funds will be placed in a reserve until council approves criteria before June 30. As well, community grants were approved in the amount of \$261,601, with allocations to more than a dozen different organizations for one- and four-year programs. The public works budget represents 39 per cent of the county levy again this year, followed by emergency services/health at 21 per cent and social services and housing at 18 per cent. With assessment growth estimated to be 1.6 per cent, residential ratepayers with a property assessed at \$300,000 can expect to see an increase of \$24 on the county portion of their tax bill. The bill also includes the local municipal and the education portions. Tax rates and ratios for 2019 will be set by county council this spring. There is no new debt this year, and there has been no new debt since 2010. The county will self-finance from reserves for social housing and the EORN project. “Financial sustainability remains the number one goal of county council and staff,” Mr. Greaves said. “The 2019 budget is a response to increased demand for service in social housing, long-term care and public works.” Warden Richard Kidd (Beckwith Reeve) congratulated staff for their hard work with council in the budget process. “I feel good about the decisions made and the work by the staff to put input into the budget, as well as Councillor John Fenik as Corporate Services Chair for keeping things on track.” For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Renovate Lanark Program Adjustments Made:** Council has approved amendments to the Renovate Lanark program, which is part of the provincial Investment in Affordable Housing and Social Infrastructure Fund. The county, as a service manager, can provide financial assistance to renovate or rehabilitate affordable ownership properties in order to improve living conditions, foster independent living, improve affordability through energy savings and encourage/support employment of apprentices. The amendments require that to be eligible for a loan the households must own a sole and principal residence with a value below \$305,372. As well, household income

must not exceed \$70,000 and assets must not exceed \$200,000. The changes take effect in the 2019/2020 funding year. Lanark County Social Services selects and approves eligible projects, and 10-year forgivable loans are issued, secured by a promissory note. Repayments are made to a reserve fund and reinvested into the program. The county has participated since 2012 and issued loans of almost \$1.7 million, which is 100 per cent federal/provincial funding. Last year, 51 home repair projects were completed at a cost of \$356,000. The county's allocation for 2019/2020 is reduced to \$246,590. Social Housing Manager Sandy Grey says the level of interest in the program far exceeds the available funding and indicated the amendments to the criteria will help restrict the financial assistance to those most in need. For more information, contact Sandy Grey, Housing Services Manager, at 1-888-9-LANARK, ext. 2401.

- **CHPI Allocation Approved:** Council has allocated the annual Community Homelessness Prevention Initiative (CHPI) budget as recommended at the community services committee meeting earlier this month. CHPI aims to prevent, address and reduce homelessness by improving access to adequate, suitable and affordable housing linked to flexible support services based on peoples' needs. Lanark County, as the service manager, can use the funds to address local needs, but must outline the allocations to the Ministry of Municipal Affairs and Housing each year. The 2019/2020 allocation is \$1.3 million and is based on priorities identified in the Ten-Year Housing and Homelessness Plan and recommendations from the 2018 Housing Study. Under "emergency shelter solutions," \$25,000 will cover emergency hotel stays and a contract with Lanark County Victim Services for after-hours social services. Under "housing with related supports," \$520,000 will be used towards costs of domiciliary hostels (permanent accommodation for residents requiring assistance with daily living activities), as well as deposits for rent and utilities. Under "services and supports," \$245,000 is allocated to the cost of a full-time staff member and minor home repairs (up to \$5,000) to help people stay in their homes. There is also funding for a community/public awareness event, emergency supports for homeless people and pest and bug control expenses. Under the "homelessness prevention services" category, \$387,117 is allocated for eviction prevention services, such as rental or utility arrears. CHPI is fully funded by the province. For more information, contact Sandy Grey, Housing Services Manager, at 1-888-9-LANARK, ext. 2401.
- **Lanark Lodge Earns Accreditation:** Council accepted a report highlighting the successful accreditation of Lanark Lodge to Dec. 31, 2022. The Accreditation Canada review took place from Nov. 19 to 21, 2018. Interim Lanark Lodge Director Jennie Bingley reported accreditation is a voluntary process that potential residents may use as a benchmark of a home's commitment to continued quality improvement. There are more than 300 "required organization practices" and 400 "quality dimensions" that must be met as part of the process. The process includes a comprehensive self-assessment and an on-site survey by external peer surveyors to assess leadership, governance, clinical programs and services against Accreditation Canada requirements for quality and safety. "It takes a significant amount of staff time to prepare for and maintain a successful accreditation," Ms. Bingley said. "Lanark Lodge staff are proud of this result. It involved the participation of county council, staff, residents, families and community partners." For more information, contact Jennie Bingley, Interim Lanark Lodge Director, at 1-888-9-LANARK, ext. 1320.
- **Upcoming Meetings: County Council, Wednesday, Feb. 6, 5 p.m.;** Community Services, Feb. 6 (following County Council); Corporate Services, Feb. 6 (following Community Services). **County Council, Wednesday, Feb. 20, 5 p.m.;** Public Works, Feb. 20 (following County Council);

Economic Development, Feb. 20 (following Public Works). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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## INFORMATION LIST #03-19 February 5, 2019

The following is a list of information items received as of January 31, 2019.

Item #	Date	Originator	Subject
1	16-Jan-19	Town of Georgina	Restoring Ontario's Competitiveness Act
2	16-Jan-19	Mississippi Valley Conservation Authority	Statement of Remuneration
3	18-Jan-19	Ontario Farmland Trust	<i>Bill 66, Restoring Ontario's Competitiveness Act, 2018</i>
4	22-Jan-19	Town of Orangeville	<i>Bill 66, Restoring Ontario's Competitiveness Act, 2018</i>
5	29-Jan-19	Champlain Local Health Integration Network (LHIN)	Champlain LHIN Board Highlights
6	31-Jan-19	Almonte General Hospital and Carleton Place & District Memorial Hospital	Health Infrastructure Renewal Fund and the Exceptional Circumstance Project Grant program



# GEORGINA

## Council Resolution January 16, 2019

Moved by Councillor Neeson, Seconded by Councillor Harding

### **RESOLUTION NO. C-2019-0021**

WHEREAS the Provincial Government introduced Bill 66 entitled “Restoring Ontario’s Competitiveness Act” on the final day of sitting in the 2018 Ontario Legislature, December 6<sup>th</sup>, 2018 and;

WHEREAS significant concerns have been communicated regarding schedule 10, among other schedules contained therein by residents, community leaders, legal and environmental organizations such as the Canadian Environmental Law Association (CELA), EcoJustice, Environmental Defence Canada, Ontario Nature, South Lake Simcoe Naturalists, The Simcoe County Greenbelt Coalition, The David Suzuki Foundation, AWARE-Simcoe, Lake Simcoe Watch and the North Gwillimbury Forest Alliance that provisions within Bill 66 will weaken environmental protection, undermine democratic processes and potentially endanger public health and;

WHEREAS provisions of Bill 66 allow for an “Open for Business” bylaw, which may be approved without any public consultation of the citizens of the Town of Georgina and;

WHEREAS provisions of Bill 66 allow an “Open for Business Bylaw” which would permit major development in the Town of Georgina which most notably would no longer have to have any legislative regard for certain sections of:

- *The Planning Act*
- *The Provincial Policy Statement*
- *The Clean Water Act*
- *The Great Lakes Protection Act*
- *The Greenbelt Act*
- *The Lake Simcoe Protection Act*
- *The Oak Ridges Moraine Conservation Act and;*

WHEREAS the Town of Georgina remains committed to source water protection, *The Lake Simcoe Protection Act*, the integrity of the Greenbelt and it understands the benefits for protecting these features in support of our local economy and quality of life, and

WHEREAS notwithstanding the potential future adoption of Bill 66, that the Town of Georgina will continue to remain committed to making sound decision regarding resource and environmental preservation that remain consistent with the Clean Water Act, 2006, the Provincial Policy Statement and other legislative tools which provide for good planning, while balancing the need for economic development and providing environmental and public health protection;

NOW THEREFORE BE IT RESOLVED THAT the Town of Georgina strongly recommends that schedule 10 of Bill 66 be immediately abandoned or withdrawn by the Ontario Government and;

BE IT FURTHER RESOLVED THAT The Town of Georgina declares that notwithstanding the potential future adoption of Bill 66, the Town of Georgina's Council will not exercise the powers granted to it in schedule 10 or any successor schedules or sections to pass an "open for business planning bylaw" without a minimum of two (02) public meetings which shall be advertised twenty (20) days in advance in the Georgina Advocate or its successor, and also shall be advertised in any other local media resource that is widely available to the public in the Town of Georgina, by way of bylaw and;

BE IT FURTHER RESOLVED THAT staff be directed to draft such a bylaw for Council's consideration should Bill 66 be given royal assent and be given force and effect and;

BE IT FURTHER RESOLVED THAT the Town of Georgina requests the Province of Ontario to release draft criteria and draft regulations, and to provide a commenting period in advance of consideration by the legislature, and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP John Fraser, Interim Leader of the Ontario Liberal Party, MPP and Leader of the Green Party of Ontario, Mike Schreiner, the Honourable Caroline Mulroney, MPP York-Simcoe, Attorney General and Minister Responsible for Francophone Affairs and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities Ontario (AMO), all MPP's in the Province of Ontario and all Municipalities in Ontario for their consideration.

A recorded vote was requested; the Deputy Clerk recorded the vote as follows:

	<u>YEA</u>	<u>NAY</u>
Mayor Quirk	X	
Councillor Waddington		X
Councillor Neeson	X	
Councillor Sebo	X	
Councillor Harding	X	
Regional Councillor Grossi		X
Councillor Fellini	X	

Yea – 5 Nay - 2

**Carried.**

File: F13-6

January 16, 2019

Ms. Shawna Stone  
Clerk  
Town of Mississippi Mills  
Box 400  
Almonte, Ontario  
K0A 1A0

Dear Ms. Stone:

**Re: Statement of Remuneration and Expenses**

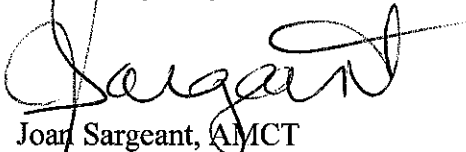
---

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2018 directly to Mr. Duncan Abbott for attendance at Authority meetings and business:

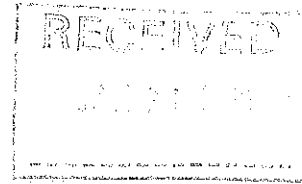
Per Diem	\$ 2723.88
Mileage	\$ 910.64
Other	\$ 2293.67
Total	\$ 5928.19

Yours very truly,



Joan Sargeant, AMCT  
Secretary-Treasurer

cc: Mr. Duncan Abbott, 2018 Representative



File: F13-6

January 16, 2019

Ms. Shawna Stone  
Clerk  
Town of Mississippi Mills  
Box 400  
Almonte, Ontario  
K0A 1A0

Dear Ms. Stone:

**Re: Statement of Remuneration and Expenses**


---

Under the provisions of the *Municipal Act*, the Mississippi Valley Conservation Authority is required to submit to you a statement of the remuneration and expenses paid to the member of the Authority who was appointed by your municipality.

As the calendar year represents the Authority's fiscal year, the following expenses have been paid during 2018 directly to Mr. Alex Gillis for attendance at Authority meetings and business:

Per Diem	\$ 765.92
Mileage	\$ 170.50
Other	\$ ---
<b>Total</b>	<b>\$ 936.42</b>

Yours very truly,

  
Joan Sargeant, AMCT  
Secretary-Treasurer

cc: Mr. Alex Gillis, 2018 Representative



January 15, 2019

Michael Helfinger  
Intergovernmental Policy Coordination Unit  
900 Bay Street, Hearst Block, 7<sup>th</sup> floor  
Toronto, ON  
M6H 4L1

**RE: EBR Registry # 013-4293 for input on the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018***

Ontario Farmland Trust (OFT) is a not-for-profit organization whose mission is to protect and preserve Ontario farmlands and associated agricultural, natural, and cultural features of the countryside. OFT achieves this through direct land securement, stewardship, policy research and education to benefit all Ontarians.

Thank you for the opportunity to submit feedback on the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018*. OFT has played an active stakeholder role in the development of policies that support a prosperous, sustainable and permanent farm sector, including those contained in the Growth Plan, Greenbelt Plan, and Oak Ridges Moraine Conservation Plan. In an effort to continue working with the Province to develop responsible planning policies that support the agri-food sector, OFT has detailed its concerns regarding Schedule 10 of the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018*, in the following document.

Ontario's agri-food sector is a major economic engine for the province. In terms of job creation and economic growth, a 2018 report confirmed that the agri-food sector contributes over \$39 billion to Ontario's GDP and employs more than 820,000 Ontarians in the supply chain [1]. This contribution is overwhelmingly significant in rural areas, where roughly 12% of the GDP and 10% of rural jobs are attributed to the farm sector [2]. Ontario is also positioned favourably to attract agricultural and manufacturing investment because it is a global leader in the agri-food industry and houses one of the largest agri-food hubs in North America. This, in turn, generates growth in employment and GDP.

OFT believes that, as currently written, the Open-for-Business Zoning By-law proposed within Schedule 10 of Bill 66 places the agri-food sector and its substantial economic benefits at an unacceptable level of risk. If adopted it will jeopardize the economic contributions of the agri-food sector and expose rural areas to greater economic vulnerability. As such, **OFT recommends that Schedule 10 be removed from Bill 66.** It is critical that all Acts that protect the permanency, health, productivity, and profitability of Ontario's farmland and the agri-food sector are retained in full and without exception.

Ontario Farmland Trust, c/o University of Guelph, SEDRD, Guelph, ON N1G 2W1  
(519) 824-4120 ext. 52654 | [info@ontariofarmlandtrust.ca](mailto:info@ontariofarmlandtrust.ca) | [www.ontariofarmlandtrust.ca](http://www.ontariofarmlandtrust.ca)



The following sections provide greater detail regarding Schedule 10's threats to the farm sector and suggests alternative actions to improve the province's business environment while attracting agri-food investment.

### Threats to the Farm Sector

Schedule 10 of Bill 66 and the Open-for-Business Zoning By-law (OFB-ZBL) could open up for development farmland that is either currently protected (e.g. through the Greenbelt Plan) or is outside of projected municipal growth areas.

**This negatively impacts the agricultural sector in a number of ways. Schedule 10 of Bill 66:**

- **Threatens to pave over and permanently destroy productive farmland.** Only 5% of the Canadian land base is prime agricultural land, the majority of which is in southern Ontario and contributes to the success of the Province's agri-food sector. Ontario is already losing 175 acres of farmland every day, a rate that could increase under the proposed OFB-ZBL. The loss of this land to non-agricultural uses is irreversible and negatively impacts Ontario's economy, food security, and agri-food investment potential.
- **Risks farmland fragmentation and the dismantling of the agricultural system.** A successful agri-food sector relies on a healthy farm sector, which requires access to a contiguous agricultural land base with a system of supportive infrastructure, agricultural services, distributors, and processors. This requirement is recognized by, and is being addressed through, ongoing municipal-level processes to implement the Agricultural System for the Greater Golden Horseshoe. Development approvals outside of strategic growth areas that are delineated in Official Plans and in conformity with the Provincial Policy Statement, Growth Plan, Greenbelt Plan, etc. will fragment and destroy the systems required by the farm sector. As farmland and the agricultural system is fragmented by conflicting land uses, the viability of agricultural enterprises and the agri-food sector is reduced or eliminated.
- **Will dramatically inflate farmland prices as speculation and land banking increases and further reduce affordability for farmers.** Sustaining large swaths of contiguous, affordable farmland is crucial because land ownership provides the long-term, land use certainty that is required for farmers to make investments in their property and business. This contributes to a stronger agri-food sector and more attractive investment environment.
- **Introduces conflicting land uses adjacent to land used for agricultural purposes.** This disadvantages both producers and those on adjacent properties because of the nature of agricultural activity, which generates noise, odours, and dust, and involves the use of slow-moving farm machinery and hazardous materials. Ultimately, introducing incompatible land uses makes it more difficult for farmers to continue running financially



sustainable farm businesses, can interrupt normal farm practices, and can create conflict with neighbors.

- **Re-introduces uncertainty around the permanent protection of land for agriculture and agribusiness.** Uncertainty about the ongoing protection of land for agriculture discourages investment in agriculture and leads to a deterioration in the resource and the agricultural community associated with it. Given that the best agricultural land is largely located in areas experiencing growth pressures, this uncertainty and the resultant reluctance to invest in agribusiness, will weaken the agri-food sector. Furthermore, the lack of public consultation will result in farmers being unable to provide feedback, challenge decisions, and advocate for the ongoing viability of their business.
- **Increases the agricultural sector's vulnerability to the adverse effects of climate change.** Studies in Ontario indicate that the effects of climate change will be dramatically different across the province and that heat and water stress will likely have negative impacts on agricultural productivity [3,4]. The agricultural and natural lands threatened by the proposed OFB-ZBL help to offset these negative impacts by providing services including carbon storage and flood management. Re-introduced land use uncertainty would also reduce farmers' incentive to invest in on-farm adaptive and mitigative technologies and practices.

### **Actions to Improve Ontario's Business Environment**

As currently proposed, the OFB-ZBL is unnecessary and does not appropriately solve the issues it seeks to address.

**Numerous studies report that there is already enough employment land designated for growth out to 2031 and beyond**, meaning the provisions within the OFB-ZBL meant to open up land previously unavailable for development are unnecessary. For example, a 2017 Neptis Report notes that 85% or 87,440 ha of Designated Greenfield Area in the Greater Golden Horseshoe is unbuilt [5], and a 2017 study from Simcoe County indicated that across its 16 municipalities, there were 1,514 ha of excess employment lands to accommodate anticipated growth out to 2031 [6]. These planning horizons can be extended well beyond 2031 when growth is managed through intensification [7].

**Existing planning resources, including Official Plans, already allow municipalities to respond to employment opportunities on currently designated lands and direct growth in a strategic and appropriate manner.** Municipal policies are developed based on substantive amounts of work supported by public consultation and should not be pre-empted by the OFB-ZBL.

**The proposed OFB-ZBL disregards the importance and necessity of coordinated, comprehensive planning to maintain and protect the integrity of regional systems,**

Ontario Farmland Trust, c/o University of Guelph, SEDRD, Guelph, ON N1G 2W1  
(519) 824-4120 ext. 52654 | [info@ontariofarmlandtrust.ca](mailto:info@ontariofarmlandtrust.ca) | [www.ontariofarmlandtrust.ca](http://www.ontariofarmlandtrust.ca)





**including the agricultural system.** Current provincial policies address strategic planning processes at a regional level and should not be bypassed or undermined under any condition.

While the OFT is opposed to the currently proposed Open-for-Business Zoning By-law we acknowledge that there are other actions that can be taken to improve the business environment in the province and attract investment in the agri-food sector, which include:

- Coordinating the actions of provincial ministries so they work as a team to facilitate appropriate development
- Adopting an online ‘single portal’ approach to planning applications, approvals, and communications between government agencies and applicants
- Providing greater recognition and promotion of the agri-food sector as an economic engine in the province
- Promoting job creation and investment opportunities that recognize and support agricultural business potential in rural areas. Farmland is rural employment land and employment in one sector should not place jobs at risk in another, which is the current reality of Schedule 10 given the risks it will create for agricultural viability.
- Creating land-use certainty by using existing planning or policy tools to permanently protect critical sector resources including farmland and the agricultural system.

The OFT is eager to work with the provincial government to achieve this vision.

Thank you for this opportunity to share our recommendations and feedback on the proposed Bill 66, *Restoring Ontario’s Competitiveness Act, 2018*. We believe that Ontario has an opportunity to position itself as a national and global leader in strategies that blend environmental/farmland protection and economic growth and is capable of setting an example of how economic prosperity need not be at the expense of the environment. We invite discussion and welcome any questions you might have regarding our submission. We look forward to working with you further.

Most Sincerely,

Kathryn Enders  
Executive Director  
Ontario Farmland Trust



## References:

- [1] Ontario Federation of Agriculture. 2018. *Agriculture Matters – A Guide for Municipal Councillors and Staff*. <https://ofa.on.ca/resources/guide-for-municipal-councillors-and-staff/>
- [2] Ontario Federation of Agriculture. 2013. *Economic Contribution of the Ontario Farm Sector 2013*. <https://ofa.on.ca/resources/economic-contribution-ontario-farm-sector-2013/>
- [3] Ontario Centre for Climate Impacts and Adaptation Resources. N.d. *Agriculture: in a changing climate*. <http://www.climateontario.ca/doc/factsheets/Agriculture-final.pdf>
- [4] Tant & Reynolds. 2003. Impacts of Recent Climate Trends on Agriculture in Southwestern Ontario, *Canadian Water Resources*, 28 (1).
- [5] The Neptis Foundation. 2017. *An update on the total land supply: even more land available for homes and jobs in the Greater Golden Horseshoe*. [http://www.neptis.org/sites/default/files/land\\_supply\\_briefs\\_2016/an\\_update\\_on\\_the\\_total\\_land\\_supply\\_even\\_more\\_land\\_available\\_for\\_homes\\_and\\_jobs\\_in\\_the\\_ggh.pdf](http://www.neptis.org/sites/default/files/land_supply_briefs_2016/an_update_on_the_total_land_supply_even_more_land_available_for_homes_and_jobs_in_the_ggh.pdf)
- [6] County of Simcoe. 2017. *Phase 2 - Employment Land Budget 2017*. <https://www.simcoe.ca/dpt/pln/growth>
- [7] The Neptis Foundation. 2013. *Implementing the Growth Plan for the Greater Golden Horseshoe: Has the strategic regional vision been compromised?* [http://www.neptis.org/sites/default/files/growth\\_plan\\_2013/theneptisgrowthplanreport\\_final.pdf](http://www.neptis.org/sites/default/files/growth_plan_2013/theneptisgrowthplanreport_final.pdf)

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**Corporate Services**

January 17, 2019

Via Email

The Honourable Doug Ford, M.P.P., Premier of Ontario, [doug.ford@pc.ola.org](mailto:doug.ford@pc.ola.org)  
The Honourable Christine Elliott, M.P.P., Deputy Premier of Ontario, Minister of Health and Long Term Care, [christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org)  
The Honourable Steve Clark, M.P.P., Minister of Municipal Affairs and Housing, [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)  
The Honourable Sylvia Jones, M.P.P., Minister of Community Safety and Correctional Services, [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
Andrea Horwath, M.P.P., [ahorwath-qp@ndp.on.ca](mailto:ahorwath-qp@ndp.on.ca)

Dear Sir/Madam:

At the Town of Orangeville Council Meeting on January 14, 2019 Council passed the following resolution:

*Whereas the protection of the integrity of the Green Belt is a paramount concern for our residents;*

*And whereas the continued legislative protection of our water – groundwater, surface water and waterways – is vitally important for the current and future environmental health of our community;*

*And whereas significant concerns have been raised by residents, community leaders and environmental organizations such as the Canadian Environmental Law Association (CELA), that provisions within Bill 66 will weaken environmental protections as it "...will enable municipalities to pass "open-for business" zoning by-laws that do not have to comply with..." important provincial environmental statutes;*

*And whereas an "Open for Business" by-law may be approved without public consultation;*

*And whereas provisions within Bill 66 may allow exemptions from municipal Official Plans;*

*And whereas the Town of Orangeville's Official Plan represents not only a significant investment of taxpayer resources but reflects our community's collective vision for current and future planning;*

*And whereas our Official Plan clearly designates land that is environmentally protected;*

*And whereas our Official Plan also provides clearly designated land to meet future employment land needs;*

Now therefore be it hereby resolved:

1. That Orangeville Town Council opposes planned changes to the Planning Act in the proposed Bill 66 that may allow for an "open for business" planning by-law.
2. That the Government of Ontario be requested to reconsider the proposed changes to the Planning Act included in Bill 66 which speak to the creation of the open-for-business planning by-law.
3. That notwithstanding the future adoption of Bill 66, the Town of Orangeville will not exercise the powers granted to it in Schedule 10 or any successor sections or schedules to pass open-for-business planning by-laws.
4. That a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Christine Elliott, Deputy Premier of Ontario, the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services, MPP Dufferin-Caledon and Andrea Horwath, MPP, Leader of the New Democratic Party.
5. That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Yours truly,



**Susan Greatrix | Clerk**

**Town of Orangeville** | 87 Broadway | Orangeville, ON L9W 1K1

519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext 2242 | Cell 519-278-4948

[sgreatrix@orangeville.ca](mailto:sgreatrix@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

TM

cc The Honourable François-Philippe Champagne, M.P., Minister of Infrastructure and Communities,  
[Francois-Philippe.Champagne@parl.gc.ca](mailto:Francois-Philippe.Champagne@parl.gc.ca)  
The Honourable Patricia A. Hajdu, M.P., Minister of Employment, Workforce Development and Labour,  
[Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)  
The Honourable Lawrence MacAulay, M.P., Minister of Agriculture and Agri-Food,  
[lawrence.macaulay@parl.gc.ca](mailto:lawrence.macaulay@parl.gc.ca)  
The Honourable Catherine McKenna, M.P., Minister of Environment and Climate Change,  
[Catherine.McKenna@parl.gc.ca](mailto:Catherine.McKenna@parl.gc.ca)  
The Honourable Amarjeet Sohi, M.P., Minister of Natural Resources, [Amarjeet.Sohi@parl.gc.ca](mailto:Amarjeet.Sohi@parl.gc.ca)  
David Tilson, M.P., Dufferin-Caledon, [david.tilson.c1@parl.gc.ca](mailto:david.tilson.c1@parl.gc.ca)  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

## Jeanne Harfield

---

**From:** Samim, Farouq <Farouq.Samim@lhins.on.ca> on behalf of Champlain.Media  
 <Champlain.Media@lhins.on.ca>  
**Sent:** January 29, 2019 5:27 PM  
**To:** Champlain.Media  
**Subject:** Champlain LHIN Board Highlights/ Points saillants du Conseil du RLISS de Champlain

### *A French message will follow / Un message en français suivra*

The most recent Champlain LHIN board meeting highlights are now available. [You can find them here.](#)

The meeting of January 23, 2019 was an opportunity to reflect on what the LHIN does, the benefits of improved access to quality health services for Champlain residents, the future direction for health system transformation, and the demonstration of the LHIN's accountability and efficiency in the administration of public funds.

We released two important documents at the meeting. ***They are Pathways Forward to Better Patient Care—Strategies and Successes*** and ***Modernizing Home Care***. (Links can be found in the highlights).

The ***Pathways*** document describes seven successful initiatives that have improved health-care access and quality, and have paid for themselves nine times over, producing savings that have been reinvested to meet growing health-care demand. ***Modernizing Home Care*** explores overarching principles and future propositions to make positive change and to meet home-care demand that, by 2038, is expected to be almost double what it is today.

The Highlights also chronicle an innovative effort on the part of the Champlain LHIN Board to better understand how policies, programs and services are impacting patients, both positively and negatively, and how the health system can be improved by involving users of services in sharing their experiences at public board meetings. The health-care journey of Idongesit Inyang and her husband Ubong is compelling. It points the way forward.

If you would like to unsubscribe to messages sent by the Champlain LHIN, please [email us](#), and type "Unsubscribe" in the Subject line of your message.

Les points saillants de la plus récente réunion du conseil d'administration du RLISS de Champlain sont maintenant disponibles. [Veuillez cliquer ici.](#)

La réunion du 23 janvier 2019 a permis de réfléchir sur le travail du RLISS, les avantages d'un accès amélioré à des services de santé de qualité pour les résidents de la région de Champlain, la transformation future du système de santé ainsi que la responsabilité et l'efficacité du RLISS de Champlain dans l'administration des fonds publics.

Lors de cette réunion, deux documents importants ont été présentés : ***Voie à suivre pour améliorer les soins aux patients – stratégies et réussites*** et ***Modernisation des soins à domicile*** (disponible en anglais seulement). Voir les points saillants pour accéder aux documents.

Le document *Voie à suivre pour améliorer les soins aux patients – stratégies et réussites* décrit sept initiatives réussies qui ont amélioré l'accès aux soins de santé et la qualité de ceux-ci et qui ont été rentabilisées neuf fois, représentant des économies qui ont été réinvesties afin de répondre à la demande croissante de soins de santé. Quant au document **Modernisation des soins de santé**, on y examine des principes généraux et des propositions futures qui permettront d'apporter des changements positifs et de répondre à la demande de soins de santé qui, d'ici 2038, devrait avoir presque doublé par rapport à ce qu'elle est aujourd'hui.

Les points saillants font aussi état des efforts d'innovation déployés par le conseil d'administration du RLISS pour mieux comprendre l'incidence favorable et défavorable des politiques, des programmes et des services sur les patients. Ils nous permettent également de discuter de la façon d'améliorer le système de santé, en invitant les usagers des services à nous faire part de leurs expériences lors de réunions publiques du conseil d'administration. Le cheminement d'Idongesit Inyang et de son époux Ubong dans le système de santé est fascinant. Il nous indique la voie à suivre.

Si vous souhaitez vous désabonner des messages envoyés par le RLISS de Champlain, veuillez [cliquer ici](#) et indiquer comme objet de votre courriel « Désabonnement ».

Kind regards,

**Media Line**

Champlain Local Health Integration Network (LHIN)

613.747.3250

Toll-Free: 1.866.902.5446 x 3250

[champlain.media@lhins.on.ca](mailto:champlain.media@lhins.on.ca)

[www.champlainlhins.on.ca](http://www.champlainlhins.on.ca)

[twitter](#) @champlainlhins | [YouTube](#)

*Towards a person-centred health care system*

Meilleures salutations,

**Ligne des médias**

Réseau local d'intégration des services de santé (RLISS)

de Champlain

(613) 747-3250

Sans frais : 1(866) 902-5446, poste 3250

[champlain.media@lhins.on.ca](mailto:champlain.media@lhins.on.ca)

[www.rlisschamplain.on.ca](http://www.rlisschamplain.on.ca)

[twitter](#) @rlisschamplain | [YouTube](#)

*Vers un système de santé centré sur la personne*



# MEDIA RELEASE

January 31, 2019

## MINISTRY FUNDING SUPPORTS ONGOING MAINTENANCE

Almonte General Hospital (AGH) and Carleton Place & District Memorial Hospital (CPDMH) are two of 128 hospitals across Ontario who have received one-time funding, as part of the Health Infrastructure Renewal Fund and the Exceptional Circumstance Project Grant program. AGH has received \$265,703 and CPDMH has received \$1,001,029.

This annual Ministry of Health and Long-Term Care funding is used to upgrade, repair and maintain facilities. At AGH, the money will be used to upgrade fire system detection devices and replace the air handling system in the Rosamond Wing. At CPDMH, the air handling system in the operating room and sterilization department will be upgraded and a generator will be replaced.

“We welcome this additional one-time funding,” notes Mary Wilson Trider, President & CEO. “It ensures that our facilities remain in a good state of repair to provide a safe and comfortable environment for our patients, residents and families.”

-30-

Media Contact:

**Jane Adams**

Communications Lead

Almonte General Hospital and

Carleton Place & District Memorial Hospital

613-729-4864

[jane@brainstorm.nu](mailto:jane@brainstorm.nu)



# COUNCIL CALENDAR

## February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6pm Council	6	7	8	9
10	11	12 2pm County Economic Dev.	13	14 8:30am <b>Council Training</b> ( <i>Fred Dean and Nigel Bellchamber</i> )	15	16
17	18 <b>Family Day Office closed</b>	19 6pm Council	20	21	22	23
24 <b>OGRA Toronto</b>	25 <b>OGRA Toronto</b>	26 <b>OGRA Toronto</b>	27 <b>OGRA Toronto</b>	28		

Maydan away Jan 29 – Feb 12





# COUNCIL CALENDAR

## March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6pm Council	6	7	8	9
10	11	12 6pm Budget	13	14	15	16
17	18	19 6pm Council	20	21	22	23
24	25	26	27	28	29	30
31						

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW NO. 19-13**

**BEING** a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills.

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills passed Zoning Bylaw 11-83, known as the Zoning By-law, to regulate the development and use of lands within the Municipality;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural Commercial (C5)" Zone to "Rural (RU)" Zone for the lands identified on the attached Schedule 'A', which is legally described as Concession 10, Part Lot 10, Plan 26R-2845, Part 2, Pakenham Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **5<sup>th</sup> day of February, 2019.**

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Christa Lowry, Mayor

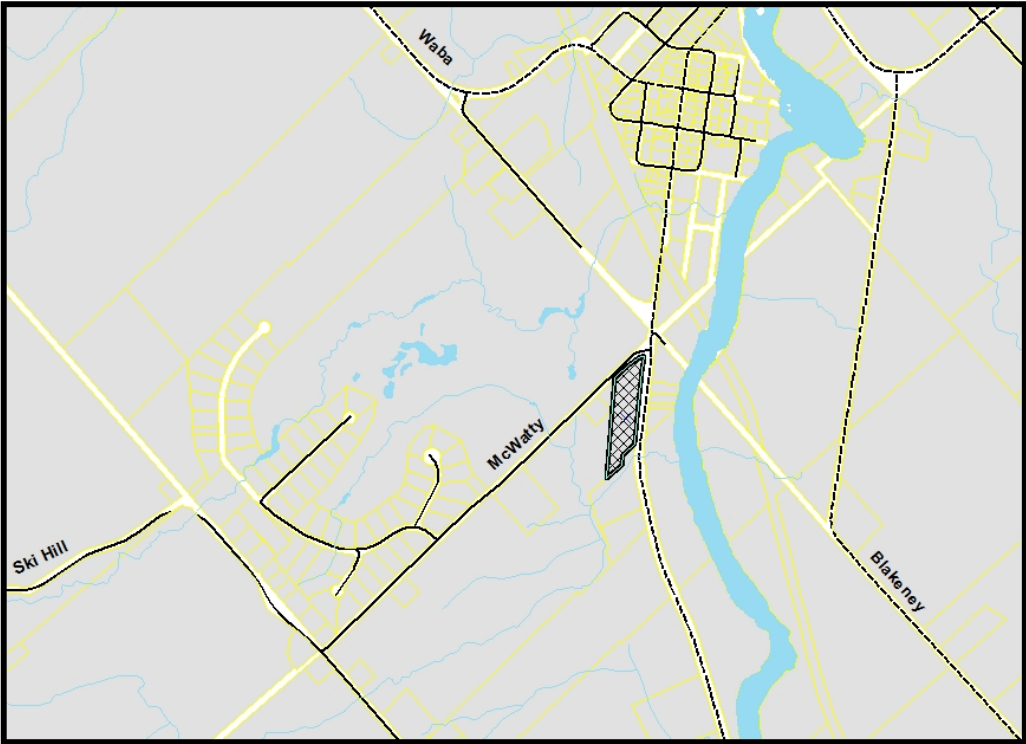
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Jeanne Harfield, Acting Clerk

SCHEDULE 'A'  
TO BY-LAW NO. 19-13



**Zoning Amendment Application Z-10-18**  
**Lot 10, Concession 10; being Part 2 on 26R-2845**  
**Pakenham Ward, Municipality of Mississippi Mills**



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW NO. 19-14**

**BEING** a by-law to amend By-law No. 11-83 being the Comprehensive Zoning By-law for the Municipality of Mississippi Mills;

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills passed Comprehensive Zoning Bylaw 11-83 to regulate the development and use of lands within the Municipality;

**AND WHEREAS** the Municipality of Mississippi Mills has identified and amended the Comprehensive Zoning By-law to address redundancies between it and the Ontario Building Code;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. Sections 5, 6, & 8 of By-law No. 11-83, as amended, is hereby further amended by removing, adding, or replacing provisions identified on the attached Schedule 'A'.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **5<sup>th</sup> day of February, 2019.**

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Christa Lowry, Mayor

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Jeanne Harfield, Acting Clerk

SCHEDULE 'A'  
TO BY-LAW NO.19-14

Section	Current Provision	Proposed Provision
5 – Definitions	<p>“<u>BASEMENT</u>” means the portion of a building between two floor levels which is partly below finished grade level but which has at least fifty (50) per cent of its height from finished floor to finished ceiling above adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</p>	<p>“<u>BASEMENT</u>” means the portion of a building between two floor levels which is partly below finished grade and is not a storey.</p>
5 – Definitions	<p>“<u>CELLAR</u>” means the portion of a building between two floor levels which has more than fifty (50) percent of its height from finished floor to finished ceiling below adjacent finished grade level for at least seventy-five (75) per cent of the building perimeter.</p>	<p>[Remove]</p>
5 – Definitions	<p>“<u>CONVERTED DWELLING</u>” means a building originally designed as a one-family dwelling which has been altered or converted so as to provide therein not more than four dwelling units, with or without separate entrances, none of which shall be located in the cellar of the dwelling but which may be located partially in the basement</p>	<p>“<u>CONVERTED DWELLING</u>” means a building originally designed as a one-family dwelling which has been altered or converted so as to provide therein not more than four dwelling units, with or without separate entrances, which may be located partially in the basement</p>
5 – Definitions	<p>“<u>DWELLING UNIT FLOOR AREA</u>” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, cellar or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.</p>	<p>“<u>DWELLING UNIT FLOOR AREA</u>” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.</p>
5 – Definitions	<p>“<u>FLOOR AREA</u>” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, unfinished basement or unfinished cellar; [...]</p>	<p>“<u>FLOOR AREA</u>” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, or unfinished basement; [...]</p>
5 – Definitions	<p>“<u>HABITABLE ROOM</u>” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition</p>	<p>“<u>HABITABLE ROOM</u>” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed</p>

	may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, unfinished basement or unfinished cellar.	sunroom, but shall not include any porch, veranda, unfinished attic, or unfinished basement.
6.15 – Occupancy Restrictions	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p> <p>(a) any private garage or other building which is accessory to a residential use;</p> <p>(b) any truck, bus, coach or streetcar bodies whether or not the same is mounted on wheels;</p> <p>(c) any cellar, as defined in this By-law;</p> <p>(d) any building or structure before the main wall and roof have been erected, application of the exterior siding and roofing has been completed and the kitchen, heating and sanitary conveniences have been installed unless approval of the Chief Building Official has been obtained in advance;</p> <p>(e) any trailer other than as temporary or seasonal accommodation, pursuant to Section 8.14 herein.</p>	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p> <p>(a) any private garage or other building which is accessory to a residential use;</p> <p>(b) any truck, bus, coach or streetcar bodies whether or not the same is mounted on wheels;</p> <p>(c) any building or structure before the main wall and roof have been erected, application of the exterior siding and roofing has been completed and the kitchen, heating and sanitary conveniences have been installed unless approval of the Chief Building Official has been obtained in advance;</p> <p>(d) any trailer other than as temporary or seasonal accommodation, pursuant to Section 8.14 herein.</p>
8.5 – Dwelling Units Below Grade	<p>(1) No dwelling unit shall in its entirety be located in a cellar. If any portion of a dwelling unit is located in a cellar such portion of the dwelling unit shall be used as a furnace room, laundry room, storage room, recreation room or for a similar use only and shall not be used for sleeping accommodation.</p> <p>(2) However, a dwelling unit in its entirety, may be located in a basement in accordance with the permitted uses and regulations of this By-law, provided that the finished floor level of such basement is located above the level of the sanitary or storm sewer serving the building or structure in which such basement is located or provided that the dwelling unit is serviced by an appropriate sewage pumping facility.</p>	[Remove]

## Jeanne Harfield

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**From:** Leslie Drynan  
**Sent:** January 17, 2019 10:09 AM  
**To:** Jeanne Harfield; Ross Trimble; Jasmin Ralph; Cathy Ryder; Lauren Walton; Clerk Adm (Lanark Highlands)  
**Cc:** Casey Whiticar  
**Subject:** LCMTC - Seeking Municipal Reps

Good morning,

The Lanark County Municipal Trails Corporation (LCMTC) is seeking two (2) representatives from local municipalities (either elected official or staff) to serve on the Board of Directors. If your municipality is interested in having a member on the Board of Directors, you are requested to submit one nomination for these positions to the undersigned by February 8<sup>th</sup>, 2019 (if possible).

The Lanark County Council Striking Committee will then select and recommend the two local municipal representatives to the Board in mid-February.

Please contact the undersigned if you have any questions.

Regards,

Leslie

**Leslie Drynan**, B.B.A., Dipl. M.M., CMO  
County Clerk / Deputy CAO  
Lanark County  
99 Christie Lake Rd., Perth ON K7H 3C6  
(613) 267.4200 ext. 1502  
[ldrynan@lanarkcounty.ca](mailto:ldrynan@lanarkcounty.ca)  
[www.lanarkcounty.ca](http://www.lanarkcounty.ca)

Goal: To create a network of recreational trails that supports a wide variety of recreational uses, promotes environmental appreciation and healthy lifestyles, and supports local businesses and economic development.

Scope of Corporation's business: Plan, advocate, educate, market, promote, and partner in the development and maintenance of a comprehensive trail system in the County of Lanark.

Vision: Develop a well-coordinated, sustainable and environmentally responsive trail network that balances environmental protection, recreational activity, tourism, health, and prosperity of a diverse range of users.

Our role:

- In regards to County Trails: Manage all aspects of the development, maintenance, promotion, and marketing of all trails owned by the County.
- In regards to Other Trails: Support local trails organizations, community groups and others to develop, promote, and maintain their own trails.

Objectives :

#### Community Forest Trails

- Develop a set of policies for trail development, uses, location, and implementation that will guide future development of a trails system
- Respect the community forest lands
- Trail development within county forest to only be completed in partnership with community groups

#### Rails to Trails

- Collaborate with neighbouring counties and municipalities to develop the rails to trails
- Pursue opportunities to develop a county trail that links each of the local municipalities



#### Trails:

- **Promote healthy, active lifestyles**
- **Foster appreciation of nature and environmental awareness**
- **Are accessible to all income levels and can be accessible for people with physical challenges**
- **Build community spirit and cooperation**
- **Link neighbourhoods and communities**
- **Provide tourism and economic benefits**



## Healthy Trails and Citizens

- Provide accessible trail systems that allow multi-use opportunities
- Provide sustainable trail use and management methods based on the best practices
- Foster better health and a strong economy through trails

### All trail proposals require:

- Mandate/purpose
- User base/distinction
- Development plan and budget, including:
  - Environmental assessment
  - Infrastructure: parking lot, trail clearing, grading, culverts, bridges, fences
  - Amenities: garbage cans, toilet facilities, picnic tables
  - Signage and promotion
  - Insurance
- Maintenance plan and budget, including:
  - Sustainable management plan for all infrastructure, amenities, signage, promotion, and insurance.

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** February 5, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** Cash in lieu of Parking – 7 Mill Street Unit 2-3, Almonte

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**RECONSIDERED MOTION:**

**Resolution No. 563-18  
THAT Council accept the cash in lieu request;**

**AND THAT a parking analysis be a strategic priority as part of the redevelopment of downtown streetscaping to investigate long-term parking solutions.**

**RECOMMENDED AMENDMENTS:**

**Insert: at a total value of \$36,000.00;**

**Insert: Council authorize the execution of a Cash In Lieu of Parking Agreement, to be registered on title of the lands at 7 Mill Street in accordance with Section 40(4) of the Planning Act;**

**Strike out: a parking analysis be a strategic priority**

**And Insert: staff be directed to undertake a parking analysis.**

**FINAL MOTION:**

**THAT Council accept the cash in lieu request at a total value of \$36,000.00**

**AND THAT Council authorize the execution of a Cash In Lieu of Parking Agreement, to be registered on title of the lands at 7 Mill Street in accordance with Section 40(4) of the Planning Act;**

**AND THAT Staff be directed to undertake a parking analysis as part of the redevelopment of downtown streetscaping to investigate long-term parking solutions.**

## **BACKGROUND:**

This request was previously considered by Council in December, 2018 where a decision was made to defeat the motion to both accept cash in lieu of parking and undertake a parking analysis. Further to a delegation presented by the applicant, Council has elected to rescind the previous decision and reconsider the request. The December 2018 staff report is available on the Municipality's [website](#).

In short, the proposal includes the conversion of a mercantile space into an Italian restaurant (approximately 1,800sqft). The dining room is proposed to service 40 patrons with an additional 30 seats on a seasonal outdoor patio overlooking the falls. The business will employ 15-20 full and part time staff and will operate seven days a week.

The proposed use is required to provide 16 parking spaces in accordance with the Zoning Bylaw parking provisions (Section 9.2). The mercantile unit was required to meet a parking supply of 4 spaces which can be deducted from the parking calculation for the new use. A shortfall of 12 spaces remains.

The proponent has elected to request cash in lieu of parking for all 12 spaces at a value of \$3,000 a space in accordance with the Municipal Fees and Charges Bylaw.

## **DISCUSSION:**

Council's initial reticence regarding the cash in lieu of parking arrangement can be summarized as follows:

1. Potential conflict over the existing parking spaces at 7 Mill Street dedicated to residential condominium owners;
2. Continued pressure on other private parking lot owners and abuse of available private parking provided for other businesses;
3. General perception of limited parking supply for all visitors and residents of the downtown;
4. Lack of a current strategy to improve the situation while intensification pressures increase through the establishment of new business;
5. Lack of policy on the use of reserve funds to improve parking supplies – (Q: Where was the existing reserve revenue generated from?).

Following this discussion, staff have investigated the above questions to provide further clarity and background for consideration by Council.

### *Conflict with Residential Condo Owners:*

Further to a conversation with Paige Pugh, President and Treasurer of the Victoria Woollen Mill Condominium Corporation staff understand that the Board has discussed the potential new business and have concluded that the use appears to conform to the condo's declaration and bylaws. The Board has indicated that they are not opposed to either the use or the acceptance of cash in lieu of parking, however they would appreciate the addition of signage directing patrons and employees of the business to publicly available lands.

Conflict with other private parking lots:

It is understood that there has been a longstanding conflict between the owner of the lands known locally as Heritage Court and other owners and patrons of businesses in the downtown. Personal expense on enforcement and continued awareness of the private nature of the site has been both cumbersome and tensional. In general, there is an understanding that acceptance of reduced parking requirements on one private property should not result in unmitigated impacts to another private property.

Limited Parking Available in the Downtown:

Previous parking studies have been undertaken by the Municipality in 2001 and 2006 which concluded that there was a sufficient supply of parking for the average daily demand at the time, but acknowledged that there was a shortfall of short-term parking spaces and a general public concern regarding the proximity of parking to downtown businesses. The discussions regarding the current proposal have brought to light these concerns again and have suggested that the situation has remained unresolved.

Parking Strategy and Solutions:

Staff continue to advise that a parking study would be the most objective and methodical approach to providing solutions to parking downtown. The Planning Department has budgeted for a summer student in 2019 and proposed that such an analysis could commence in spring of 2019 with a finished product to be presented to Council before the end of the year. A scope of work will be prepared prior to the launch of the study.

Existing Reserve Funds and Policy for Use:

Council wished to confirm where the existing \$32,000.00 of funds in the parking reserve had been provide from. Following further research of financial records, staff have been able to conclude that since 2004 the municipality has received 7 payments for cash in lieu, of which we have been able to identify the payee or address of 5 of the entries. The details of two of the payments remain unknown at this time. On a go-forward short-term basis staff recommend the use of an electronic registry for tracking the cash-in-lieu history, with the intention of moving to a GIS based tracking system in the future.

Staff have also confirmed that at this time the municipal reserve policy does not provide specific terms regarding the use of funds collecting for parking. Staff recommend that in conjunction with the completion of the parking study that a reserve policy be produced to provide guidance on the intended use of the funds in the future.

**FINANCIAL IMPLICATIONS:**

Cash in lieu of parking fee	\$3,000.00 a space
Number of additional spaces required	12 spaces
Total value of cash in lieu to be collected	\$36,000.00
Total current parking reserve value	\$32,737.83

**SUMMARY:**

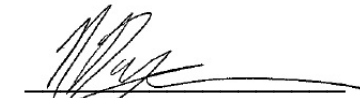
At this time, staff remain supportive of the acceptance of cash in lieu of parking, subject to the execution of an Agreement with the Municipality to establish terms of the acceptance – i.e. patrons and employees to be advised of municipal parking options.

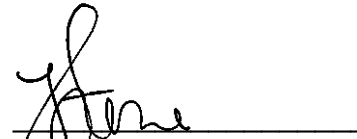
The addition of the proposed restaurant represents a diversification in the market and contributes to furthering the critical mass necessary to sustain a healthy and vibrant downtown core.

The collection of the fees under the current proposal will generate a total reserve value of \$68,737.83 which staff recommend be use to make surface improvements, lighting and signage to the existing gravel parking lot on Almonte Street (bottom of Gemmill Park). The lot is presently unmarked, but exhibits an area to accommodate approximately 18 spaces. The estimated costing for lot improvements is \$71,000.00 and is described in Appendix A.

All of which is respectfully submitted by,

Reviewed by,

  
Niki Dwyer MCIP RPP  
Director of Planning

  
Shawna Stone  
Acting Chief Administrative Officer

**ATTACHMENTS:**

Schedule A – Parking Lot Improvements



**7 Mill Street  
Cash in Lieu of Parking Request  
150m Radius from Subject Lands**



Site preparation and base	\$33,000.00
Asphalting and line painting	\$20,000.00
Signage	\$3,000.00
Finishing Landscaping	\$5,000.00
Contingencies and Tax	\$10,000.00
<b>TOTAL</b>	<b>\$71,000.00</b>



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**February 5, 2019**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Wild Parsnip Management Plan	PW	Staff to conduct Public Consultation	February
Community Official Plan (COP) Registry	Planning	Quarterly Updates	March
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arraigned following CAO recruitment	TBD