



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, November 6, 2018**

**6:00 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 (5:30 p.m.)**

**B. CONSIDERATION OF A CLOSED SESSION**

1. Update on HR Matters – Personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)); litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (*Municipal Act* s. 239 2(e)); and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act* s. 239 2(f))

**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 October 2 & 18, 2018

Pages 6-17

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

1. Presentation: Long Standing Service Award – 25 Years, Denzil Ferguson (MMP Randy Hillier on behalf of Minister of Municipal Affairs and Housing)
2. Janet Morrison, Mary Ann Murray and Hunter Graves, MMYC Pages 18-28  
Re: Update on Mississippi Mills Youth Centre (MMYC) Activities

Recommendation:

That the delegation by Janet Morrison, Mary Ann Murray and Hunter Graves, Mississippi Mills Youth Centre, re: Update on Youth Centre Activities, be received.

**I. PUBLIC MEETINGS**

1. Zoning Amendment Wilson - Pt Blk C E Mississippi River Plan 779; Pt 2 Ref Plan 26R-439, Pakenham Pages 29-33

**J. COMMITTEE OF THE WHOLE**

*Motion to resolve into Committee of the Whole.*

**(J.1) CONSENT ITEMS****Minutes**

*Motion to receive:*

- Beautification – June 21, 2018 Pages 34-36
- CEDC – September 18, 2018 Pages 37-40
- Heritage – September 26, 2018 Pages 41-42
- Accessibility – October 30, 2018 Pages 43-45

**a. Heritage****Recommendation:****Page 41**

That after numerous deliberations and discussions with St. Paul's Parish representatives and heritage experts, the Heritage Committee recommends to Council that the following tasks should be undertaken by the Parish as part of their repair efforts of the Rectory:

1. That given the poor condition of the current roof, the steel roof contract and scope of work agreed upon between the Parish and London Eco-Steel proceed as is, with the sole exception as noted in #2 below.
2. That given the poor condition and lack of heritage character of the eastern and central chimneys, they be demolished to below the roofline, and that the stone separating the first and second rise of the eastern chimney be carefully removed, preserved and re-purposed by the Parish in a public space.
3. That the existing soffit, bargeboard and fascia be scraped, repaired and repainted as needed.

**b. Accessibility****Recommendation:****Page 44**

That Council accept the 2018 Annual Accessibility Report.

Recommendation:

Page 45

That Council request that Lanark County provide an outline of how the OVRT complies with the provisions of the Accessibility for Ontarians with Disabilities Act (AODA) and plans to maintain AODA standards for future use.

**(J.2) REPORTS****Public Works****a. All-way Stop – Colborne and Brae Streets**

Pages 46-48

Recommendation:

That Council approve the installation of an all-way stop at the intersection of Colborne and Brae Streets as presented in the report prepared by the Director of Roads and Public Works dated November 6, 2018;

And that Staff be directed to draft the necessary by-law.

**b. Update on OMCC Grant Funding**

Pages 49-51

Recommendation:

That Council authorize the Mayor and Clerk to execute a Letter of Agreement with the Province reallocating the OMCC grant funding to the Ann Street OVRT linkage project.

**Planning and Development****c. Municipal Heritage Advisory Committee- Revised Terms of Reference**

Pages 52-61

Recommendation:

That Council adopt the revised terms of reference for the Municipal Heritage Committee.

**d. Site Plan Control – Corcann Heating & Cooling, Industrial Drive**

Pages 62-72

Recommendation:

That Council approve the site plans for CorCann Heating & Cooling regarding the property described as Concession 10, Lot 15, Plan 27R-9664, Part 1, Almonte Ward subject to minor revisions to the satisfaction of the Municipality's Planning Department;

And that the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

**e. Site Plan Control – Ramsay Storage, 3243 Old Perth Road**

Pages 73-85

Recommendation:

That Council approve the site plans for the property described as 3243 Old Perth Road subject to their revisions to the satisfaction of the Municipality's Planning Department and the Mississippi Valley Conservation Authority;

And that the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

**Finance and Administration****f. Revised Municipal Flag Policy**

Pages 86-97

Recommendation:

That Council approve the revised Municipal Flag Policy as presented.

**(J.3) INFORMATION ITEMS**

- |  |               |
|--|---------------|
| • Mayor's Report                                 | None          |
| • County Councillors' Report                     | Pages 98-108  |
| • Mississippi Valley Conservation Authority      | Page 109      |
| • Information List                               | Pages 110-115 |
| • Meeting Calendars ( <i>November/December</i> ) | Pages 116-117 |

**K. RISE AND REPORT**

*Motion to return to Council Session.*

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of November 6, 2018 be adopted as resolutions of Council.

**L. BY-LAWS**

*That By-laws 18-99 to 18-100 be taken as read, passed, signed and sealed in Open Council.*

18-99 Municipal Heritage Advisory Committee

Pages 118-122

18-100 All-way Stop Colborne and Brae Streets

Page 123

**M. OTHER/NEW BUSINESS**

## 1. Noise Exemption Request

Pages 124-126

Recommendation:

That Council grant an exemption to the Noise By-law No. 02-89 to WSP from March 1, 2019 to November 30, 2019;

And that the work will be conducted 24 hours a day from Mondays to Thursdays for approximately 4 nights for the replacement of 1 culvert on Highway 7.

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS****P. CONFIRMATORY BY-LAW – 18-101****Q. ADJOURNMENT**



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

**Council Meeting #23-18**

**MINUTES**

A regular meeting of Council was held on Tuesday, October 2, 2018 at 5:00 p.m. in the Council Chambers.

**A. CALL TO ORDER**

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

**B. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 463-18**

**Moved by Councillor Wilkinson**

**Seconded by Councillor Watters**

**THAT** Council enter into an in camera session at 5:00 p.m. re: proposed or pending acquisition or disposition of land by the municipality (*Municipal Act s. 239 2(c)*); personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*); a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (*Municipal Act s. 239 2(k)*); and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).

**CARRIED**

**Resolution No. 464-18**

**Moved by Councillor**

**Seconded by Councillor**

**THAT** Council return to regular session at 5:50 p.m.

**CARRIED**

**Rise & Report**

1. Sale of Business Park Land Part Lot 25 Conc 10

Staff direction was provided in camera.

2. Professional Service Agreement

Staff direction was provided in camera.

3. Update on HR Matters

Staff direction was provided in camera.

**C. O CANADA**

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

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

Mayor Shaun McLaughlin  
Councillor Duncan Abbott  
Councillor Denzil Ferguson  
Councillor John Edwards  
Councillor Alex Gillis  
Councillor Christa Lowry  
Councillor Jill McCubbin  
Councillor Amanda Pulker-Mok  
Councillor Jane Torrance (arrived at 5:11pm)  
Councillor Paul Watters  
Councillor Val Wilkinson

**ABSENT:**

Shawna Stone, Clerk  
Jeanne Harfield, Deputy Clerk  
Nicole Dwyer, Director of Planning (left at 8:11pm)  
Rhonda Whitmarsh, Treasurer (left at 8:11pm)  
Guy Bourgon, Director of Roads and Public Works (left at 7:00pm)  
Abby Armstrong, Environmental Compliance Coordinator (left at 7:00pm)  
Trish Petrie, Acting Environmental Compliance Coordinator (left at 7:00pm)

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**E. APPROVAL OF AGENDA****Resolution No. 467-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Pulker-Mok**

**THAT** the agenda be approved as amended, with the removal of Item I.1.

**CARRIED**

**F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**G. APPROVAL OF MINUTES****Resolution No. 468-18**

**Moved by Councillor Pulker-Mok**

**Seconded by Councillor Ferguson**

**THAT** the Council Minutes dated September 18, 2018 be approved as presented.

**CARRIED**

**H. PUBLIC MEETINGS**

[None]

**I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Long Standing Service Award, Denzil Ferguson  
(MMP Randy Hillier on behalf of Minister of Municipal Affairs and Housing)

Deferred November 6, 2018

2. Provincial Roadeo Recognition, John Gleeson

The Mayor congratulated John Gleeson on his 1<sup>st</sup> place finish at the Provincial Truck Roadeo.

3. Paddy Vargas and Janet Duncan, Almonte Community Coordinators  
Re: Update on Renovations to The Hub

**Resolution No. 469-18****Moved by Councillor Gillis****Seconded by Councillor McCubbin**

That the delegation by Paddy Vargas and Janet Duncan, Almonte Community Coordinators, re: Update on Renovations to The Hub, be received.

**CARRIED**

**J. COMMITTEE OF THE WHOLE****Resolution No. 470-18****Moved by Councillor Abbott****Seconded by Councillor Ferguson**

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

**CARRIED**

**J.1 CONSENT ITEMS**

3rd Quarter Building Permit Activity Report

**Resolution No. 471-18****Moved by Councillor Pulker-Mok****Seconded by Councillor Wilkinson**

**THAT** the 3rd Quarter Building Permit Activity Report, be received.

**CARRIED**

## Advisory Committee Minutes

**Resolution No. 472-18****Moved by Councillor Edwards****Seconded by Councillor Pulker-Mok****THAT** the minutes of the following committees be received:

- Library Board – June 27, 2018
- CEDC – August 28 & September 4, 2018
- Accessibility – September 11, 2018

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

## a. Pakenham Pedestrian Crossovers

**Resolution No. 473-18****Moved by Councillor Abbott****Seconded by Councillor Ferguson****THAT** Council approve the designs for the installation of pedestrian crossovers in 2019 on Graham Street (County Road 29) at the Waba Road/Elizabeth Street intersection and at the Jeanie Street intersection as per the attached design by Jp2g and Partham Engineering, with approval and partial funding of the project to be requested from the County of Lanark.**CARRIED**

## b. Storm Internet Pilot Project for Clayton

**Resolution No. 474-18****Moved by Councillor Edwards****Seconded by Councillor Wilkinson****THAT** Council authorize the Mayor and Clerk to enter into an agreement with Storm Internet (4141903 Canada Inc.) for the provision of fibre service to the Clayton area as detailed in the report prepared by the Director of Roads and Public Works dated October 2, 2018.**CARRIED**

## c. Updated Sewer Use By-law

**Resolution No. 475-18****Moved by Councillor Abbott****Seconded by Councillor McCubbin****THAT** Council approve the proposed Sewer Use By-law as presented.**CARRIED**

**Planning and Development**

- d. Stop-up and Disposition of a Right of Way William, Malcolm, James, Mary, John, Malloch and Maitland Road Allowances in Burnside Subdivision Plan 6262, Almonte Ward, Mississippi Mills

**Resolution No. 476-18****Moved by Councillor Gillis****Seconded by Councillor Ferguson**

**THAT** That Council pass a resolution declaring the road allowances known as William, Malcolm, Mary, Maitland, Part of James, Part of John, Part of and Malloch Streets identified as part of the Burnside Subdivision on Plan 6262, Almonte Ward, to be surplus to needs of the Municipality;

And that Council pass a by-law to stop up part of the unopened road allowance known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of the Burnside Subdivision on Plan 6262, Almonte Ward;

And that the Mayor and Clerk are authorized to enter into an Agreement of Purchase and Sale with Andrew and Glenna Brown regarding the conveyance of the road allowances known as William, Malcolm, Mary, Part of Maitland, Part of James, Part of John, and Part of Malloch Streets identified as part of Plan 6262 to Andrew and Glenna Brown in exchange for part of PINS 0249, 0253 and 10' allowance of land along the John Street allowance north of 218 Strathburn Street.

**CARRIED****Finance and Administration**

- e. Financing of a Fire Truck, Grader, Ice Resurfacer and Two Backhoes

**Resolution No. 477-18****Moved by Councillor Pulker-Mok****Seconded by Mayor McLaughlin**

**THAT** the Treasurer be authorized to obtain financing from the TD Bank in the amount of \$943,600 at a fixed rate of 3.43% for 10 years to finance the purchase of a fire truck, grader, ice resurfacer and two backhoes.

**CARRIED**

- f. Advisory Committees – Terms of Reference

CEDC – amend 1 representative from community organization instead of Riverwalk

CPAC – amend 3 community reps, 2 council

**Resolution No. 478-18****Moved by Councillor Wilkinson****Seconded by Councillor Pulker-Mok**

**THAT** Council approve the terms of reference for the advisory committees.

**CARRIED**

**J. 3 INFORMATION ITEMS**

• **Mayor's Report**

[None]

• **County Councillors' Report**

Highlights: OVRT Management Plan

• **Mississippi Valley Conservation Report**

[None]

• **Information List 13-18**

**Resolution No. 479-18**

**Moved by Councillor Watters**

**Seconded by Councillor Ferguson**

**THAT** Information List 13-18 be received.

**CARRIED**

• **Meeting Calendars**

October/November

Amendments: EAC October 15<sup>th</sup> at 6:30 pm

**K. RISE AND REPORT**

**Resolution No. 480-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Ferguson**

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

**CARRIED**

**Resolution No. 481-18**

**Moved by Councillor Lowry**

**Seconded by Councillor Wilkinson**

**THAT** the recommendations of the Committee of the Whole for the meeting of October 2, 2018 be adopted as resolutions of Council.

**CARRIED**

**L. BY-LAWS**

**Resolution No. 482-18**

**Moved by Councillor Abbott**

**Seconded by Councillor McCubbin**

**THAT** By-laws 18-92 to 18-95 be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

By-Law 18-92

**Resolution No. 483-18**

**THAT** By-law 18-92, being a by-law to regulate the use of sewers within the Municipality of Mississippi Mills.

**CARRIED**

By-Law 18-93

**Resolution No. 484-18**

**THAT** By-law 18-93, being a by-law to stop up, and sell part of the Maitland, William, Malcolm, Mary, James, John, Malloch, road allowances identified on PLAN 6262, Almonte Ward.

**CARRIED**

By-Law 18-94

**Resolution No. 485-18**

**THAT** By-law 18-94, being a by-law to establish a municipal highway for a portion of lands municipally known as McManus Side Road.

**CARRIED**

By-Law 18-95

**Resolution No. 486-18**

**THAT** By-law 18-95, being a by-law to authorize the borrowing from the TD Bank the principal amount of \$943,600 for the financing of a fire truck, a grader, an ice resurfer and two backhoes.

**CARRIED**

**M. OTHER/NEW BUSINESS**

1. Support for New Fire Safety Regulations under the Fire Protection and Prevention Act 1997

**Resolution No. 487-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Ferguson**

**WHEREAS** Ontario Regulation 379/18, Firefighter Certification, requires mandatory certification for firefighters hired after July 1, 2019 and mandatory certification for new and existing firefighters in certain roles as of January 1, 2020;

**AND WHEREAS** the Council of Mississippi Mills supports in principle the concept and need for training;

**AND WHEREAS** new firefighters, in order to become certified will be required to undertake approximately 300 hours of training within a two year period before they can fulfill their full duties as a firefighter;

**AND WHEREAS** these requirements significantly increase the cost of training and put a financial strain on rural, volunteer based fire departments such as the Mississippi Mills Fire Rescue;

**AND WHEREAS** these requirements negatively impact recruitment by decreasing the ability for community members to join a volunteer based fire department such as the Mississippi Mills Fire Rescue and decreases the retention of volunteers, thereby putting the fire department at risk for providing fire suppression and prevention services to the public;

**AND WHEREAS** training for a volunteer firefighter under the current model requires ongoing evening and weekend training during times that are compatible within the normal daily activities of individuals who have a strong commitment to their community;

**NOW THEREFORE BE IT RESOLVED THAT** the Minister of Community Safety and Correctional Services consider allowing for a longer period of time for implementation and completion of the required training;

**AND THAT** the Council of the Corporation of Mississippi Mills requests the Minister of Community Safety and Correctional Services to provide assistance with funding to help lessen the financial burden on rural volunteer based fire departments;

**AND THAT** this resolution be forwarded to the local municipalities within Lanark County, the Association of Municipalities of Ontario (AMO) and the local MPP.

**CARRIED**

2. Support for Paramedics as Essential Service

**Resolution No. 488-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Pulker-Mok**

**WHEREAS** Paramedic Services in Ontario are not considered an Essential Service like Fire and Police services;

**AND WHEREAS** Paramedic Services across Ontario operate under The Ambulance Services Collective Bargaining Act, 2001, allowing a reduction in paramedic services to 75% (The Essential Services Act);

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Mississippi Mills petition the Province of Ontario to list Paramedic Services as a full Essential Service; **AND THAT** this resolution be forwarded to the County for consideration.

**CARRIED**

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS**

Crown and Pumpkin Tour Oct 6<sup>th</sup> – 8<sup>th</sup>; APMHA food drive; Business Recognition Awards Oct 18<sup>th</sup>; Almonte Farmer's Market veggie grow off.

**P. CONFIRMATORY BY-LAW**

By-law 18-96

**Resolution No. 489-18**

**Moved by Councillor Watters**

**Seconded by Councillor Gillis**

**THAT** By-law 18-96, 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 2<sup>nd</sup> day of October 2018, be read, passed, signed and sealed in Open Council this 2<sup>nd</sup> day of October 2018.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 490-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Ferguson**

**THAT** the meeting be adjourned at 8:24 p.m.

**CARRIED**

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Shaun McLaughlin  
MAYOR

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Shawna Stone  
CLERK



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

**Special Council Meeting #24-18**

**MINUTES**

A special meeting of Council was held on Thursday, October 18, 2018 at 9:00 a.m. in the Council Chambers.

**A. CALL TO ORDER**

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

**B. ATTENDANCE**

**PRESENT:**

Mayor Shaun McLaughlin  
Councillor Christa Lowry  
Councillor John Edwards (arrived at 9:02)  
Councillor Denzil Ferguson  
Councillor Amanda Pulker-Mok  
Councillor Val Wilkinson  
Councillor Duncan Abbott  
Councillor Jill McCubbin  
Councillor Paul Watters  
Councillor Jane Torrance

**ABSENT:**

Councillor Alex Gillis

Shawna Stone, Clerk  
Jeanne Harfield, Deputy Clerk

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**C. APPROVAL OF AGENDA**

**Resolution No. 491-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Lowry**

**THAT** the agenda be approved as amended, with the addition of a Consideration of a Closed Session being advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Municipal Act s. 239 2(f)) for Update on HR Matters.

**CARRIED**

**D. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**E. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 492-18**

**Moved by Councillor Ferguson**  
**Seconded by Councillor Torrance**

**THAT** Council enter into an in camera session at 9:00 a.m. re: and personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)); and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act* s. 239 2(f)) – Hire a Fire Chief and Update on HR Matters.

**CARRIED**

**Resolution No. 493-18**

**Moved by Councillor Edwards**  
**Seconded by Councillor Ferguson**

**THAT** Council return to regular session at 9:55 a.m.

**CARRIED**

**Rise & Report**

1. Hire a Fire Chief

**Resolution No. 494-18**

**Moved by Councillor Edwards**  
**Seconded by Councillor Ferguson**

**THAT** Council accept with regret the resignation of Acting Fire Chief Bruce Toschak effective October 23, 2018.

**CARRIED**

**Resolution No. 495-18**

**Moved by Councillor Abbott**  
**Seconded by Councillor Wilkinson**

**THAT** Council hire Scott Granahan for the Fire Chief position, effective October 23, 2018, subject to a one year probationary period, per the terms and conditions outlined in the employment contract.

**CARRIED**

2. Update on HR Matters

**Resolution No. 496-18**

**Moved by Councillor Watters**  
**Seconded by Councillor Ferguson**

**THAT** Council appoint Shawna Stone, as Interim/Acting CAO effective July 30, 2018;

**AND THAT** Council appoint Jeanne Harfield as Acting Clerk effective July 30, 2018;

**AND THAT** Council appoint Jennifer Russell as Acting Deputy Clerk effective July 30, 2018.

**CARRIED**

**F. BY-LAWS**

**Resolution No. 497-18**

**Moved by Councillor Pulker-Mok**

**Seconded by Councillor McCubbin**

**THAT** By-law 18-97, being a by-law to appoint Scott Grananhan as Fire Chief for the Municipality of Mississippi Mills, be taken as read, passed, signed and sealed in Open Council.

**G. CONFIRMATORY BY-LAW**

By-law 18-98

**Resolution No. 498-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Edwards**

**THAT** By-law 18-98, 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 18<sup>th</sup> day of October, 2018, be read, passed, signed and sealed in Open Council this 18<sup>th</sup> day of October, 2018.

**CARRIED**

**H. ADJOURNMENT**

**Resolution No. 499-18**

**Moved by Councillor Abbott**

**Seconded by Councillor Pulker-Mok**

**THAT** the meeting be adjourned at 9:58 a.m.

**CARRIED**

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Shaun McLaughlin  
MAYOR

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Jeanne Harfield  
ACTING CLERK



June 2017 –  
September 2018

Year One +!!



# YOUTH

# youth members since MMYC began in 2016 =  
256

#visits to Youth Centre:

2016 = 279

2017 = 1838

2018 (to end September) = 1322

**#new youth since June  
2017 = 110**

Age mandate expanded: 10 - 18

# STAFF

# staff hired since June 2017: 16

# staff currently on payroll: 4

Academic Backgrounds: Social Service Worker,  
Child & Youth Care, Police Foundations, Kinesiology,  
Therapeutic Recreation

# regular program volunteers (non-MMYC youth): 2

\*many other project volunteers and Board Directors



## Board of Directors

Jane Torrance - Chair

Mary Ann Murray – Vice Chair

Judith Marsh – Recording Secretary

Hunter Graves

Alice Clarke

Josh Villeneuve

Josh Gamble

Joy Delahunt

# PARTNERS



## Not-for-Profit Organizations, Groups:

Open Doors for Children and Youth, Lanark County - program support, collaboration

The Mills Community Support, Almonte - program collaboration, grant partnership

The Neighbourhood Tomato - container garden donation, event partnership

The Hunger Stop, CP Food Bank - MMYC donates food from garden, program partnership potential

Classic Theatre Festival, Perth - MMYC hosts plays

All of the Lanark County Planning Council agencies (Big Brothers, Big Sisters, RNJ...)

Lanark County Youth Centres Coalition (MMYC, Perth, CP, Lanark, Smith's Falls Youth Program)

## Community Groups & Individuals:

Cornerstone Church, Presbyterian Church - donation

Almonte United Church - program partnership in process, offer of space

The Legion, Almonte Branch - donation for field trip to War Museum

Lanark County Master Gardeners - help with gardens

Geological Society - MMYC youth tested new park rocks, program partnerships

Mississippi Valley Field Naturalists - program partnerships in process

O.P.P. - fundraisers, sit on common committees re substance abuse prevention etc.

Mississippi Mills Public Library - events, programs in process

Municipality of Mississippi Mills

# MORE PARTNERS...



## Foundations/Service Clubs:

Almonte Community Coordinators (The Hub) - regular funding, in-kind items from store, Hub Christmas Gift Shop

Almonte Civitan Club and Junior Civitans- donations, help with BBQs etc.

United Way Lanark County - funding, Youth Collective Impact committees

Elizabeth Kelly Library Foundation, Almonte - donation

Young Awards Foundation

## Education:

Almonte District High School - space for Gym Night, promotes us on FB etc.

R. Tait MacKenzie Public School, Naismith Memorial Public School, Holy Name of Mary

Algonquin College - SSW, CYW, Rec/Leisure Studies programs, placement students, committees, programming ideas; Community Employment Services Perth - funding for social enterprise youth staff

Health Unit - Physical Literacy, guest speakers

## Corporate:

Ultramar CST - large donation

Hummingbird Chocolate Maker - event with youth and large donation

Mississippi Mills Music Works - program facilitators, space for performance

Patrice's Independent Grocer, Almonte - garden supplies donations and discounts and canteen products

Fulton's Sugar Bush - large donation

Jack O'Trades - contractor - in-kind tasks



## PROGRAMS & ACTIVITIES

- Confidence in the Kitchen:  
crockpot cooking, international cooking, guest chefs
- Dance Lessons, Line Dancing
- Girivana (yoga, self-esteem)
- Gym Night, Sports in the Park
- Wacky Wednesday
- Knitting, Loom Knitting
- Ukulele, Harmonica Lessons
- Adopt-A-Road
- Monday Workshops & Guest Speakers
- P.A. Day Activities
- Summer Camp



## FUNDRAISING & AWARENESS RAISING EVENTS

- Car Wash
- Puppets Up Presents! Canteen
- Keepsakes Gift Wrapping
- Sunday Tea Dances - Standing Room Only
- Friendship Oven Opening and Crown & Pumpkin Lunch Stop
- Gemmill Park Campus Grand Opening BBQ
- Pumpkin Parade
- Hummingbird Chocolate Maker
- 5<sup>th</sup> Anniversary
- First Annual MMYC August Night Market



AT JUNE 18, 2018:

# total likes on Facebook = 931

# reaches = 1090

# page followers = 947

Follow us now on Instagram!!



# SOCIAL MEDIA

Government:

Municipality of Mississippi Mills

Lanark County

Federal and Provincial funding for specific grant programs

Foundations:

Elizabeth Kelly Library Foundation, Laidlaw Foundation, J.W. McConnell Foundation, United Way

Community:

Almonte Community Coordinators (The Hub), Civitan, Legion, Presbyterian Church, Cornerstone Church, Individual community members

Corporate:

Ultramar CST, Hummingbird Chocolate Maker

# FUNDERS

# GRANT PROGRAMS



## PEER HEAR

Ontario Centre for  
Excellence, Youth Mental  
Health, CHEO, Dare 2 Dream  
Comic Art & Mural Program  
January 2017 – January 2018  
\$5000





# MOVE IT !

Ontario Sport & Recreation  
Community Funds

Applied in partnership with CORE Youth Services, CP, which administers the grant program

May 2017 – May 2018

Physical activity programming, excursions, healthy snacks



# LIFE LONG LEARNING

Elizabeth Kelly Library Foundation

May 2017 – May 2018

\$2500





## CONFIDENCE IN THE KITCHEN

United Way 2017 Surplus Program Funding  
April – August 2018  
\$2000

## FOREVER YOUNG!

United Way Lanark County Partnership with The Mills Community Support  
Weekly intergenerational programming  
July 2017 – July 2018  
\$20,000



# SKIP (SUPPORTING KIDS IN PARKS)

Canada Summer Jobs  
2 post-secondary student wages  
July & August 2018

Outdoor, nature, parks programming  
within Summer Day Camp

\$7000



# SOCIAL ENTERPRISE SUMMER 2018

Youth Collective Impact project

United Way

Laidlaw Foundation, J.W. McConnell  
Foundation

\$30,000

1 Project Coordinator, 3 Youth  
Canteen Workers

Algonquin Employment Services

Open Doors Lanark County

Municipality of Mississippi Mills



# Successes

- ▶ Currently open Tuesday to Thursday 2:30 – 6:00
- ▶ Friday Night Gym Program at ADHS
- ▶ New Kitchen and vibrant environment
- ▶ Policies & Procedures in place and continuing
- ▶ MMYC Sign at road
- ▶ Donation/Awareness Rack Cards
- ▶ Audit completed
- ▶ Premises Cleanup – Back Space
- ▶ Big Bargain Book Sale 2017 –  
in partnership with Library
- ▶ Unique Programming
- ▶ Youth contributing to MMYC and community



## Strengths

- ▶ Values practiced, enforced; safe, respectful space for all
- ▶ Staff – dedicated, caring
- ▶ Solid relationships with youth and families
- ▶ Great community connections and partners
- ▶ Interesting variety of programs
- ▶ Active Board of Directors

## Improvements, Goals

- ▶ Volunteer recruitment, policies
- ▶ Promotion and Marketing (improve website, more media stories)
- ▶ Improve awareness of what we are, who we serve, employee recruitment
- ▶ Setting priorities, goals and limits for programs, fundraising events
- ▶ Increase youth participation in community events
- ▶ Charitable Status
- ▶ Outreach programming, sites (Pakenham, Clayton?)

# STRENGTHS... & GOALS

Our local youth



THANK YOU!

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 6, 2018

**TO:** Committee of the Whole

**FROM:** Niki Dwyer, Director of Planning

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-07-18  
Pt Blk C E Mississippi River Plan 779; Pt 2 Ref Plan 26R-439  
Pakenham Ward, Municipality of Mississippi Mills**

**KNOWN AS:** No Civic Address (Roll: 0931946025072020000)

**OWNER:** Grant and Brenda Wilson (Agent: ZanderPlan Inc)

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### **PURPOSE AND EFFECT**

The purpose of the Zoning By-law Amendment is to rezone the property from Development (D) to Limited Service Residential – Special Exception (LSR-x) to permit the construction of a permanent single detached dwelling on the site. The Community Official Plan designation of the lands is “Residential” and “Floodplain” adjacent to the Mississippi River and is not subject to amendment.

The lands are presently occupied by a paved and partially fenced tennis court, previously used by the adjacent property owners (1943 Blakeney Road) and are accessible by private road from Blakeney Road via two easement agreements.

### **DESCRIPTION OF SUBJECT LANDS**

The subject land is known as Part Block C on Registered Plan 779, more particularly described as Part 2 on Reference Plan 26R-439. The site is encumbered by a walkway easement in favour of the lands at 1943 Blakeney Road providing access to a dock on the Mississippi River. The site is located on the eastern shore of the Mississippi River within the settlement boundary for the Village of Pakenham.

### **SERVICING & INFRASTRUCTURE**

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands are serviced by private well and septic systems. The subject lands are serviced by two easement agreements providing access by private road from Blakeney Road. The easements were registered by Reference Plan in 2010.

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

Schedule B of the Official Plan identifies the subject lands as “Residential” and “Floodplain”.

The Floodplain provisions of the COP require new development to be located 30m from the floodplain or highwater mark (whichever is greater) (Policy 3.1.3.1.3). All development in floodplain influence areas are subject to permitting and approvals by the Mississippi Valley Conservation Authority (MVCA).

Residential land use policies permit a variety of low and medium density uses and associated accessory uses in accordance with the scale and character of surrounding land uses (Policy 3.6.2). The plan stresses the importance of affordable housing and offers opportunities for increased housing opportunities via secondary dwelling units in single detached dwellings. At this time, the proposal seeks to construct a single detached dwelling on the site similar to the size and scale of other dwellings in the vicinity.

Additional provisions associated with development in areas of Erosion Hazards and Slopes apply to the subject lands (Policy 3.1.3.2). Sites are classified as potential erosion hazards where banks of watercourses are subject to erosion or unstable soils (ie. Leda clay) are present and represent potential for slope failure. Both conditions are suspected to exist on the site. As part of a completed application, the owners have submitted a Slope Stability Analysis to locate a viable building envelope, recommend setbacks from the Erosion Hazard Limit and any additional mitigation measures. The report is currently subject to review by the MVCA and the Municipality is awaiting comments from the agency.



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

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

The agent representing the owner originally requested that the property be recognized in the “Residential First Density” (R1) Zone, however in reviewing the Zoning Bylaw, staff identified that as the property is not directly accessible by an open and maintained public road, any residential development must be classified as “Limited Service Residential” in accordance with the provisions of Section 6.7 of the Zoning Bylaw (Frontage on a Public Street). The existing lot complies with all lot provisions of the LSR zone.

The Special exception provision would recognize the Erosion Hazard Limit which the Slope Stability Analysis recommends as 21.5m from the crest of the existing slope (see Schedule B).

**PUBLIC COMMENTS RECEIVED:**

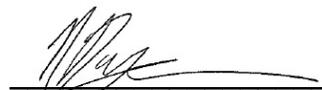
Staff circulated the application in accordance with the provisions of the Planning Act and received one inquiry from the property owner immediately adjacent inquiring about the need to complete a Zoning Amendment application on their own lands should they choose to build in the future.

Staff also received comments from a Councillor who alerted the department to known leda clay deposits in this part of the Municipality. The information was shared by staff with the MVCA who will include a soil stability review in the peer review of the Slope Stability Report.

General correspondence indicating no objections to the application were provided by Enbridge Gas and the Leeds Grenville and Lanark District Health Unit.

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

All of which is respectfully submitted,

  
Niki Dwyer, MCIP RPP MA BES  
Director of Planning

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

**ATTACHMENTS:**

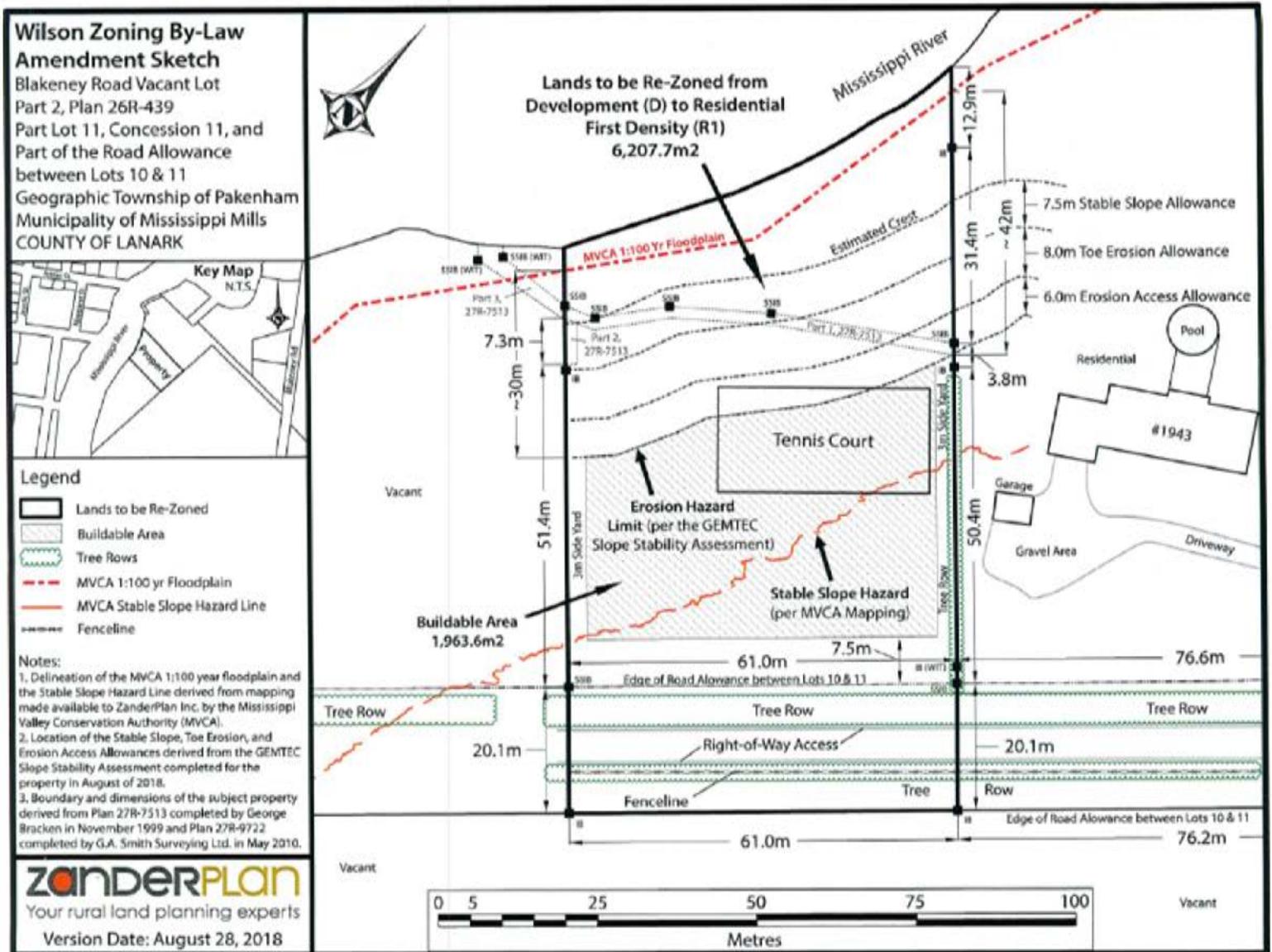
- Appendix A – Aerial Photo and Map
- Appendix B – Zoning Bylaw Sketch (depicting Erosion Hazard Limit and setback)

**APPENDIX A**

**Aerial Photo (2017)**



# APPENDIX B



The Corporation of the Municipality of Mississippi Mills  
**Beautification Committee Meeting**  
Thursday June 21, 2018 at 8:00AM  
Joachim & Wendy Moenig's Garden

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Present: Joachim Moenig  
David Hinks  
Lea Anne Solomonian  
Nancy Timmons  
Betty Waterman  
Julie Yeaman  
Jill McCubbin  
Garwood Tripp

Staff: Tiffany MacLaren, Community, Cultural & Economic Coordinator  
Bonnie Ostrom, Recording Secretary

Regrets: Malta Mendzigall, Cornelius Berg

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Acting Chairperson Bonnie Ostrom called the meeting to order at 8:42 am.

**A. Approval of Agenda**

Moved by Jill McCubbin

Seconded by David Hinks

THAT the June 21, 2018 agenda be accepted as presented.

**CARRIED**

**B. Disclosure of Pecuniary Interest**

**C. Round Table – Positive observations around Mississippi Mills**

**D. Approval of Minutes – May 24, 2018**

Moved by Jill McCubbin

Seconded by Betty Waterman

THAT the May 24, 2018 Beautification minutes be accepted as presented.

**CARRIED**

**E. Business**

**a) Updates from MM Communities; Appleton, Clayton & Blakeney**

**Appleton:** A concrete pad was installed under the donated concrete table/benches. The memorial plaques have also been replaced. There will be a movie night in Appleton on August 30<sup>th</sup>, location to be confirmed.

**Blakeney:** no update

**Clayton:** The metal bridge basket holder has been retrieved from the water.

#### **b) Updates from Pakenham and Almonte Hort. Societies**

**Pakenham:** The barrels were purchased through a different company this season they look great! The new library gardens will be installed this summer. Pakenham RBC has donated \$1000.00 toward the veggie garden at the Pakenham public school.

**Almonte:** The horticultural society has been busy with the Cenotaph, AOTH gardens and street barrels. They will be planting more gardens at the Veterans Memorial walkway and concrete planters at the Legion. The Yard of the Week began in June and will continue until August.

#### **c) Street Banners**

Once the metal banners are powder coated and painted they will be installed in Blakeney, Clayton and Appleton. Metal banners are to be budgeted for in both Pakenham and Almonte. Staff is to check on the condition of the quilted banners for both Pakenham and Almonte in the interim.

#### **d) Gardens**

Students will be mulching the Old Town Hall garden, the veteran's memorial trees and other gardens this summer.

Communities in Bloom have offered free bulbs while quantities last as of June 25 at 12 noon. This information will be passed on to the horticultural societies.

#### **e) Student Projects**

Committee members were asked to contact Bonnie with any project ideas for the summer students. Mill St will be worked on every Friday and more if possible during the summer (weeds/garbage etc.) It was suggested that the town signs get whip sniped.

#### **f) Brownie Points**

With the oncoming municipal election in October it was thought to postpone the Brownie Points awards night to next June. In the meantime, committee members were asked to submit businesses/residential properties that have made a great beautification effort!

#### **F. Tree Meeting Report**

The tree committee met with the Recreation Manager and the Municipal Planner to discuss the tree bylaw and historically significant trees v.s. heritage trees within Mississippi Mills. Historically significant trees would be best promoted. Increase education on different species of trees for our zoning should be promoted more.

The Municipal Planner was asked to look into the approved Ottawa St. landscape plan that Council had approved. It was asked that this project be included in the 2019 budget process.

#### **G. Correspondence – none**

## **H. Round Table**

An herb garden will be installed in front of the Almonte Library to be used by those using the Community Oven.

June 16; Gemmill Park Splash Pad grand opening was a great success!, Porchfest too was a great success with 100 people in attendance per site.

June 17: Grand opening of the Community Oven, 75 pizzas were made at the event!

June 27 – meeting at the Community Oven; lessons on how to use the oven!

Fern Martin wrote a song for Dr. John Kiskis and Dr. Donna Vilis-Kiskis retirement party. She also wrote a song for the grand opening of the Community Oven (Big Pizza Pie with reference to Almonte in the song!)

The murals that were installed last fall have had extensive damage done to them. The three murals at the grand stands have been removed to prevent further damage. More extensive research into what products to use for the murals will have to be completed.

## **I. Adjournment**

**Moved by Betty Waterman**

**Seconded by Lea Anne Solomonian**

**THAT the June 21, 2018 Beautification committee meeting be adjourned.**

**CARRIED**

***A special thank you to Joachim and Wendy for the use of their private oasis for our June meeting! Such a beautiful space!***

**Meeting was adjourned at 9:42 am**

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Bonnie Ostrom, Recording Secretary

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
**COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

September 18, 2018  
8:00 a.m.  
Municipal Office - Council Chambers

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Present: Scott McLellan (Chairperson)  
Denzil Ferguson  
Vic Bode  
Sanjeev Sivarulrasa  
Jill McCubbin  
David Hinks  
Jeff Mills

Staff: Tiffany MacLaren, Community Economic & Cultural Coordinator  
Bonnie Ostrom, Recording Secretary

Regrets: Eric Schultz, Ron MacMeekin Mary Rozenberg, Christa Lowry

---

Chairperson Scott McLellan called the meeting to order at 8:04 a.m.

1. Approval of Agenda  
Add 6.5) Pakenham PBTA meeting update

**Moved by Denzil Ferguson**

**Seconded by Jill McCubbin**

**THAT the September 18, 2018 agenda be accepted as amended.**

**CARRIED**

2. Disclosure of Pecuniary Interest - None

3. Approval of Minutes – August 28, 2018 & September 4, 2018

It was noted that Sanjeev Sivarulrasa was not present during the September 4<sup>th</sup> meeting (with regrets).

**Moved by Vic Bode**

**Seconded by Jeff Mills**

**That the August 28, 2018 C&EDC minutes be accepted as presented.**

**That the September 4, 2018 C&EDC minutes be accepted as amended.**

**CARRIED**

4. Introductions

5. Delegations – None

## 6. New Business

- **MM2020**

Clem Pilon, Doris Rankin and Storm representative Grant??? will be asked to give an update at the next C&EDC meeting on October 2.

Council has budgeted an additional ten thousand dollars in response to the presentation given by MM2020 to obtain a business plan.

It was noted that 5G Band will likely be auctioned off by CRTC by 2020, which leaves a question if any of the proposals are valid.

Staff is to forward the report given by the Treasurer, Director of Public Works and the CEO regarding MM2020 to the committee members for information.

- **Long Term Business Awards**

The date has been changed to Thursday, October 18 to coincide with small business week. Committee members were asked to submit any business names to staff no later than October 4. A press release was submitted to the EMC/Carleton Place/Almonte & Arnprior areas, The Humm, our news feed and the Mill Stone News.

- **Business Breakfast**

There have been 100+ register for the business breakfast. Staff has confirmed the guest speakers. An announcement regarding the business awards will be made at the breakfast.

- **Signage**

It was suggested that the 2019 budget include funds to replace the Industrial Park sign.

Lanark County does not have an overall signage plan yet (the trail is not officially open). Safety signs, trail and road identification signs should be completed by Thanksgiving weekend. Other signs such as trail rules, wayfinding and business identification will not be completed until next year but will also be an ongoing process as additional locations are requested or identified.

The Trails Corporation will have to discuss signage which also has to be coordinated with Renfrew County to maintain consistency.

The committee discussed the signage by-law and wondered with the addition of the Heritage District and the new council perhaps another look at revising the sign by-law might be done in the new year. With the downtown revitalization planned for 2020 it was suggested that perhaps an incentive be given to downtown businesses, whereby the businesses are given an opportunity to comply with the Heritage District sign criteria's without fees for a period of time.

- **Pakenham PBTA Meeting update**

A meeting was held at the Pakenham Highlands Golf Course to discuss resurrecting the Pakenham Business & Tourism Association (PBTA). Vic Bode was elected chairperson and a new executive board was formed. Terry Devine was on hand to explain the BR& E program/process. The group is looking to be an event focused organization helping with such events as: Pakenham Frostfest, Maple Run Studio Tour, Pakenham Country Christmas to name a few.

7. Report from CEDC members on Mississippi Mills Committees  
October 11 – Downtown Almonte Street Market from 5-9pm

Saturday September 16 there was a river clean up by the coffer dam organized by MRPC. It was amazing to see just how much broken glass, steel, train wheels etc. has accumulated over time!

All Candidates meetings;

Wednesday, Sept 19 from 7-9pm at the Stewart Community Centre  
This is for the Pakenham reps, deputy mayor and mayoral candidates.

Wednesday, sept 26 from 7-9pm at the Almonte Civitan Club  
This is for the deputy mayor and mayoral candidates only.

Orchardview will be holding an all candidates meeting on October 4 at 7pm for their residents only. This is for the Almonte reps, deputy mayor and mayoral candidates.

The Car Bingo held at the fairgrounds was a great success this summer!

Saturday Sept 22 – additional training at the Community Oven will take place

NBA Canada is looking to shoot a video tomorrow (Sept 19) and is looking for keen basketball enthusiasts. Some local names were given to Jeff Mills to try to coordinate.

Overall the amount of produce produced by Pakenham Public School, Almonte library and other gorilla gardening sites was outstanding this summer.

The Get Away Productions have wrapped up their movie filming in Almonte as of Sunday September 16. The movie production confirmed they had spent at least one hundred thousand dollars in Almonte; between rentals of B&B's, various stores, meals, meeting/lunch spaces etc. Clean up of Mill St. will begin today.

The last of the Movies in the Park took place on Thursday Sept 13 at Orchardview.

Saturday Sept 22 – SPARC (Supporting Performing Arts in the Rural Communities) symposium will be held at the Old Town Hall auditorium from 9am – 5pm???? lunch will be included.  
COST?? REGISTRATION??

Riverwalk fundraisers:

- Oct 28 Paddling Film Festival – Almonte Old Town Hall at 3pm
- Nov 10 Concert by Sean McCann (tickets available at Mill Street Books & Old Town Hall)  
Almonte Old Town Hall Auditorium time?
- Dec 15 Nancy Young is organizing a fundraiser, details to follow

There are 2-3 different grants applications that could fit the Riverwalk Staircase expansion. The estimated cost for the project is \$200,000.

8. Information - None

9. Meeting dates: **October 2 (budget suggestions are required)**

10. Other important dates:

11. Adjournment

**Moved by Vic Bode**

**Seconded by Jeff Mills**

**THAT the September 18, 2018 CEDC meeting be adjourned.**

**CARRIED**

The meeting was adjourned at 9:30 AM

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Bonnie Ostrom, Recording Secretary

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
HERITAGE ADVISORY COMMITTEE  
MINUTES**

**Wednesday, September 26, 2018 @ 6:00 P.M.**

**Council Chambers, Municipal Office**

PRESENT: Jason Gilmore, Chair  
Harold McKay  
Al Jones  
Michael Rikley-Lancaster  
Councillor John Edwards  
Sarah More

ABSENT: David Thomson  
Fred Dennis

STAFF: Roxanne Sweeney, Recording Secretary

---

Chair Jason Gilmore called the meeting to order at 6:03 p.m.

**A. APPROVAL OF AGENDA**

Moved by Al Jones

Seconded by Harold McKay

**THAT the Agenda dated September 26, 2018, be accepted as amended with the following changes:**

**D. 1 Sue Evans, Parish Council – Renovations to the St. Paul’s Rectory  
CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST**

None were declared.

**C. APPROVAL OF MINUTES**

Moved by Councillor John Edwards

Seconded by Harold McKay

**THAT the Minutes dated August 22, 2018 be accepted as presented.**

**CARRIED**

**D. DELEGATIONS/PRESENTATIONS**

1. Renovations to the St. Paul’s Rectory

Moved by Councillor John Edwards

Seconded by Harold McKay

**MOTION that after numerous deliberations and discussions with St. Paul’s Parish representatives and heritage experts, the Heritage Committee recommends to Council that the following tasks should be undertaken by the Parish as part of their repair efforts of the Rectory:**

**1. That given the poor condition of the current roof, the steel roof contract and scope of work agreed upon between the Parish and London Eco-Steel proceed as is, with the sole exception as noted in #2 below.**

**2. That given the poor condition and lack of heritage character of the eastern and central chimneys, they be demolished to below the roofline, and that the stone separating the first and second rise of the eastern chimney be carefully removed, preserved and re-purposed by the Parish in a public space.**

**3. That the existing soffit, bargeboard and fascia be scraped, repaired and repainted as needed.**

**AND that the Parish apply for any applicable permits through the Building Department.**

**CARRIED**

**E. NEW BUSINESS**

**F. INFO/CORRESPONDENCE**

**G. BUSINESS ARISING FROM MINUTES**

- 1. Almonte Old Hospital – deferred to the next Heritage Committee meeting.
- 2. Old Post Office, 77 Mill Street  
It was suggested that committee members take a look at the building and make the owners aware of the grant opportunity.

**H. ANNOUNCEMENT**

Next meeting: To be determined.

**I. ADJOURNMENT**

**Moved by Al Jones**

**Seconded by Michael Rikley-Lancaster**

**THAT there being no further business before the Committee, the meeting adjourned at 6:57 p.m.**

**CARRIED**

---

Roxanne Sweeney, Recording Secretary

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Tuesday, October 30, 2018 at 2:30 p.m.** at the Municipal Office.

**PRESENT:**

Committee: Councillor Jill McCubbin, Chair  
Araina Clark  
Myrna Blair  
Paul Crozier

Staff/Others: Jennifer Russell, Acting Deputy Clerk

Regrets: Betty Preston  
Jim Lowry

---

Councillor McCubbin called the meeting to order at 2:40 p.m.

**A. APPROVAL OF AGENDA**

**Moved by Araina Clark**

**Seconded by Myrna Blair**

**THAT** the agenda be accepted as amended, with the addition of Item I.1 OVRT in Almonte and item I.2 OVRT Accessibility Compliance.

**CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST**

None

**C. DELEGATIONS / PRESENTATIONS / TOURS**

None

**D. APPROVAL OF MINUTES**

**Moved by Myrna Blair**

**Seconded by Araina Clark**

**THAT** the minutes dated September 11, 2018 be approved as presented.

**CARRIED**

**E. BUSINESS ARISING OUT OF MINUTES**

None

**F. ROUND TABLE**

Paul - OVRT trail can be intimidating for persons with disabilities when confronted by motorized vehicles.

- Information on Accessibility can be found on the municipality's website using the following

link: <https://www.mississippimills.ca/en/live/accessibility.asp>

Araina - "Stop-gap" ramps are a good option for downtown businesses with curbs/steps and limited accessibility.

## **G. REPORTS**

### 1. Draft Annual Report 2018

The Committee reviewed and approved the 2018 annual accessibility report. The Committee discussed newly identified barriers and completed items over the last four years which include:

- Municipal Office
  - Council Chambers microphone and sound system
  - Public washroom renovation
- Almonte Public Library Branch
  - Curb renovation with ramp
  - New accessible computer tables
  - Washroom renovation
- Pakenham Public Library Branch
  - Large renovation to update many accessibility barriers
- Almonte Old Town Hall
  - Washroom accessories relocated
  - Benches available inside lobby
  - Automated doors at access to second floor
- Almonte Community Centre
  - Fire exit step fixed in curling lounge
  - Washroom accessories relocated
  - Rink entrance threshold fixed
  - Change room showers made accessible
  - Benches available in lobby
  - Automatic doors installed leading to ice service

**Moved by Araina Clark**

**Seconded by Councillor McCubbin**

**THAT** the Accessibility Advisory Committee (AAC) recommends Council accept the 2018 Annual Accessibility Report.

**CARRIED – MOTION PREPARED**

## **H. INFORMATION / CORRESPONDENCE**

None

## **I. OTHER/NEW BUSINESS**

### 1. OVRT in Almonte

The Committee discussed the difference between the size of gravel and lack of stone dust on the Almonte portion of the OVRT compared to the gravel and stone dust on the Pakenham OVRT portion. Almonte's gravel is larger and does not contain enough stone dust to make the trail accessible to those with accessibility needs.

**Moved by Paul Crozier**  
**Seconded by Araina Clark**

**THAT** The AAC recommends that as Lanark County has constructed the OVRT, which is a multi-use trail that combines motorized vehicles with persons with disabilities on the same trail surface and a stone dust trail is required to meet minimum accessibility standards for surfacing, that Lanark County complete the Almonte ward portion of the OVRT to ensure that it is compliant with AODA standards.

**CARRIED**

2. OVRT Accessibility Compliance

The Committee discussed the OVRT access through the urban area of Almonte and the accessibility and safety for persons with disabilities. The OVRT is a multi-use trail that combines motorized uses with persons with disabilities and intersects the urban downtown area of Almonte and the AAC advocates for the inclusion, safety and accessibility for all persons with disabilities and users of the trail. The AAC believes Lanark County should provide an outline of how it complies with AODA provisions now and in the future while keeping in mind the safety of its users.

**Moved by Paul Crozier**  
**Seconded by Myrna Blair**

**THAT** the AAC recommend that Council request Lanark County provide an outline of how the OVRT complies with the provisions of the Accessibility for Ontarians with Disabilities Act (AODA) and plans to maintain AODA standards for future use.

**CARRIED – MOTION PREPARED**

**J. MEETING ANNOUNCEMENTS**

None

**K. ADJOURNMENT**

**Moved by Councillor McCubbin**  
**Seconded by Paul Crozier**

**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:44 p.m.

  
\_\_\_\_\_  
Jennifer Russell, Acting Deputy Clerk

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

**STAFF REPORT**

**DATE:** November 6, 2018  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, P.Eng., Director of Roads and Public Works  
**SUBJECT: All-Way Stop – Colborne and Brae Streets**

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**RECOMMENDATION:**

**THAT Council approve the installation of an all-way stop at the intersection of Colborne and Brae Streets as presented in the report prepared by the Director of Roads and Public Works dated November 6, 2018;**

**AND THAT Staff be directed to draft the necessary by-law.**

**BACKGROUND:**

The intersection of Colborne and Brae Streets is presently controlled as follows:

Colborne Street Eastbound – Yield Sign  
Colborne Street Westbound – Stop Sign  
Brae Street Northbound – Stop Sign  
Brae Street Southbound – No Signage

The signage is not in accordance with Ontario Traffic Manual Book 5 which states that yield signs are not to be used “at an intersection where there are STOP signs on one or more approaches except, under special circumstances, to provide minor movement control within complex intersections, e.g., a divided highway.”

**DISCUSSION:**

The present signage is not in keeping with Provincial regulations, is confusing to motorists and exposes the Municipality to liability should an accident occur at this intersection. The roadways are narrow in this area with poor sight lines due to the location of trees and structures. As such it is recommended that the yield sign be removed and that the intersection be made into an all-way stop.

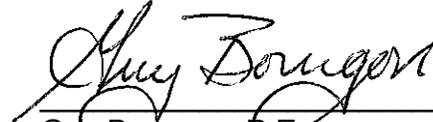
**FINANCIAL IMPLICATIONS:**

The cost of the new signage and stop bars will come from the Public Works Operations budget and there will therefore be no additional financial implications related to this installation.

**SUMMARY:**

In order to be compliant with Provincial regulations and to mitigate risk, it is recommended that the intersection of Brae and Colborne Streets be made into an all-way stop.

Respectfully submitted,



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

Reviewed by,



Shawna Stone  
Acting Chief Administrative Officer

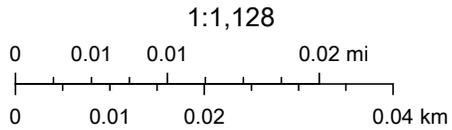
Attachment:

1. Intersection of Colborne and Brae

# Intersection of Colborne St. and Brae St.



November 1, 2018



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 6, 2018  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, P.Eng., Director of Roads and Public Works  
**SUBJECT:** Update on OMCC Grant Funding

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### RECOMMENDATION:

**THAT Council authorize the Mayor and Clerk to execute a Letter of Agreement with the Province reallocating the OMCC grant funding to the Ann Street OVRT linkage project.**

### BACKGROUND:

The Municipality had previously been awarded \$25,000 in grant funding under the Ontario Municipal Commuter Cycling (OMCC) program for the paving of the OVRT from Mississippi Mills to Carleton Place. Under the program, eligible recipients may receive a contribution of 80% to a maximum contribution for municipalities under 15,000 population of \$25,000 per year of the eligible costs of a project, with recipients providing the remaining 20%.

At the September 4<sup>th</sup> Council meeting, Council asked staff to follow-up with the Ministry with regard to changing the scope of work identified in the original OMCC Grant application in order to use the \$25,000 allocated to the Municipality towards the construction of a link from Ann Street to the OVRT.

### DISCUSSION:

Staff has recently been informed by the OMCC Team that the reallocation of the funding to the Ann Street OVRT linkage project is approved subject to a Letter of Agreement being executed by the Municipality. We were also reminded that all eligible projects for which OMCC funding is used need to be completed by December 2020, and the Municipality must contribute at least 20 percent towards the total eligible cost of the project.

### FINANCIAL IMPLICATIONS:

With the recent approval of the reallocation of the \$25,000 in Provincial funding towards the Ann Street linkage project, the Municipality is responsible for 20% of the project cost. An amount of \$5,000 from the trail reserves will be ear-marked for this project. This amount was previously approved in the 2018 budget for the previously approved OVRT project under the OMCC program.

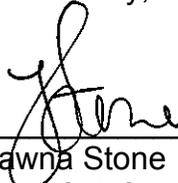
**SUMMARY:**

The reallocation of the OMCC grant funding to the Ann Street OVRT linkage project was recently approved by the Province. A Letter of Agreement will be entered into with the Province and the Municipality will be responsible for 20% of the project costs (\$5,000). This amount will be taken from trail reserves as per the approved 2018 budget.

Respectfully submitted,

Reviewed by,

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

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

Attachment:

1. Ann Street Access



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

**STAFF REPORT**

**DATE:** November 6, 2018  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT: Municipal Heritage Advisory Committee – Revised Terms of Reference**

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**RECOMMENDATION:**

**THAT Council adopt the revised terms of reference for the Municipal Heritage Committee.**

**BACKGROUND:**

During the advisory committee review conducted by the Clerk's Office in August/September, Staff were requested to provide recommendations on the acceptance of the existing terms of reference for the statutory committees.

**DISCUSSION:**

Staff noted several areas of change to the Terms of Reference for the Municipal Heritage Committee to ensure consistency with accepted industry mandate and best practices such as recommendations at the request of the Municipality respecting designations, alterations and demolitions; reviewing and providing comment as requested on Heritage Impact Statements; and self-directing general promotion and education information to the general public. Clarity was also added to the reporting role to ensure consistency between this committee and other statutory committees of Council.

Other sections of the Terms which were not subject to material changes include: appointment, support and expense provisions.

**FINANCIAL IMPLICATIONS:**

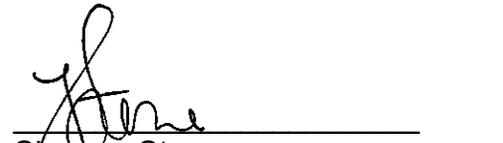
There are no financial implications associated with this report.

**SUMMARY:**

Changes to the Terms of Reference provide a clear breakdown of the mandate and purpose of the committee into key actionable deliverables that reflect the role of the Committee as provided for in the Ontario Heritage Act.

All of which is respectfully submitted,

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

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

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## Municipal Heritage Advisory Committee Terms of Reference

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*\*This is a mandated committee established as per By-law 18-99*

### 1.0 Mission Statement

This Municipal Heritage Advisory Committee provides advice and assistance to Council, Municipal staff and private property owners on matters relating to the conservation of the community's cultural heritage assets.

### 2.0 General

**(a) Identify Heritage Resources:**

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according the Regulation 9/06 of the Ontario Heritage Act. These properties are known as "Listed Properties" and shall be included in a municipal database.

**(b) Recommend the Protection of Heritage Properties:**

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner to gauge interest and receptiveness to designation properties, including providing information and resources related to frequently asked questions.

**(c) Recommend the Designation of Heritage Districts:**

Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.

**(d) Approval of Heritage Grant Funding:**

At the request of the Director, provide direction and decisions on the approval of heritage grant funding for properties within the Downtown

Almonte Heritage Conservation District, where in the opinion of the Director the scope of work for a project falls outside the standard approval criteria (By-law 16-62).

- (e) Recommend Alterations and Additions:**  
To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.
- (f) Recommend Regarding Demolition:**  
To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.
- (g) Recommend Acceptance of Heritage Impact Statements:**  
At the request of the Director, provide recommendations for the acceptance or modification to Heritage Impact Statements associated with alternations, additions, demolitions or new construction on designated properties.
- (h) Provide Comment on Planning Applications and Proposals:**  
At the request of the Director, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.
- (i) Promote Heritage Conservation Within the Municipality:**  
Undertake and engage in promotion and education efforts which foster general awareness of the Municipalities cultural heritage resources and the benefits and myths associated with designation.
- (j) Reporting:**  
Prepare and annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

### **3.0 Appointment of Committee**

- a. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, at least one member at large, and ideally at least one member from each of the three Wards.
- b. The Heritage Committee shall, at it's first meeting of each year, elect from its members its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.

- c. All meetings of the Heritage Committee shall be open at all times to any person who expresses a desire to attend.
- d. The Heritage Committee should meet once a month, but at least once every four months.
- e. The term of office for committee members will be four years.
- f. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.

#### **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.

## APPENDIX I

### THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

#### BY-LAW NO. 18-99

**BEING** a by-law to establish a Municipal Heritage Advisory Committee and provide for the appointment of members thereto.

**WHEREAS** Section 28 of the Ontario Heritage Act, R.S.O. 1990, Chap. 0.18 provides that the council of a municipality may by by-law establish a Municipal Heritage Committee to advise and assist the council on all matters relating to Parts IV and V of the Ontario Heritage Act;

**AND WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills deems it advisable to establish such a committee and provide for the appointment of members thereto;

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

1. A Municipal Heritage Advisory committee to be known as the Mississippi Mills Heritage Committee is hereby established.
2. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, at least one member at large, and ideally at least one member from each of the three Wards.
3. The Council of the Corporation of the Municipality of Mississippi Mills may by resolution replace members as terms of membership expire, or appoint from time to time such new members as it deems desirable.
4. The Heritage Committee acknowledges that appointment and replacement of members shall be made in consultation with the Corporation of the Municipality of Mississippi Mills, to ensure that the combined total membership of the local advisory committee is not less than five members.
5. The Heritage Committee shall, at its' first meeting of each year, elect from its members its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.
6. All meetings of the Heritage Committee shall be open at all times to any person who expresses a desire to attend.

7. The Heritage Committee should meet once a month, but at least once every four months.
8. The term of office for committee members will be four years.
9. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.
10. The terms of reference of the Heritage Committee shall be as follows:
  - (a) **Identify Heritage Resources:**

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according the Regulation 9/06 of the Ontario Heritage Act. These properties are known as “Listed Properties” and shall be included in a municipal database.
  - (b) **Recommend the Protection of Heritage Properties:**

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner to gauge interest and receptiveness to designation properties, including providing information and resources related to frequently asked questions.
  - (c) **Recommend the Designation of Heritage Districts:**

Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.
  - (d) **Approval of Heritage Grant Funding:**

At the request of the Director, provide direction and decisions on the approval of heritage grant funding for properties within the Downtown Almonte Heritage Conservation District, where in the opinion of the Director the scope of work for a project falls outside the standard approval criteria (Bylaw 16-62).

- (e) Recommend Alterations and Additions:**  
To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.
- (f) Recommend Regarding Demolition:**  
To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.
- (g) Recommend Acceptance of Heritage Impact Statements:**  
At the request of the Director, provide recommendations for the acceptance or modification to Heritage Impact Statements associated with alternations, additions, demolitions or new construction on designated properties.
- (h) Provide Comment on Planning Applications and Proposals:**  
At the request of the Director, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.
- (i) Promote Heritage Conservation Within the Municipality:**  
Undertake and engage in promotion and education efforts which foster general awareness of the Municipalities cultural heritage resources and the benefits and myths associated with designation.
- (j) Reporting:**  
Prepare and annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

11. This By-law shall come into force and take effect on the passing thereof.

12. By-law No. 07-16 and shall be and hereby is repealed.

**BY-LAW READ**, passed, signed and sealed in open Council this 6<sup>th</sup> day of November 2018.

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Shaun McLaughlin, Mayor

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Jeanne Harfield, Acting Clerk

**Appendix A (to By-law 18-99)**  
Heritage Conservation District  
Grant Criteria

The Council of the Municipality of Mississippi Mills has established a Heritage Grant Program to encourage the conservation of properties designated under Part V of the Ontario Heritage Act.

The Municipality will provide matching grant funding up to 50% (or a \$5,000 maximum) of the estimated cost of eligible heritage conservation work. This program is available for any designated property that is not eligible for the tax relief program because they do not pay tax on the property.

**Application Intake:**

Applications will be received by staff between March 1<sup>st</sup> and September 31<sup>st</sup> each fiscal year. Grants will be awarded on a first come first serve basis until the annual grant reserve is depleted.

**Application Review:**

Applications will be reviewed by the Planning Department for consistency with the Guidelines of the Heritage Conservation District Plan. Applications which demonstrate conformity with the guidelines will be approved by Staff. Applications which fail to demonstrate compliance will be forward to the Municipal Heritage Advisory Committee for review and final decision.

Any applicant unsatisfied with the decision of staff will be eligible to appeal to the Municipal Heritage Advisory Committee. The decision of the Advisory Committee shall be final.

**Minimum Eligibility Criteria:**

Successful applications must meet one or more of the following minimum eligibility criteria:

- Work represents repair or restoration of existing original materials and historic features;
- Work represents the removal of later layers and previous interventions that are not original to a structure;
- New development is contemporary in style, demonstrates good design and craftsmanship, and respects the diversity of building types and styles in the District;
- Work improves pedestrian environments and public spaces in a way which is sensitive to the character of the area;
- Work conserves, protects or enhances significant views of the river and townscape;

- Work represents the use of correct materials, sizes and detail appropriate to the buildings style and context;
- Work seeks to preserve, retain and protect the ongoing use and conservation of the property;

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 6, 2018  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie, Junior Planner  
**SUBJECT:** **Site Plan Control – CorCann Heating & Cooling (D11-COR-18)  
Concession 10, Lot 15, Plan 27R-9664, Part 1  
Almonte Ward, Municipality of Mississippi Mills  
Located on Industrial Drive**  
**OWNER/APPLICANT:** CorCann Heating & Cooling (Mike McCann)

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### RECOMMENDATION:

**THAT Council approve the site plans for CorCann Heating & Cooling regarding the property described as Concession 10, Lot 15, Plan 27R-9664, Part 1, Almonte Ward subject to minor revisions to the satisfaction of the Municipality’s Planning Department; AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.**

### SITE PLAN CONTROL APPLICATION SUMMARY

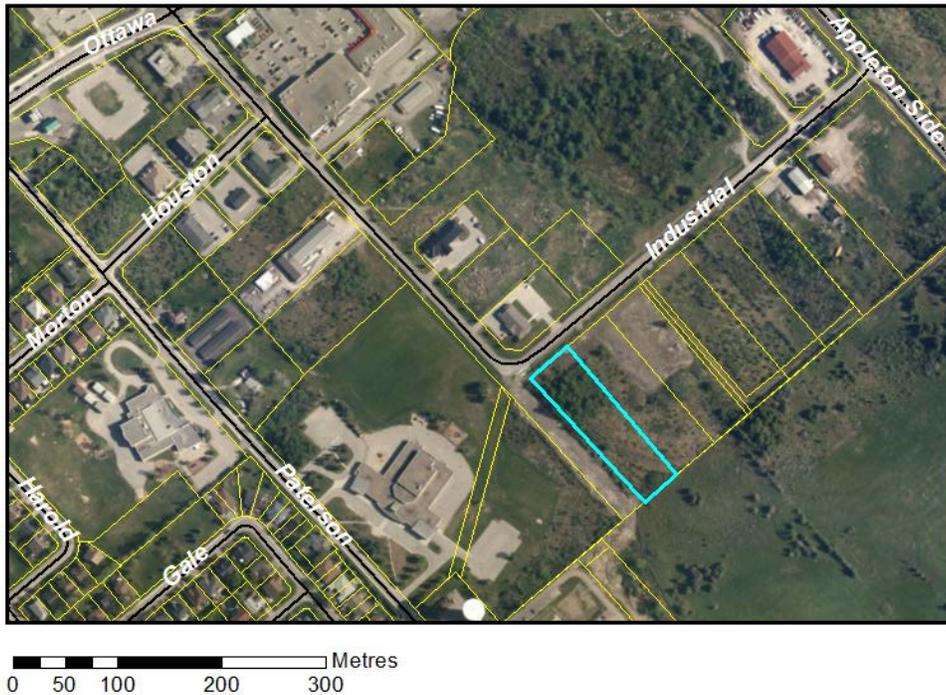
CorCann Heating & Cooling has filed a Site Plan Control Application for the approval of a five (5) unit commercial building within the Almonte Business Park, to be built out over two (2) phases. CorCann will construct two (2) units in Phase 1, including their new business headquarters. The proposal is subject to the development standards of the “Business Park Exception 1 (E1-1)” Zone and would be serviced by municipal water and sewer.

### LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA

The lands subject to the application are located on Industrial Drive, a municipally owned and maintained road within the Almonte Ward, and are legally described as Concession 10, Lot 15, Plan 27R-9664, Part 1. The lot is approximately 7,358m<sup>2</sup> (1.82ac) in area, with about 47m of frontage along Industrial Drive. The Community Official Plan designates the lands as “Business Park – Employment Lands”. Notable characteristics of the surrounding area include:

- It is predominantly light industrial/commercial, serving as an extension of the highway commercial area along Ottawa Street to the north.
- There are two (2) nearby institutional uses, being R Tait Mackenzie Public School (directly adjacent to the west) and Orchard View Retirement Living (to the south).
- Similarly designated (Business Park) lands to the east lie vacant, with no indication of immediate development.

Figure 1 – Site Location



## COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Business Park – Employment Lands” in the local Community Official Plan (COP), which identifies those lands on the east side of Almonte as a major employment centre within the Town. The proposed development introduces five (5) new commercial/light industrial units to the area, increasing and diversifying the Municipality’s business stock. The development would fulfil the following COP objectives:

### Objectives

1. *Promote economic development which shall generate a balanced tax base and offer a comprehensive range of services within the community.*
2. *Promote the expansion and retention of existing business and economic sectors and promote opportunities for new business in order to diversify the area’s economy, add to the commercial/industrial tax base and create new employment opportunities.*
3. *Direct the majority of new business to established commercial and industrial locations, including the [...] Mississippi Mills Business Park and established highway commercial areas.*

The proposal is for five (5) new commercial/light industrial units within the Mississippi Mills Business Park, inclusive of the new home of CorCann Heating & Cooling – a reputable company within the community. The increase in business would contribute to the commercial/industrial tax base, which would achieve a greater balance for a community that is predominantly residential.

### 3.7.4.2 Business Park Policies

1. *This Plan shall encourage the intensification, infilling and best use of existing business park lands so as to limit the need to expand the Business Park designation.*

The applicant proposes five (5) units on one property, surpassing the typical lot density for Business Park uses – usually one (1) per lot. As such, the proposal efficiently uses its land and the available municipal services.

2. *Lot sizes shall be adequate for the proposed use. In assessing the appropriateness of the proposed lot size, consideration shall be given to parking and loading, servicing, storage, signage, landscaping and buffering requirements.*

This report discusses the above design characteristics in its “Review” section.

3. *Access to and from Business Park uses shall be limited in number and appropriately marked to identify their purpose. Wherever possible, consideration should be given to shared access points, service roads and similar traffic design features which limit access onto public roads.*

The proposal illustrates two (2) access points, one being on Industrial Drive which would serve Phase I; whereas, the second would be constructed when the currently unopened road allowance becomes part of the road network.

### ZONING BY-LAW

The subject property is zoned “Business Park Exception 1 (E1-1)” within the Municipality’s Zoning By-law #11-83. The E1-1 Zone allows for a variety of commercial and light industrial uses, including offices, equipment rental outlets, repair and service establishments, restaurants, and retail stores. The E1-1 Zone contains various development standards. The following table outlines the associated zoning provisions and the proposed development specifications. The property would have five (5) units but they are not freehold, thus they are compared as a whole to the requirements.

<b>Zoning Provisions</b>		
<b>Development Standard</b>	<b>R2 Provisions</b>	<b>Proposed (N)</b>
Lot Area, min. (m <sup>2</sup> )	no minimum	7,358
Lot Frontage, min. (m)	no minimum	47
Lot Coverage, max. (%)	65	13
Front Yard Setback, min. (m)	7.5	24.15
Corner Yard Setback, min. (m)	7.5	11.03
Side Yard Setback, min. (m)	7.5	10.5
Rear Yard Setback, min. (m)	7.5	89.15
Floor Space Index, max.	2	0.17
Building Height, max. (m)	14	7.3
Landscaped Area Width, min. (m)	3	3

The proposal meets all required zoning standards, with flexibility to expand in the future. As such, Staff believe the development to be generally compatible with the E1-1 Zone requirements; thus, it meets the Municipality's development expectations of the zone.

## REVIEW

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

### INTERNAL CIRCULATION

**Acting CAO:** No concerns or objections.

**Chief Building Official:** No concerns or objections

**Director of Roads and Public Works:** Initial comments included that (1) grading onto the unopened municipal ROW will not be permitted and must be addressed; (2) grading is also shown onto the adjacent lot to the east, which would require written authorization from the adjacent landowner permitting this activity; (3) the silt fence should be relocated to the property line unless the above-noted permissions are obtained; (4) the radii should be used at the three parking spaces at the front of the building to allow for ease of access, similar to what has been done on the west side of the building; and (5) all connections to existing Municipal services to be coordinated with Roads and Public Works. All issues except #4 have since been amended to the satisfaction of Public Works. Item #4 has been updated on the Grading & Servicing Plan but remains outstanding for the Site & Landscape plan. The minor revision would be required prior to finalizing a Site Plan Agreement.

**Fire Chief:** No comments received.

**Recreation Coordinator:** No concerns or objections.

### EXTERNAL AGENCY CIRCULATION:

**Enbridge:** No objections.

**Ottawa River Power Corp.:** Please advise the Owner of the property to contact the ORPC to discuss the connecting power.

## Parking

The applicant, in consultation with the Municipality, calculated the total required parking spaces based on a "Personal Service Business/Retail" use. Doing so results in a conservative calculation of the necessary spaces, thus providing flexibility for future businesses to occupy the commercial units.

The Zoning By-law requires 2.5 parking spaces for every 100m<sup>2</sup> of Personal Service Business. With a total gross floor area of 1,400.63 m<sup>2</sup>, the minimum requirement is 36 spaces, including a minimum of 2 accessible spots. The proposal meets the required minimums set out by the Comprehensive Zoning By-law #11-83.

Furthermore, the by-law requires a minimum of 3 bicycle parking areas (1 per 500m<sup>2</sup> of gross floor area). The development proposes one 5-capacity bicycle ring rack, thereby meeting the requirement.

## **Loading & Garbage**

The development proposes one (1) permanent loading space to the rear of the property near the alternate entrance, thereby meeting the minimum Zoning By-law requirement for “All Other Non-Residential Uses”. Furthermore, the development includes a laneway at the rear of the units, thereby providing direct drop off access when necessary.

As per Section 9.4(2)(d) of the Zoning By-law, all outdoor loading and refuse collection areas contained within a parking lot must not be in a front yard. This requirement passed in September 2018 under By-law #18-77, after consultation on the project had already began. As a matter of good faith with the applicant and to maintain consistency in Staff’s message during consultation, Staff consider the proposed location of the garbage containers acceptable.

## **Servicing & Grading**

The proposal would be serviced by municipal water and sewer, and is thus subject to an assessment by the Department of Roads & Public Works. After a few design iterations, the review concluded that the servicing and drainage plans are satisfactory.

## **Landscaping**

The Guidelines for Tree Conservation and Planting requires that at least 75 percent of planting be deciduous and that four (4) unique types of indigenous trees be planted to avoid monocultures. The applicant met these recommendations; however, there were some issues regarding the species used. For instance, the applicant proposed planting Amur Maples, an invasive species, around the perimeter of the lot as a visual buffer. Staff recommended replacing these with native maples, such as the Red, Silver, or Sugar Maple, and including coniferous species for winter foliage. Furthermore, Staff recommended replacing the proposed Black Locusts, invasive and harmful to pollinators, with Honey Locusts. The applicant has since amended the landscape plan to the satisfaction of the Planning Department.

## **Source Water Protection**

The development is located within a Wellhead Protection Area B Zone, with a vulnerability score of 6. Consequently, the property cannot be used for the following: automotive establishments that use paints, degreasers, and chemicals; dry cleaning; furniture refinishing; industrial manufacturing or processing that uses paints and chemical processes; and uses that require industrial strength cleaning agents. The proposal does not include the aforementioned. Nonetheless, the Site Plan Agreement shall include language about prohibited uses on the lands to preserve the integrity of the wellhead.

## **Building Configuration/Façade**

The elevation drawings for the proposed five (5) unit commercial building depicts a tall one-storey structure with clay brick veneer, cement board lap siding, and Dryvit exterior insulation cladding along the front and exterior side yard walls, with large aluminum framed windows distributed generously. The rear and interior side yard walls use metal cladding and aluminum insulated overhead doors for loading areas. Staff believe that the proposal provides a strong example of good Business Park design, and positively contributes to the aesthetic of the general area. See Schedule C for Elevations and Schedule D for Site Concepts.

**CONCLUSION**

The proposed site plans satisfy the provisions of the Zoning By-Law #11-83 and are consistent with relevant planning policies of the Community Official Plan. Revisions of submitted plans have been conducted and comments have been provided. As such, Staff believe the application to be satisfactory.

All of which is respectfully submitted by,



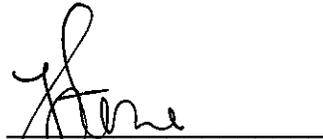
Andrew Scanlan Dickie  
Junior Planner

Reviewed by,



Niki Dwyer, MCIP, RPP  
Director of Planning

Reviewed by,

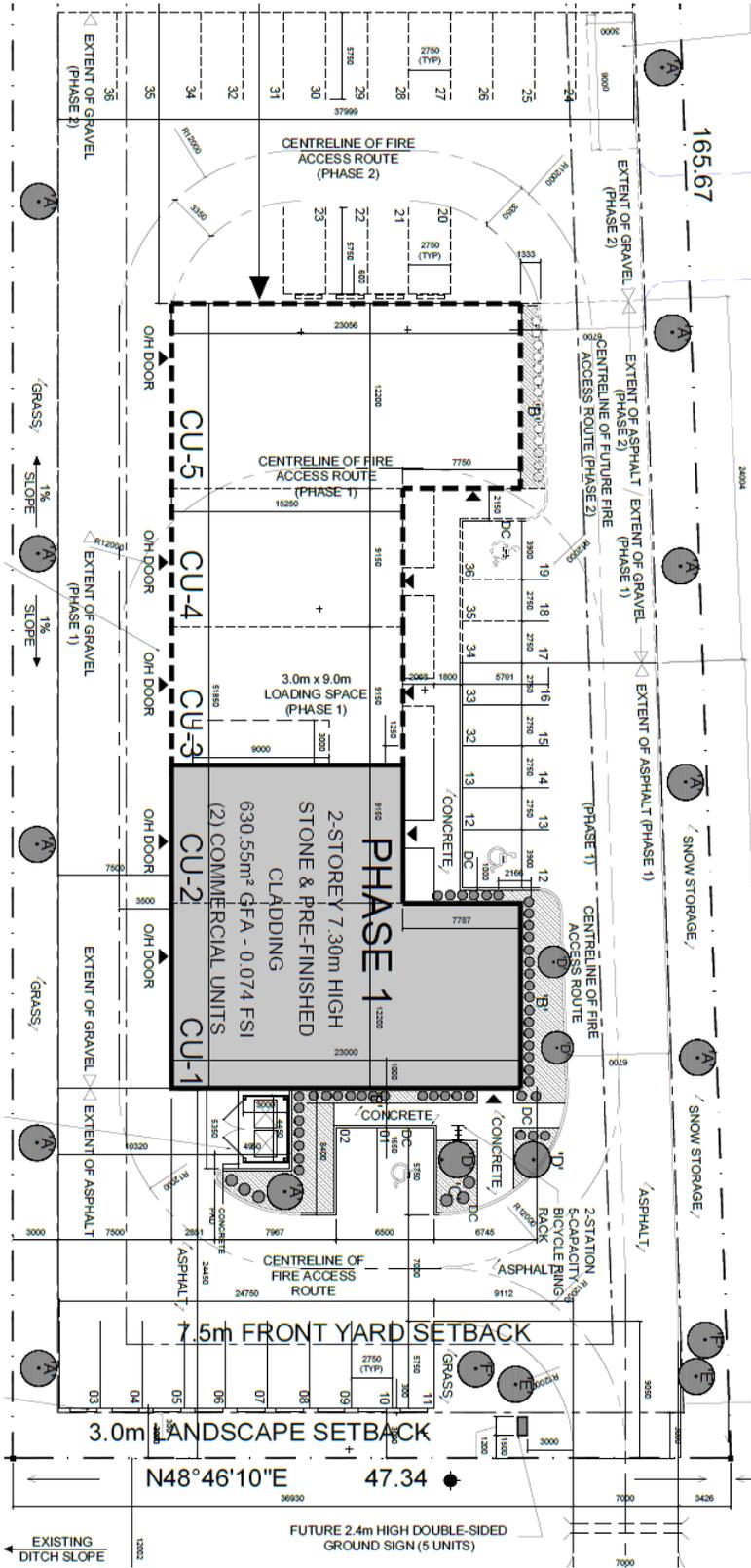


Shawna Stone  
Acting Chief Administrative Officer

**ATTACHMENTS:**

- Schedule A – Site & Landscape Plan
- Schedule B – Grading & Servicing Plan
- Schedule C – Elevations
- Schedule D – Concepts

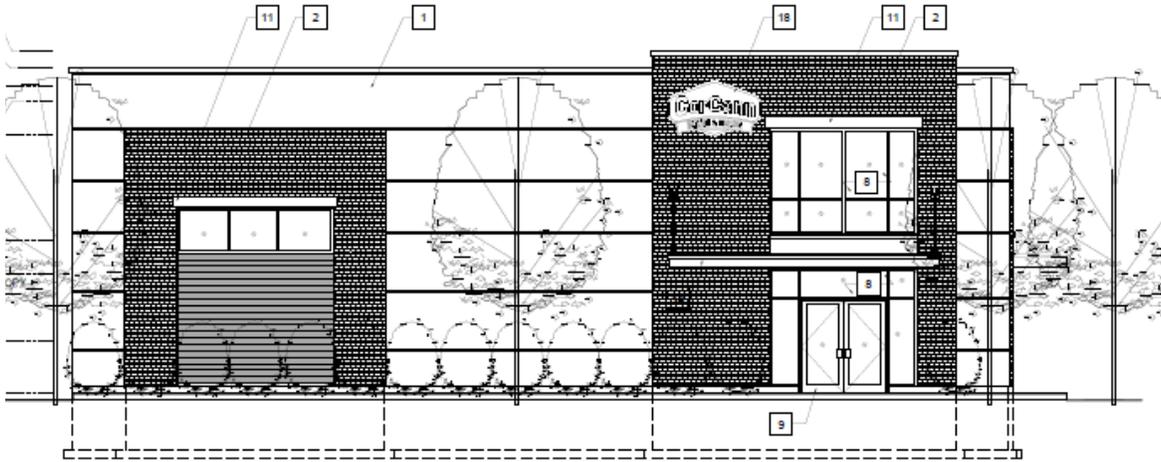
# SCHEDULE A – SITE & LANDSCAPE PLAN (IN PART)



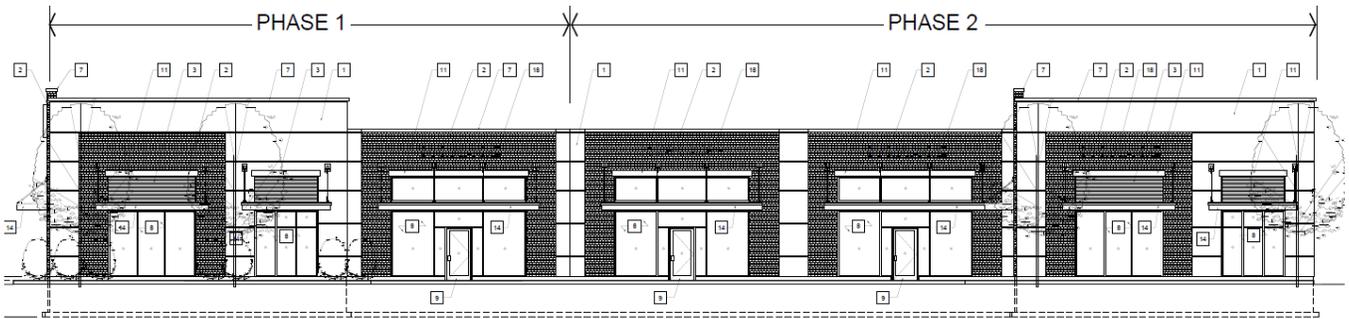


# SCHEDULE C – ELEVATIONS

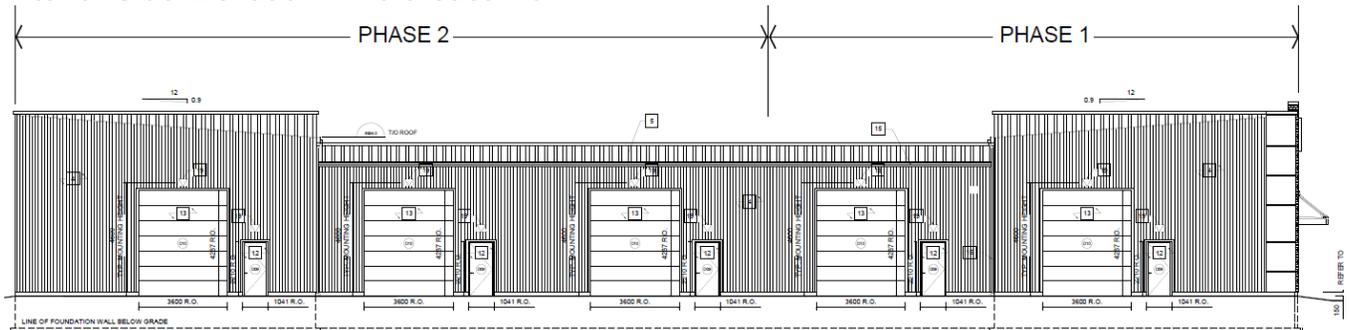
## Front Elevation – Northwest Wall



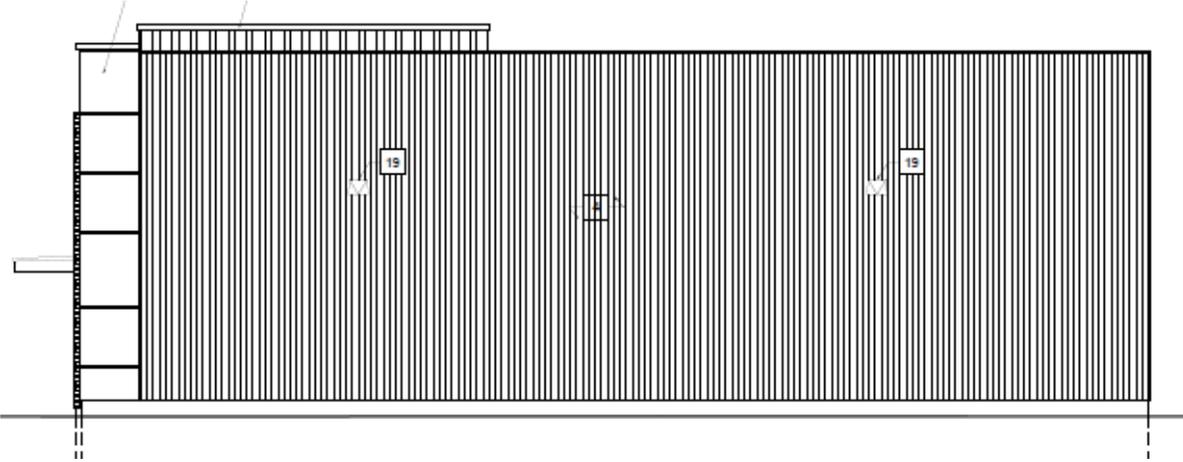
## Exterior Side Elevation – Southwest Northern Wall



## Interior Side Elevation – Northeast Wall



Rear Elevation – Southeast Wall



**SCHEDULE D – SITE CONCEPTS**



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

**STAFF REPORT**

**DATE:** November 6, 2018

**TO:** Committee of the Whole

**FROM:** Niki Dwyer, Director of Planning

**SUBJECT:** **Site Plan Control – Ramsay Storage  
Lot 15 Concession 8 Ramsay; being Part 1 on 27R8626  
Ramsay Ward, Municipality of Mississippi Mills  
3243 Old Perth Road**

**OWNER/AGENT:** **1427297 Ontario Inc. (Terry Elder)**

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**RECOMMENDATION:**

**THAT Council approve the site plans for the property described as 3243 Old Perth Road subject to their revisions to the satisfaction of the Municipality’s Planning Department and the Mississippi Valley Conservation Authority;**

**AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.**

**BACKGROUND:**

The owner has filed an application for site plan control to permit the construction of five new commercial storage buildings on the existing site of the Ramsay Storage facility. The property currently houses six commercial storage buildings. The new commercial storage buildings will provide an additional 32,000 square feet of covered storage space. The construction of a stormwater detention area in the southeast corner of the site is also proposed to manage the increased runoff generated from the expanded development. The vast majority of the lands are proposed to remain vacant undeveloped lands, with the intensification of the storage use occur in the southwestern quadrant of the property.

**Location and Description of Subject Lands and Surrounding Area**

The subject lands are located on the north side of Old Perth Road, 500m west of the intersection of County Road 29 and Old Perth Road. The land is adjacent to a landscape contractor’s materials storage yard, rural pasture lands, and one single detached residential dwelling. Notably, there is a cemetery located adjacent to the northern property boundary.

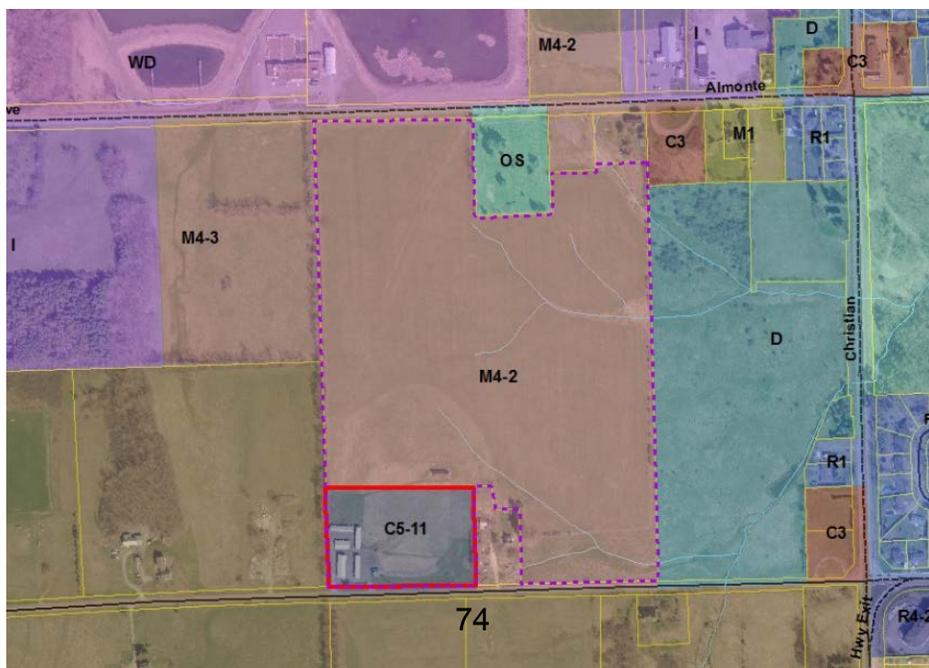
The property is outside of the Almonte settlement boundary and as a result does not have municipal services.

**Figure 1 – Site Context Map:**



**Zoning**

The lands subject to development are zoned Rural Commercial – Special Exception (C5-11) in the Municipality’s Zoning Bylaw #11-83. The permitted uses are limited in the zone to a combination of value-added agricultural commercial businesses (ie. feed mills); industrial uses (ie sewage disposal, outdoor contractor storage) and commercial storage. A full list of approved uses is included in Appendix C. No planning rationale for the eclectic array of uses in the C5-11 was provided at the time of the zoning amendment in 2012. The remaining vacant lands associated with the property are zoned Rural Industrial – Special Exception (M4-2), which limits the permitted uses of the site to parking lot, recreational sports fields and accessory buildings and uses therein.



The C5-11 Zone contains various development standards; the following is a review of the proposal against these standards:

<b>Development Standard</b>	<b>C5 Requirement</b>	<b>Proposed</b>
Minimum Lot Area	4000m <sup>2</sup>	Satisfied
Minimum Lot Frontage	30m	Satisfied
Minimum Front & Exterior Side Yard	12m	Satisfied
Minimum Rear Yard	7.5m	Satisfied
Minimum Side Yard	6m	Satisfied
Maximum Lot Coverage	25%	Satisfied
Maximum Building Height	11m	Satisfied
Landscaping of Yards	Required front and exterior side yards to be landscaped except for driveways crossing the front or corner side yard leading to a parking area.	Satisfied

## **Community Official Plan (COP)**

### **Rural Policies**

The subject lands are designated Rural in the Municipality’s Community Official Plan (COP). This designation has been used to classify the majority of the lands within the Municipality which exist outside of settlement areas and the “Prime Agricultural Lands” and seeks to protect the dominant rural character of the community. Commercial Storage uses are deemed to be in conformity with the Rural uses permitted in the land use designation.

Section 3.3.8.1 of the COP provides policy considerations for Rural Commercial and Industrial Uses, which a commercial storage facility constitutes. The policies prescribe that new development of a rural industrial nature shall be subject to Site Plan Control which among other things, shall consider: appropriate and sensitive lighting in accordance with the Municipality’s Lighting Bylaw, careful and well designed signage, buffering of parking areas, and demonstrated compatibility with the rural landscape character.

### **Rural Design**

The COP further provides guidance on the landscaped character of the rural area in Section 4.2.4 of the Policy. General policies seek to establish “visually appealing building and enhance the rural character” by, among other things, featuring designs which maximize direct exposure to natural light, protect natural areas between

roadways and the structures, and encourage building types which are traditional within the rural area.

### Almonte Wellhead Protection Policies

The subject lands fall within the Well Head Protection Area – Score 8 (WHPA-8). The intent of the WHPA is to identify areas of the municipality where potential uses pose a risk to the contamination of municipal drinking water sources. Generally, the land use restrictions are more stringent in the zones closer to the wellhead. Detailed hydrogeological mapping of the wells and associated aquifers has been conducted by the Mississippi Rideau Sourcewater Protection agencies to calculate surface and ground water travel times and delineate time-related capture zones and associated levels of sensitivity.

In order to implement protection policies, all development within WHPA's are subject to Site Plan Control to ensure proper siting, lot grading and drainage and any appropriate mitigating and remedial measures which may be appropriate (Policy 3.1.4.13).

Further development criteria has also been established in the Policy, including that stormwater and drainage controls shall be integrated with Sourcewater protection measures and that water quality requirements of the COP are adhered to. The Municipality also retains the right to consult with any technical agency deemed appropriate (Policy 3.1.4.8). In reviewing the application, staff identified that the application includes the installation of a  $\pm 1000\text{m}^2$  stormwater detention area. As "large surface water ponds" constitute "transportation pathways" which can alter retention times for water runoff, thereby impacting the quality of the water at the time the runoff reaches the wellhead.

The application was provided to the Sourcewater Protection officer and Mississippi Valley Conservation Authority for comment and recommendation.

### **COMMENTS FROM INTERNAL CIRCULATION:**

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

**CAO:** No concerns or objections

**Chief Building Official:** No concerns or objections

**Director of Roads and Public Works:** All my comments were previously addressed (in stormwater management pre-consultation). No further comments.

**Fire Chief:** No concerns or objections.

**Recreation Coordinator:** No concerns or objections.

Comments were received from the Leeds Grenville and Lanark District Health Unit and Enbridge Gas offering no objection to the application.

Comments received from the Mississippi Valley Conservation Authority (Appendix D) indicate that further information regarding the Stormwater Management Plan is required to address the following:

- Demonstration that quality control is meeting the standard 80% TSS removal of water runoff.
- Provision of additional drawings and contextual maps to support the proposed stormwater management solutions.

The Sourcewater Protection Risk Management Office has advised that further clarity on the status of the stormwater detention area is required from the Ministry of Environment, Conservation and Parks. Required conditions from the RMO will be incorporated into the Site Plan Agreement when available.

### **CONCLUSION:**

The proposed site plan control application satisfies the provisions of the Zoning By-law and is consistent with relevant planning policies of the Community Official Plan and staff are supportive of the approval of the application pending completion of a Site Plan Control Agreement.

All of which is respectfully submitted,

  
Niki Dwyer MCIP, RPP  
Director of Planning

  
Shawna Stone  
Acting Chief Administrative Officer

### **ATTACHMENTS**

- Appendix A – Proposed Site Plan
- Appendix B – Proposed Grading Plan
- Appendix C – Zoning Uses permitted in the C5-11 Zone
- Appendix D – MVCA and RMO Comments







## APPENDIX C – Zoning Bylaw Excerpt (C5-11)

23.3.11 [By-law #18-77, repeals #12-76] Notwithstanding their “C5” zoning designation, on those lands delineated as “C5-11” permitted uses shall be limited to the following:

- An accessory dwelling unit forming an integral part of the building or structure containing a permitted non-residential use except automobile uses
- A detached dwelling
- Industrial uses including only machine and welding shops
- Veterinarian clinics and offices
- Commercial school
- Farm Custom Work
- Feed mills
- Grain elevators and /or drying establishments
- Contractor’s or tradesman’s establishment
- Transportation terminal
- Dairy
- Riding stables and equestrian centres
- A sewage disposal system
- Buildings, structures and uses accessory to a permitted use
- Storage yard accessory to the contractor’s or tradesman’s establishment.
- Commercial Storage Facility

## APPENDIX D – MVCA and RMO Comments



18-MM-SP

October 23, 2018

Niki Dwyer  
Town of Mississippi Mills  
3131 Old Perth Road  
R.R. #2 P.O. Box 400  
Almonte, ON K0A 1A0

Dear Mr. Dwyer:

Re: **Application for Site Plan Control (D11-ELD-18)**  
**Part Lot 15, Concession 8, Town of Mississippi Mills (Ramsay)**  
**3251 Old Perth Rd**  
**ELDER**

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Mississippi Valley Conservation Authority (MVCA) has been circulated the above noted application to conduct a review in terms of MVCA Regulations and Provincial Planning Policy for Natural Heritage and Natural Hazard issues. Specifically, the purpose of this review is to assess potential impacts of the proposed development on known natural heritage features on and adjacent to the subject property. These features could include wetlands, wildlife habitat and areas of natural and scientific interest. This review also includes an evaluation of the subject property for natural hazards such as unstable slopes and areas prone to flooding and erosion. MVCA is in receipt of a Stormwater Management Plan submitted as part of the subject application.

### **PROPOSAL**

According to the information provided, the purpose of the subject application is to allow the construction of 5 additional self-storage buildings, where 6 self-storage buildings already exist on the lot.

### **PROPERTY CHARACTERISTICS**

According to a review of GIS mapping and aerial imagery, the headwaters of several branches of a tributary of the Mississippi River exist on the subject property. The proposed development is located beyond the minimum setback requirement of 30 m from these features.

## REVIEW

Natural Heritage Features: The proposed development is located beyond the minimum setback requirement of 30 m from the identified watercourses. Therefore impacts to these features are not anticipated as a result of the subject application.

### Stormwater Management Plan

MVCA has been requested by the municipality to review the Stormwater Management Report (D.B. Gray Engineering Inc., June 28, 2018). MVCA's Water Resources Engineer has reviewed this plan with the following comments:

- Additional information is required to demonstrate that quality control is meeting the standard 80% TSS removal for the Mississippi River.
- Please show the drainage areas (I & II) with their details on a separate drawing.
- Additional details with respect to the sizing and design is required for the culverts on the east and south side of the development.

The engineering firm has been contacted to discuss the above.

## RECOMMENDATIONS and CONCLUSIONS

MVCA does not have any objection to the subject application in principle. However, additional information is required with respect to stormwater management, as outlined above.

Should any questions arise please do not hesitate to call. Please advise us of the Committee's decision in this matter.

Yours truly,



Diane Reid  
Environmental Planner

## Nicole Dwyer

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**From:** Marika Livingston [REDACTED]  
**Sent:** Friday, October 26, 2018 11:39 AM  
**To:** Nicole Dwyer  
**Cc:** Brian Stratton  
**Subject:** RE: WHPA-8 Stormwater Detention Area provisions

Hi Niki,

It was nice talking to you this morning. Thank you for engaging our Risk Management Office with your request below.

A Transport Pathway is a man-made feature that increases the vulnerability of the raw water supply at the source of the municipal drinking water system. Transport Pathways redirect the natural flow of water to surface water sources, or disturb the surface above an aquifer which increases the rate or quantity of flow to a groundwater source. A new Transport pathways can increase the vulnerability of where they are located. For example, a new geothermal system may increase the vulnerability of an area from a score of 8, to a score of 10. The *Clean Water Act* requires municipalities to provide notice to our Source Protection Authority and Committee of changes of any new transport pathways.

In this case, it isn't clear if a stormwater management pond would be considered a transport pathway. As a result, we will redirect your inquiry to subject matter experts at the Ministry of Environment, Conservation and Parks. Although we can offer you following for now:

- If it is considered a new transport pathway, our staff will inform the Source Protection Authority and Committee at our next meeting to be scheduled in 2019.
- If it is considered a new transport pathway, policies that previously did not apply in this area may apply in the future, due to the higher vulnerability. Keeping in mind, a stormwater management pond would only be considered a significant threat in this area if the pond was considered a transport pathway (increasing the vulnerability from an 8 to 10) and only if the drainage area of the pond was greater than 10 hectares.
  - Based on our preliminary desktop review, the proposed drainage area was identified as approximately 2 hectares.
  - Note, the Ministry of Environment, Conservation and Parks are the responsible implementers of the Stormwater Management policies in our Source Protection Plan. When they issue an Environmental Compliance Approval, any requirements for Source Water Protection would be discussed at that time.

We will keep you informed as we learn more from the Province.

Have a great Friday!

Thanks,  
Marika

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**From:** Nicole Dwyer <[ndwyer@mississippimills.ca](mailto:ndwyer@mississippimills.ca)>  
**Sent:** Thursday, October 25, 2018 10:20 AM  
**To:** Brian Stratton [REDACTED]  
**Subject:** WHPA-8 Stormwater Detention Area provisions

Hi Brian,

I am in the process of screening a Site Plan Control application and have identified that the proposal is in the WHPA-8 for one of the wells in Almonte. The proposal is for the construction of 32,000sqft of commercial storage (on a currently vacant part of the property) and a stormwater detention area – approximately 1044m<sup>2</sup> with a max pond depth of 52cm. I don't believe there is a permanent pond in the proposal.

Can you advise if the proposal constitutes a "large surface water pond" in accordance with the transport pathway provisions – and if so, what my next steps are.

Thanks

Niki

Niki Dwyer, MCIP RPP MA BES  
Director of Planning  
Municipality of Mississippi Mills  
3131 Old Perth Road, P.O. Box 400  
Almonte, ON, K0A 1A0  
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**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** November 7, 2018  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Acting Clerk  
**SUBJECT:** Revised Municipal Flag Policy

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**RECOMMENDATION:**

**THAT Council approve the revised Municipal Flag Policy as presented.**

**BACKGROUND:**

Council requested staff review the existing flag policy and bring forward recommended changes in order to provide greater clarity of provisions within the policy.

**DISCUSSION:**

The majority of the revisions to the Flag Policy are in Section 6.1 Half-Masting. The revisions to this section provide greater flexibility and clarity regarding the process for half-masting the municipal flag. For example, the revised policy will now provide the Mayor the authority to direct staff to lower the flag; in the Mayor's absence, authority is delegated to the Deputy Mayor, CAO, or Clerk. Other changes to the policy were minor in nature and did not have an impact on the nature of the policy.

In general, the policy is consistent with federal and provincial policies and other municipalities. The federal and provincial flag policies/protocols are attached as appendices to the revised policy.

**FINANCIAL IMPACT:** None.

**SUMMARY:**

It is recommended that Council approve the Municipal Flag Policy in order to provide greater clarity regarding the half-masting of flags.

Respectfully submitted,

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

Reviewed by,

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

Attachments:

1. Revised Municipal Flag Policy

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## FLAG POLICY

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### 1. PURPOSE

The purpose of the policy is to ensure that all flags on Municipal property are displayed in a consistent and appropriate manner to ensure the dignity and respect for who the flags are flown. This policy sets out the procedures that determine the raising and half-masting of flags. Flag-raising encourages support from members of the public, and benefit and enrich the community. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens.

### 2. SCOPE

This policy shall apply to external flags located at the Municipal Office and all municipally-owned sites equipped with a flag pole(s).

### 3. AUTHORIZED FLAGS

#### 3.1 The National Flag of Canada

The national flag of Canada is a red flag of the proportions two by length and one by width containing in its center a white square of the width of the flag, with a single red maple leaf centered therein. The colours red and white are Canada's official colours and with the maple leaf, are the symbolic elements found in the Canadian flag. The official ceremony inaugurating the new Canadian Flag was held on Parliament Hill in Ottawa on February 15, 1965.

#### 3.2 Province of Ontario Flag

The Province of Ontario flag is red and of the proportions two by length and one by width with the Union Jack occupying the upper quarter next to the staff and with the shield of the armorial bearings of the Province of Ontario centered in the half farthest from the staff. The flag was first raised in a ceremony in front of the Legislative Assembly building on May 21, 1965, the day it was proclaimed into force.

#### 3.3 Municipal Flag

The Municipality of Mississippi Mills flag was designed in 2007. The bridge refers to the "Five Span Bridge" in Pakenham, one of the three municipalities that amalgamated to form Mississippi Mills. Green represents agriculture and blue represents the Mississippi River and the importance it has played in the region's development. The three wheels refer to the name Mississippi Mills which honours the woolen mills, lumber mills and grist mills located by the river.

3.4 **Other Flags**

There is nothing in this policy restricting the use of other flags as approved by Council and where flag poles can accommodate them.

4. **POSITION AND PRIORITY OF FLAG**

4.1 In compliance with flag policy, an observer facing the display would find these flags positioned in the following manner beginning at the extreme left:

One pole Canadian flag



Two poles 1<sup>st</sup> Canadian flag, 2<sup>nd</sup> Municipal flag



Three poles 1<sup>st</sup> Provincial flag, 2<sup>nd</sup> Canadian flag, 3<sup>rd</sup> Municipal flag



Four poles other flag 1<sup>st</sup> Canadian flag, 2<sup>nd</sup> Provincial flag, 3<sup>rd</sup> Municipal flag, 4<sup>th</sup>



## **5. RESPONSIBILITIES**

- 5.1 The Clerk is responsible for ensuring compliance with this policy and established procedures at all of the municipal facilities.
- 5.2 The Clerk is responsible for ensuring that flags are replaced when they become worn, noticeably faded or otherwise unfit for service.
- 5.3 The Clerk shall inform the appropriate staff of an event that requires the lowering or raising of the flag(s).

## **6. HALF-MASTING OF FLAGS**

### **6.1 General Provisions**

The flying of flags at half-mast denotes a period of official mourning or commemoration. It is an act of honour expressing a collective sense of sorrow shared by all citizens.

- 6.1.1 In consultation with the Mayor, the Clerk will provide instruction to lower the flags at the Municipal Office and all municipal locations where appropriate.
- 6.1.2 The position of the flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the flag should be exactly half-way down the mast.
- 6.1.3 The official period of mourning is defined as the day of passing until sunset on the day of the funeral. When no funeral service is planned, flags will be flown at half-mast until the fourth day of the individuals passing.
- 6.1.4 Flags will be flown at half-mast on an annual basis to commemorate Remembrance Day on November 11.
- 6.1.5 When the Canadian Flag is flown at half-mast, all other adjacent flags will also be flown at half-mast.
- 6.1.6 When the Municipal flag is flown at half-mast and where there is another flag on the same pole, the secondary flag shall be removed.

### **6.2 Half-masting Rules for the National Flag of Canada**

The Municipality will abide by the most recent federal policy regarding rules for half-masting the National Flag of Canada see Attachment I.

### **6.3 Half-masting Rules for the Provincial Flag**

The Municipality will abide by the most recent provincial protocol regarding rules for half-masting the Provincial Flag of Ontario see Attachment II.

#### **6.4 Half-masting Rules for the Municipal Flag**

The Municipal flag shall be flown at half-mast upon the death of the following persons or as deemed appropriate by the Mayor or Council:

- a) current Mayor or member of Council or family member (i.e. husband or wife, son or daughter).
- b) former Mayor or former member of Council
- c) current or former municipal firefighter
- d) current municipal employee or former CAO

#### **6.5 Discretionary Provisions**

The flags shall be lowered in accordance with this policy, or in circumstances not identified herein, at the direction of the Mayor (or Deputy Mayor in the absence of the Mayor).

### **7. FLAG RAISING**

Upon Council approval, the Municipality may fly the flag of:

- a) a charitable or non-profit organization to help increase public awareness of their programs and activities.
- b) an organization that has achieved national or international distinction or made a significant contribution to the community.
- c) an organization that has helped to enhance the Municipality in a positive manner.

It is the responsibility of the organization to provide the Municipality with the flag. The Municipality will not fly the flag of a group or organization whose undertakings or philosophy are contrary to Municipal policies or by-laws; espouse hatred, violence, or racism.

### **8.0 DISPOSAL OF FLAGS**

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be destroyed in a dignified way.

### **9.0 RESTRICTIONS**

No other flag other than those cited in this policy shall be flown on municipally owned properties without the approval of Council.

## APPENDIX I

### RULES FOR HALF-MASTING THE NATIONAL FLAG OF CANADA

#### Objectives

The half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

It is in this context that the Government of Canada wishes to further develop the principles that will determine the half-masting policy relative to the National Flag of Canada as well as the precise arrangements to be put in place and exercised in a consistent and appropriate manner. Therefore, the Government of Canada has adopted the rules hereto attached.

#### Definitions

Unless the context otherwise requires it, the following terms shall mean:

**"Flag"** the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

**"Half-mast"** the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

**"Rules"** the Rules for Half-masting the National Flag of Canada.

#### I. Mandatory Half-masting

##### 1. The Sovereign, the Governor General and the Prime Minister

Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or the memorial service.

##### 2. Sovereign's Family

Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

##### 3. Former Governor General

Upon the death of a former Governor General, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from

the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **4. Former Prime Minister**

Upon the death of a former Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **5. Chief Justice of Canada and Members of the Canadian Ministry**

Upon the death of the current Chief Justice of Canada or a current member of the Canadian Ministry, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **6. Lieutenant Governors**

Upon the death of a current Lieutenant Governor, the Flag is flown at Half-mast on all federal buildings and establishments in the affected Province and on the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **7. Privy Councillors and Senators**

Upon the death of a Privy Councillor, who is not a current member of the Canadian Ministry, or a current Senator, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her place of residence, excluding the Peace Tower if the place of residence is Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

#### **8. Members of the House of Commons**

Upon the death of a current member of the House of Commons, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her riding, excluding the Peace Tower if the riding is in Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

#### **9. Accredited Heads of Mission to Canada while in Canada**

Upon the death of an accredited Head of Mission to Canada (High Commissioner

or Ambassador) while in Canada, the Flag on the Peace Tower is to be half-masted on the day of the funeral/memorial service or, should there be no such service scheduled, on the day that the remains depart Canada. (Should a service be scheduled on a date different from the one that will witness the departure, half-masting would take place on the day of the service and not on the day that the remains depart Canada).

#### **10. Half-Masting Initiated by a Province or Territory**

When a Province or Territory Half-masts its provincial or territorial flag for a reason other than one provided for in the Rules, the Flag will be Half-masted within that Province or Territory, except on the Peace Tower if the Province is Ontario, to the same geographical extent and for the same duration as the Province or Territory Half-masts its flag. The Flag will only be Half-masted in the said Province or Territory upon notification to the Manager responsible for the administration of the Rules within the Department of Canadian Heritage by the Chief of Protocol of that Province or Territory of the reason, geographical extent and duration of the said Half-masting.

#### **11. Special Days**

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
- December 6, National Day of Remembrance and Action on Violence Against Women.

In addition, the Flag will be Half-masted on the Peace Tower:

- from sunrise to sunset on April 9, Vimy Ridge Day; and
- for the duration of the annual Memorial Service on Parliament Hill to remember deceased Parliamentarians.

## **II. Discretionary Provisions**

#### **12. Foreign Heads of State or Heads of Government - Half-masting Abroad**

Upon the death of a current foreign head of state or a foreign head of government, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country, consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

### **13. Special Circumstances in a Foreign Country**

To commemorate prominent citizens of a host country, or a resident of that country who had made a significant contribution to Canada, or special events affecting the host country, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

### **14. Employees of the Federal Government**

When an employee of a federal department, agency or Crown corporation dies in the line of duty or by reason of the position he or she occupies within that federal department, agency or Crown corporation, the Minister responsible for that organization may decide to Half-mast the Flag. Half-masting in such circumstances can only be carried out on those buildings and establishments affiliated to the organization. The Minister may decide on the geographical extent of the Half-masting and its duration. The decision must be shared immediately with the Manager responsible for the administration of the Rules within the Department of Canadian Heritage, and the Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office

### **The Department of National Defence's internal protocol on half-masting**

In the event of the death of a member of the Canadian Forces who is deployed on operations to a special duty area, unless special instructions are received, flags will be half-masted as follows:

- All flags within the task force to which a member is assigned at the time of death will be half-masted from the day of death until sunset the day of the funeral;
- All flags at the home base/station of the member will be half-masted from the day of death until sunset the day of the funeral;
- All flags within the environment (sea, land or air) to which the member was assigned will be half-masted from sunrise to sunset on the day of the funeral, and;
- All flags at National Defence Headquarters and at the headquarters of the operational command to which a member is assigned at the time of death will be half-masted from the day of death until sunset the day of the funeral.

### **III. Discretionary Authority of the Prime Minister**

#### **15. Foreign Heads of State or Heads of Government - Half-masting in Canada**

Upon the death of a current foreign head of state or a foreign head of government, and after consideration of his/her stature and the relation of that country with Canada, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower on the advice of Foreign Affairs, Trade and Development Canada and Canadian Heritage, and the recommendation of the Clerk of the Privy Council.

#### **16. Exceptional Circumstances**

In exceptional circumstances, and on the advice of the Department of Canadian Heritage and the recommendation of the Clerk of the Privy Council, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad, that is not provided for in the Rules.

#### **17. Delegation of Authority**

In the event that the Prime Minister is not available to consider the recommendations pursuant to Section 15 or 16 on an urgent basis, the Clerk of the Privy Council shall have the delegated authority to decide.

#### **18. Information from the Department of Canadian Heritage**

The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will provide information regarding past instances of Half-masting and recommendations as to the geographical extent and duration of any Half-masting under consideration pursuant to Sections 15 and 16.

### **IV. Procedures**

#### **19. Legal Holidays**

If the Flag is Half-masted anywhere in Canada or abroad in accordance with the Rules, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5): Victoria Day and Canada Day.

#### **20. Visiting Foreign Head of State or Head of Government**

If the Flag is Half-masted on the Peace Tower in accordance with the Rules, it must nonetheless be raised to full-mast while a foreign head of state or foreign head of government is visiting Parliament.

#### **21. Exceptions to Sections 19 and 20**

Sections 19 and 20 do not apply if the Flag is Half-masted for the death of the Sovereign, but the Flag is flown at full-mast on the day on which the accession of the new monarch is proclaimed. Sections 19 and 20 also do not apply if the Flag is Half-masted for the death of the current Governor General or the current Prime Minister.

#### **22. Half-Masting Notice**

Upon the occurrence of an event provided for in Sections 1 to 11 or upon the approval of the Prime Minister pursuant to Section 15 or 16, the Department of Canadian Heritage will send a notice to all relevant authorities instructing them to

Half-mast the Flag. The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice when Half-masting is carried out upon the death of a person.

**23. Coming into Effect**

The Rules, as amended, are effective as of June 2, 2003, and replace any previously existing rules developed through practice or articulated in Sections 12 and 13 of the General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (1966).

## APPENDIX II

### INTERNATIONAL RELATIONS AND PROTOCOL - PROVINCE OF ONTARIO

#### Section 4.0 Half-Masting

There is a standard practice for half-masting flags, established by the federal government and followed by all provinces. The practice is not mandatory for individuals or organizations, but is an adaptation of international usage and reflects a long-standing custom in Canada.

Flags at all provincial government buildings will be flown at half-mast upon the death of:

- the Sovereign
- a member of the Royal Family related in the first degree to the Sovereign (husband, wife, son, daughter, father, mother, brother or sister)
- the Governor General of Canada, a former Governor General
- the Lieutenant Governor of Ontario, a former Lieutenant Governor of Ontario
- the Premier of Ontario, a former Premier of Ontario
- the Prime Minister, a former Prime Minister
- any other person whom it is desired to honour
- and on commemorative anniversary dates legislated by the Provincial Government

Flags at all Ontario Government buildings within ridings or community of residence will be flown at half-mast upon the death of:

- a current Privy Councillor, Senator or a Member of the House of Commons from the Province of Ontario
- a current Member of the Provincial Parliament of Ontario

Flags are not normally half-masted for foreign or Commonwealth heads of state or government, as these fall under federal jurisdiction; nor for federal Ministers, Senators or Members of Parliament who are not from Ontario.

Flags at individual ministry or regional facilities may be half-masted in cases of lives lost while at work, or other tragic events. Flags at the Legislative Assembly are flown at half-mast at the discretion of the Speaker, not the Government.

Flags may be half-masted from sunrise to sunset on the day of the funeral in the region of the funeral for soldiers killed in the line of duty, who were originally from Ontario or recently posted to Ontario.

#### Annual Half-Mast Days

Ontario annually half-masts flags from sunrise to sunset on:

- April 28 – National Day of Mourning for Persons Killed or Injured in the Workplace
- June 23 – National Day of Remembrance for Victims of Terrorism
- The last Sunday in September- National Peace and Police Officers Memorial Day
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women

## **Lanark County earns nod for efforts to support pollinators**

Efforts by Lanark County to move elements of its Integrated Vegetation Management (IVM) Program forward have earned it an honourable mention for a 2018 Pollinator Advocate Award.

“We are thrilled that the county was nominated by the Canadian Wildlife Federation for the 2018 Pollinator Advocate Award presented by the North American Pollinator Protection Campaign and the Pollinator Partnership,” explained Councillor Brian Campbell (Tay Valley Deputy Reeve), who chairs the county’s public works committee. “Lanark County received an honourable mention for demonstrating great efforts to support pollinators in the community.”

The IVM program includes several initiatives that benefit native pollinators, such as a public awareness campaign, alien invasive plant control, an Adopt-A-Road Program, the creation of pollinator habitat patches, developing a native seed mix for seeding disturbed roadside areas, and testing the effectiveness of monarch habitat restoration on roadsides.

The enhanced Adopt-A-Road Program aims to restore pollinator-friendly habitat. Participants spot and report invasive plants and noxious weeds, such as wild parsnip and phragmites, which helps to effectively control infestations and restore native habitats. Once infestations are removed, participants can choose to take part in road allowance rehabilitation by planting.

“Adopt-A-Road participants and volunteers are a great addition to the county’s IVM plan as they provide more resources to help us remove invasive species and plant, water and monitor pollinator patches,” explained Janet Tysick, public works business manager.

In 2018, the county allocated additional staff resources toward digging and mowing in many areas of county road allowances. They followed up by clipping and disposing of any flower heads to prevent wild parsnip from reseeding those sections. This supplemented the roadside spraying program and resulted in areas with very light to no wild parsnip, where infestations had been previously high.

In 2017, the county created “pollinator patches” in accessible locations to determine which plants were most successful for future planting. Plants were chosen based on the pollinators they attract and their bloom times, so that habitat for butterflies, bees, flies, wasps and hummingbirds is available from April to October.

“We purchased and planted more than 400 pollinator-friendly plants in 2017, and in 2018 added more than 500 to the roadside to try to reduce wild parsnip infestation and increase pollinator habitat,” explained Michelle Vala, vegetation management intern. “Staff identified key areas where wild parsnip had been reduced to minimal numbers and planted large patches with native plants. In the last two years, we’ve also provided pollinator-friendly plants to volunteers keen to help reduce re-infestation and provide new pollinator habitat.”

Following construction projects, seed and mulch (hydro-seeding) is applied to bare, disturbed areas.

In conjunction with vegetation experts, the county developed an improved, customized mix that includes 12 pollinator-supportive plants, including common milkweed, black-eyed Susan, wild bergamot, blue vervain, bonset, four aster species and three goldenrod species. "The goal is to continuously reseed those disturbed areas to improve pollinator habitat across the county," Ms. Vala said.

The county has also developed a seed mix without mulch to apply to test sections of roadside. This overseeding trial includes showy wildflowers that are naturally established in the road allowance and is based on their attractiveness to pollinators. "This provides the potential for seeding large areas with more pollinator-friendly plants in a cost-effective manner," Ms. Tysick said.

To further efforts related to the IVM program, the county will soon be engaging in a new program with the Canadian Wildlife Federation (CWF). Details to follow soon.

"All of these efforts demonstrate Lanark County's ongoing commitment towards the environment," said Warden John Fenik (Perth Mayor). "The integrated vegetation management program is a multi-year, multi-faceted plan, and we are starting to make great strides."

If you would like more information about Lanark County's IVM Plan, please visit the county's website at <http://www.lanarkcounty.ca/Page1875.aspx> or call 613-267-1353.

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For more information, contact:  
Michelle Vala  
Vegetation Management Intern  
Public Works, Lanark County  
mvala@lanarkcounty.ca

Janet Tysick  
Business Manager  
Public Works, Lanark County  
jtysick@lanarkcounty.ca

**Photos available at:**

[https://www.dropbox.com/sh/ljd43gs72q3q26w/AABCdT2suxkJCf1ECO\\_mj1rpa?dl=0](https://www.dropbox.com/sh/ljd43gs72q3q26w/AABCdT2suxkJCf1ECO_mj1rpa?dl=0)

**Photo cutlines:**

Pollinator Honourable Mention: Vegetation Management Intern Michelle Vala (left) and Public Works Business Manager Janet Tysick (right) are congratulated by Lanark County Councillor Brian Campbell, who chairs the public works committee, for their efforts with the county's integrated vegetation management program that led to an honourable mention for the 2018 Pollinator Advocate Award. The county was nominated by the Canadian Wildlife Federation and the award is presented by the North American Pollinator Protection Campaign and the Pollinator Partnership.

CR6 North Patch Pearly Everlasting and New England Aster: An example of work done on a county road allowance to encourage native wildflower growth with pearly everlasting (left) and New England aster.

LLP Dense Blazing Star-Bee: An example of one of the native plants, dense blazing star, used in one of the pollinator patches.

PWP Black Eyed Susan-Butterfly: Black-eyed Susans are a common wildflower that are popular with various pollinators.

## **Lanark County Business Retention & Expansion (BR+E) Project needs volunteers!**

Lanark County, in partnership with Valley Heartland Community Futures Development Corporation (CFDC), is delivering a Business Retention and Expansion (BR+E) project to support and strengthen local business across Lanark County – and volunteers are needed!

The BR+E project is an action-oriented, community-based and volunteer-driven process that includes confidential face-to-face interviews/surveys by volunteers with businesses to address any issues/opportunities for that business, as well as data collection and action planning.

Overall, successful BR+E programs include having commitment, buy-in and engagement from the community, local businesses, the municipalities, partners and service providers, says Stacie Lloyd, Regional Economic Development Officer, Valley Heartland CFDC.

Wellington County is an example of a BR+E success story. “As a result of our 2014 and 2016 BR+E surveys, we have been able to create programs that have a direct and positive impact on our business community, including a Community Improvement Program (CIP), improved tourism marketing and a pilot program for rural transportation for workers,” says Mandy Jones, Economic Development Officer, County of Wellington.

“The BR+E Project needs support and participation from all of us to create a ‘Made in Lanark County’ plan that will strategically support businesses across the county,” says Lanark County Warden John Fenik (Perth Mayor).

“Volunteers are the heart of the BR+E project and having them do business visits/surveys visibly demonstrates to the business community how much they are valued,” says Teri Devine, BR+E Coordinator, Valley Heartland CFDC.

Volunteer recruitment is continuing, with a goal of having more than 60 volunteer visitors by November 2018, adding to the current complement of 25.

Volunteers are provided training, get to support local business, achieve and see the results of their effort, gain personal experience and build networks and skills.

If you are interested in volunteering to conduct face-to-face confidential interviews/surveys with local businesses or if your business would like to participate in an interview/survey, please contact Teri Devine, BR+E Coordinator, at 613-283-7002 ext. 111 or 613-207-5940 or by e-mail at [bre@valleycfdc.com](mailto:bre@valleycfdc.com). More information is available at [www.valleycfdc.com/bre](http://www.valleycfdc.com/bre).

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**Photo available**

**at [https://www.dropbox.com/s/7hq416coh1l8l49/DSC\\_2931%20BRE%20Team.jpg?dl=0](https://www.dropbox.com/s/7hq416coh1l8l49/DSC_2931%20BRE%20Team.jpg?dl=0)**

Photo caption: Members of the Business Retention and Expansion Project Team with Lanark County Warden John Fenik (centre). The project is seeking volunteers to help with interviews and surveys.

For general information about Valley Heartland CFDC and Lanark County programs and services, please contact:

Tina Stevens  
Valley Heartland CFDC—General Manager  
613-283-7002  
[Tina.Stevens@valleycfdc.com](mailto:Tina.Stevens@valleycfdc.com)

Kurt Greaves  
Lanark County CAO  
1-888-9-LANARK, ext. 1101

### **About Valley Heartland CFDC**

At Valley Heartland Community Futures Development Corporation, we've been building entrepreneurship for over 30 years, helping to strengthen and grow the local economy. We work with entrepreneurs and communities to help them nurture the most innovative, sustainable businesses and communities imaginable. As a community-based, nonprofit organization funded by FedDev Ontario, we invest in job creation, business and community innovation. *Contact us at [valleycfdc.com](http://valleycfdc.com)*

### **About the Eastern Ontario Development Program (EODP)**

The Eastern Ontario Development Program (EODP) is a \$48-million initiative that advances economic development in rural eastern Ontario. Through EODP, FedDev Ontario is collaborating with Community Futures Development Corporations (CFDCs) in eastern Ontario to promote the growth of new and existing businesses in rural communities.

## Ottawa Valley Recreational Trail opens in Lanark County

A ribbon-cutting ceremony on Friday afternoon marked the official opening of the 61-kilometre Lanark County portion of the Ottawa Valley Recreational Trail.

Local councillors, staff, special guests and members of the public were on hand for the celebration under the overpass at Highway 7 on the border between Carleton Place and Beckwith Township.

“This ceremony marks the culmination of eight years of effort between municipalities and many partners to develop this multi-use trail,” said Lanark County Warden John Fenik (Perth Mayor). “The OVRT gives many user groups the opportunity to explore communities and landscapes throughout Lanark County and beyond, bringing new life and enjoyment to this abandoned rail corridor.”

Lanark County, Renfrew County and the Township of Papineau-Cameron formed a partnership in 2011 to acquire ownership of the 296-kilometre abandoned Canadian Pacific Rail between Smiths Falls and Mattawa. The county’s portion runs from Sturgess Road in Montague Township to the Renfrew/Ottawa border.

Over the past year, Lanark County undertook intensive work to prepare the trail for use, including granular surfacing and installing of gates and signage. Trail users will soon find signage on gates that outline trail rules. Signs have been installed along the route to identify streets and roads. Work on three bridges in Almonte is expected to be completed in November.

The trail’s hours of operation are from 7 a.m. to 9 p.m. April 1 through Nov. 30, and 7 a.m. to 11 p.m. Dec. 1 to March 31. Non-motorized users have the right-of-way at all times. Trail users are asked to obey all signage, stay on the trail and respect private property and other trail users. Litter should be removed by users. Dogs are to be kept on a leash, and users are asked to clean up after pets and horses (stoop and scoop). Fires, hunting and camping are not permitted. Motorized users will require a licence and insurance, as well as a club permit (e.g. Ontario Federation of All Terrain Vehicle Clubs or Ontario Federation of Snowmobile Clubs). Information about acquiring permits will be posted soon on the website for the trail at [www.ottawavalleytrail.com](http://www.ottawavalleytrail.com).

“This once-prosperous rail line has been turned into a well-maintained and managed trail that will benefit our communities in terms of quality of life, tourism, economic development and physical fitness,” said Councillor Richard Kidd (Beckwith Reeve), who is chair of the county’s economic development committee. “This is an exciting day for Lanark County.”

For a complete list of rules and additional information about the trail, please visit [www.ottawavalleytrail.com](http://www.ottawavalleytrail.com). For questions or to report issues on the trail, e-mail [trails@lanarkcounty.ca](mailto:trails@lanarkcounty.ca).

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**Photos available at <https://www.dropbox.com/sh/u4n9fm8ruvo8918/AAC67-Sj1SqQnjPMp4EuhVhWa?dl=0>**

For more information, contact:  
Kurt Greaves, CAO  
Lanark County  
1-888-9-LANARK, ext. 1101

Here are the highlights from the regular Lanark County Council meeting held Wednesday, Oct. 10.

- **Andrewsville Bridge to Temporarily Close in Winter:** Council has approved a by-law authorizing an annual, temporary closure of the Andrewsville Bridge from Dec. 1 to March 31, during which time necessary repairs will be completed. The bridge has a five-tonne weight limit and crosses the Rideau River in Montague Township in the hamlet of Andrewsville. It is jointly owned by Lanark County and the United Counties of Leeds and Grenville (UCLG). It is one of three crossings on the eight-kilometre stretch of the Rideau River between Merrickville and Burritt's Rapids and it provides access to the Parks Canada swing bridge at the Nicholson's Locks, which also has a five-tonne load limit. The condition of the century-old bridge has been an issue for several years. At the public works committee meeting earlier this month, Director Terry McCann presented the findings of the consulting engineer's 2018 wading inspection report, which concluded further deterioration of the bridge had occurred and repair costs are estimated to be between \$75,000 and \$100,000. An agreement between the two counties to fund repairs for a period ending April 2028 and has about \$110,000 remaining, which should cover the current repairs. Quotations will be brought back to council prior repairs being completed. Mr. McCann indicated the estimated cost of a complete bridge replacement is \$3.3 million. In its wading inspection report, Keystone Bridge Management found corrosion issues in the main trusses, with the stringers being a principal concern. It noted de-icing salts penetrating the timber deck and wetting the floor system is a main cause of corrosion, and the deck will have to be replaced in five to 10 years at the current rate. Keystone recommended the winter closure to prevent more salt corrosion, as well as pressure cleaning key parts of the bridge each spring, immediate replacement of certain stringers and the timber deck curbs, and in five to 10 years coating the floor system, painting parts of the bridge and replacing the deck of the main truss. "If the counties and local municipalities truly want to save the Andrewsville Bridge, they should support any measures that reduce the amount of salt tracked onto the bridge during winter maintenance operations," the report noted. "The only effective way to prevent salt tracking onto the bridge is to prevent vehicle traffic on the bridge during the winter months. Without salt-induced corrosion of the structural floor system and bottom chords of the truss, the Andrewsville Bridge can be maintained in the summer operational status well into the future." Mr. McCann noted the bridge is a landmark for the local communities and public interest is high, especially with members of the Friends of the Andrewsville Bridge. Council will work with UCLG on decisions regarding the bridge. For more information, contact Terry McCann, Director of Public Works, at 1-888-9-LANARK, ext. 3190.
  
- **Council Approves By-law to Regulate and Govern OVRT:** Council has approved a by-law that outlines regulations and governance of the use of the Ottawa Valley Recreational Trail (OVRT). The county has adopted a management plan for the OVRT that addresses issues such as use, control and liability on the trail. The by-law outlines permitted uses of the OVRT, for example walking, running, hiking, dog walking, cross-country skiing, snowshoeing, nature appreciation, dog sledding, cycling (including e-bikes) and horseback riding. Prohibited uses include (but are not limited to) tampering with or removing signage; littering or failing to pick up after pets; failing to control a pet (including horses); camping; hunting; discharging or operating weapons or firearms; vandalizing; having open-air fires; and operation of a motor vehicle (except those with approved permits obtained from the Ontario Federation of Snowmobile Clubs and Ontario Federation of All Terrain Vehicle Clubs as authorized by the county). The by-law also outlines speed limits on the trail and operating hours. Trail users will be subject to all municipal by-laws and provincial and federal laws

and regulations. The by-law also outlines offences and set fines for breaches of the provisions of the by-law. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

- **Upcoming Meetings: County Council, Wednesday, Oct. 24, 5 p.m.;** Public Works, Oct. 24 (following County Council); Economic Development, Oct. 24 (following Public Works). **County Council, Wednesday, Nov. 14, 5 p.m.;** Community Services, Nov. 14 (following County Council); Corporate Services, Nov. 14 (following Community Services). 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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Here are the highlights from the regular Lanark County Council meeting held Wednesday, Oct. 24.

- **Lanark Lodge Survey Results Received:** Council received the results of the 2018 Lanark Lodge Resident/Family Satisfaction Survey, and overall feedback was positive. Interim Lanark Lodge Director Jennie Bingley presented the results at the community services committee meeting earlier this month. The surveys can be completed online or on paper and have taken place annually since 2007. Ms. Bingley reported the Lodge scored 90 per cent or above in terms of families being made to feel welcome, nursing staff being caring and compassionate, overall satisfaction with nursing services, the dining area being pleasant, enjoyable activities, overall satisfaction with medical services, cleanliness and general repair and upkeep of the home, overall satisfaction with the home, and recommending the home to others. High scores (80 to 90 per cent) were received around communication, staff responsiveness to care needs, meal quality and choice, programming, medical care, home-like environment and control of unpleasant odours. Ms. Bingley noted opportunities for improvement (below 80 per cent) included knowing who to approach with specific issues, meeting religious needs, and handling of personal clothing. “The lowest score, 65 per cent, was related to physical functioning and mobility being maintained or improved through therapy programs,” she said. “This is understandable given residents are entering the home more debilitated and farther along in the dementia journey.” The Lodge is in the early stages of the “Butterfly Program,” which helps residents with dementia with their emotional needs. Ms. Bingley noted concerns have been raised about heat, and the ministry has found the home to be in compliance with the legislation. “The overall feedback was positive and complimentary towards staff,” Ms. Bingley said. “Management and staff are proud of this feedback, but are keen to address the areas identified as opportunities for improvement.” For more information, contact Jennie Bingley, Interim Director of Lanark Lodge, at 1-888-9-LANARK, ext. 1320.
- **Housing Study Approved in Principle:** Council has approved in principle the Housing Study for Lanark County and Smiths Falls, which aims to assess housing needs and analyse demand while providing concrete actions. Social Services Director Emily Hollington, in her previous role as Housing Renewal Coordinator, presented the study at the community services committee meeting earlier this month. The process to holistically assess the county’s housing situation began in February under council direction. Ms. Hollington explained the process included Statistics Canada data, input from local municipal planners and service managers, data from Canada Mortgage and Housing Corporation, as well as public consultation that included three public meetings, public and service provider surveys, and feedback from about 300 residents and 20 service providers. The study examined trends in age distribution, household size, tenure (renter/owner), median household income and prevalence of low-income. Priority areas were identified, including a need to improve access to affordable housing; a need to improve housing options (including accessible units); a need for additional supportive services partnered with permanent housing, recognizing marginalized groups; and a need to improve coordination and collaboration in the community. Ms. Hollington outlined five strategic directions, including increasing the supply of affordable housing with a schedule to meet and maintain service level standards; planning for a diverse range of housing choices; stabilizing and revitalizing the current social housing stock; ensuring an adequate supply of appropriate, supportive and universal housing; and educating the community on local housing needs and demands and offer incentives to developers building affordable housing. Ms. Hollington said the study will be used to inform the county’s 10-Year Housing and Homelessness Plan. For

more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

- **Lanark Lodge Budget Concerns Outlined:** Council received the 2019 Lanark Lodge draft budget as information following a presentation by Interim Director Jennie Bingley at the community services committee meeting earlier this month. Ms. Bingley indicated the budget may include a substantial increase to the levy, and outlined issues the long-term care home is facing around insufficient direct care-to-resident staffing ratios; insufficient provincial funding and ongoing staffing shortages. “Management is not seeking a commitment from council at this time,” she said. “Rather, this is an opportunity to provide continued awareness of the state of long-term care in Ontario and receive feedback prior to finalizing the budget to be presented to the new council.” Management is undertaking a detailed review of capital needs and is also recommending an increase in direct care staffing of personal support workers (PSW). “Ontario seniors are entering long-term care homes when they are older, frailer and in need of more medical and personal care than ever before,” Ms. Bingley said. “This measurement is defined as resident acuity, which is continually rising without corresponding funding and staffing increases.” An increase in PSW hours would increase the amount of personal care received by residents. Ms. Bingley indicated private homes can show profitability compared to municipal homes due to wage differences, economies of scale for purchased services and a lower corporate services overhead, but Lanark Lodge, as a municipally operated home, consistently has one of the highest wait lists in the South East Local Health Integration Network. She added all long-term care homes have high care needs. “The province should provide a sufficient and fixed level of funding per bed to all homes, which would help stabilize care for residents and reduce the current administrative burden to secure funding.” Ms. Bingley added the higher acuity of residents has not led to significant staffing increases. This has increased workloads, which leads to burnout, injuries, poor morale and staff retention issues. “There is a dire shortage of health care workers in Ontario, which exacerbates the problem.” Lanark Lodge is undertaking efforts to make it attractive to new employees and to improve retention. The budget is expected to be finalized early in the new year. For more information, contact Jennie Bingley, Interim Director of Lanark Lodge, at 1-888-9-LANARK, ext. 1320.
- **CERB Contract Renewed:** Council has authorized the renewal of an agreement with the Ontario Provincial Police for a five-year term to provide 9-1-1 Central Emergency Reporting Bureau (CERB) services. At the corporate services committee meeting earlier this month, Emergency Services Coordinator Garry Welsh explained 9-1-1 systems use a call centre, referred to as a Public Safety Answering Point (PSAP). Incoming 9-1-1 calls are transferred by Bell to the PSAP and the location and phone number is provided. Lanark County has had agreements with the OPP CERB in North Bay since 2002, when 9-1-1 became available here. It is the county’s primary PSAP. The CERB call centre acts as the primary contact then routes the call to the appropriate emergency services. Mr. Welsh indicated the OPP has a service level objective of answering 95 per cent of all calls within two rings, which it has exceeded. As well, it has a fully technical redundant system with a backup call centre and duplicate Bell 9-1-1 infrastructure, and it can handle language translation services and text-to-911 for individuals who are hearing impaired. “To date, the level of service with this same provider has met the needs of the community at a competitive cost,” Mr. Welsh said. For more information, contact Garry Welsh, Emergency Services Coordinator, at 1-888-9-LANARK, ext. 1503.
- **Upcoming Meetings: County Council, Wednesday, Nov. 14, 5 p.m.;** Community Services, Nov. 14 (following County Council); Corporate Services, Nov. 14 (following Community Services).

**County Council, Wednesday, Nov. 28, 5 p.m.;** Public Works, Nov. 28 (following County Council); Economic Development, Nov. 28 (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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## **Report to Council from MVCA Board Meeting October 17, 2018 Councillor Abbott**

To begin, the meeting convened as the Source Water Protection (SWP) Committee where the following matters were discussed:

1. Two new members were appointed to the SWP Board – Wilf Stefan and Claude Lloyd
2. A member is yet to be appointed to replace the former Carleton Place CO as a representative from the areas with central water systems. Ottawa, CP, Almonte, and Richmond are the applicable systems. The new CO of CP has indicated an interest in the appointment.
3. At last a matter was before the Board that did not involve the bureaucratic details of setting up the SWP. Richmond has applied to have a new well head area approved for a new set of pumps meant to serve a new subdivision. All of the reports have been submitted and it was approved. (a three year process). Almonte was also approved for the improvements to #6 and #7 pumps.

The SWP meeting adjourned and we reconstituted as the MVCA and the following issues were addressed:

1. The new Manager who will replace Paul Lehman in February was introduced to the Board. She had met the staff that morning. Sally McIntyre is an independent consultant who has until recently worked for the City of Ottawa in environment and planning. She brings a broad range of related experience in both private consulting and municipal infrastructure.
2. Matt Craig reported on the application of the new wetland policy in its first year. Staff have been able to accommodate almost all requests which in many cases involved locating the applicable boundaries.
3. A budget update for 2018 was presented and all matters are proceeding within the proper limits.
4. A discussion about upcoming issues related to both the uncertainty about future Provincial policy and the need to start creating reserves for aging infrastructure. The Province turned over several dams and related bridges 25+ years ago without any maintenance or replacement funding. Several of these structures are at or beyond their 'best before' date and will need large capital investment in the near future.
5. Watershed Conditions. Gord Moutenay reported that as of that date we are still in a level one drought situation and that unless we get large amounts of rain we may not be able to fill behind the upstream dams with enough water to maintain flows at normal levels.
6. Flood Plain Mapping. Mississippi Lake and all of the areas in Ottawa have been mapped and we will now be mapping from Carleton Place to Galetta and the related tributaries in 2019.

The final meeting for 2018 will be on December 5.

## INFORMATION LIST #14-18 November 6, 2018

The following is a list of information items received as of October 30, 2018.

<b>Item #</b>	<b>Date</b>	<b>Originator</b>	<b>Subject</b>
1	26-Sept-18	Trans Canada Trail	Thank You Letter
2	15-Oct-18	Almonte General Hospital & Lanark County	County Ambulances Promote F.A.S.T.
3	15-Oct-18	Carleton Place & District Memorial Hospital	Telemedicine Program

September 26, 2018

Town of Mississippi Mills  
3131 Old Perth Rd RR 2, Box 400  
Almonte, Ontario KOA 1A0

Board of Directors  
Conseil d'administration

Trans Canada Trail  
Sentier Transcanadien

Neil Yeates (Chair/Président)

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Jim Bishop

Jasmine Brown

James Goulder

Graham Green

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Michael Lindsay

Carolyn MacKay

Michele McKenzie

Erma Johns

Valerie Pringle

Patrice Ryan

Robyn Seetal

Gillian Winckler

Kim Wynn

Trans Canada Trail Foundation  
Fondation du sentier Transcanadien

Valerie Pringle, C.M., LL.D.

(Co-Chair/Coprésidente)

Hartley Richardson, O.C., O.M., LL.D.

(Co-Chair/Coprésident)

David Cottingham

Kirby Gavelin

Anthony Graham, LL.D.

Laureen Harper

David Hoffman

Amanda Lang

Ian Pearce

Aidan Richardson

Bruce Simpson

Wendy Southall

Ed Steeves

Neil Yeates

President & CEO

Présidente et chef de la direction

Deborah Apps

Dear friends of the Trail,

As we celebrate the first anniversary of The Great Trail's national connection, we would like to thank you for all you do for the Trail in your area. Thanks to your efforts, the Trail now stretches over 24,000 kilometres across Canada, making it the world's longest network of recreational, multi-use trails!

The work done by your organization has been instrumental to connection, and we are grateful for your continued support and maintenance of your section of the Trail. We depend on organizations like yours to ensure the Trail will continue to be enhanced and nurtured for generations to come, and we appreciate your local knowledge and dedication to this national treasure. We are also thankful for the ongoing guidance of our provincial partners in your region and across the country.

It has been an incredible year so far, with numerous Trail projects on the horizon and plenty to be proud of. One exciting development was the release of a special edition of *Canadian Geographic*, which highlighted numerous sections of the Trail and the beautiful landscapes and waterways they showcase. You will find a copy of this special edition enclosed with this letter.

With a Trail as vast as Canada's, we were unable to feature every single Trail in our network; however, this special edition is a great example of the future opportunities to promote various sections of the Trail, as well as the groups that enhance and nurture them.

If you would like us to share or promote stories about your Trail group, feel free to send your ideas to [communications@tctrail.ca](mailto:communications@tctrail.ca).

We look forward to continuing our partnership with you, as we ensure the Trail can be discovered, used and treasured for generations of Canadians and visitors.

Best wishes,



Mathieu Roy

Vice-President, Trail Development and Management

**Trans Canada Trail**  
**Sentier Transcanadien**  
321, de la Commune Ouest  
Suite 300  
Montréal, QC H2Y 2E1



# MEDIA RELEASE

October 15, 2018

## LOCAL COUNTY AMBULANCES SAVE LIVES F.A.S.T.

To increase awareness of the symptoms associated with strokes, the Lanark County Paramedic Service has partnered with the Heart and Stroke Foundation of Canada to raise awareness about strokes. There are now F.A.S.T. decals on the sides of Lanark County ambulances.

F.A.S.T. is the acronym that helps people to remember the major signs of strokes:

**Face – is it drooping?**

**Arms – can you raise both?**

**Speech – is it slurred or jumbled?**

**Time – to call 9-1-1 right away**

Stroke is a medical emergency. The ability to recognize the FAST signs of stroke and act fast by calling 9-1-1 can mean the difference between life and death - or the difference between a full recovery and lasting disability.

Placing the new F.A.S.T. decals on all Lanark County ambulances also serves as a reminder that calling an ambulance is of the utmost importance if you think someone is having a stroke. Every year, many people in Lanark County attempt to drive a suspected stroke victim to the nearest hospital. While this is well meaning, it amounts to delays in getting the patient to a designated stroke centre.

Every minute after a stroke, 1.9 million brain cells die, and the results of a long delay can be catastrophic. Early stroke management is a complex process and is best handled by medical professionals. In 2016 in Lanark County, only 50% of all patients who needed acute stroke care arrived at the designated stroke centres by ambulance from the community. The provincial average is 59%.

Paramedics can rapidly assess patients and decide which hospital has the most appropriate facilities for the patient's condition. They can even pre-notify the hospital to ensure that the patient has immediate access to urgent imaging, diagnosis, and treatment. With the help of the Heart and Stroke Foundation, Lanark County continues to increase public awareness of the signs of a stroke, stressing the importance of calling 9-1-1 F.A.S.T.



Cutline: Lanark County ambulance now have F.A.S.T. stickers.

Media Contact:

**Jane Adams**

Communications Lead

Almonte General Hospital

613-729-4864

[jane@brainstorm.nu](mailto:jane@brainstorm.nu)



# MEDIA RELEASE

October 15, 2018

## BRINGING THE SPECIALIST TO YOU

It's a simple way to connect with specialists – without even leaving town. Telemedicine links patients and health care providers using two-way, secure video-conferencing. It can help improve access to care and reduce wait times.

A Telemedicine appointment is just like a regular appointment, only the health care provider is on a monitor and uses tele-diagnostic equipment to hear heart and breath sounds and a special camera to provide close-up images – all as if you are sitting in the same room. At each appointment, patients are able to see, hear and talk to a doctor or other health professional.

Registered Nurse Denise Davies has been CPDMH's Telemedicine Coordinator since the program began. "Patients tell me they can really see the benefits. And they love coming to their familiar local hospital instead of travelling to see a specialist."

CPDMH's established Telemedicine programs include specialties such as Hematology, Respiriology, Dermatology, Nephrology, Oncology, Infectious Diseases and Endocrinology. The system also supports weekly rounds, linking health care providers with colleagues at other facilities. Finally, the technology is used for meetings and education sessions.

CPDMH has been providing health care via Telemedicine since 2001 via the Ontario Telemedicine Network (OTN). In 2010, 335 patients were cared for via Telemedicine at CPDMH. Last year, more than 2,500 patients were served.

Patients require referrals from their family doctor. For more information on the program or services offered at CPDMH, please contact Denise Davies, Telemedicine Coordinator at 613-253-3821 or visit [www.cpdmh.ca/telemedicine](http://www.cpdmh.ca/telemedicine).

-30-

Media Contact:

**Jane Adams**

Communications Lead, CPDMH

613-729-4864

[jane@brainstorm.nu](mailto:jane@brainstorm.nu)



# COUNCIL CALENDAR

## November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 6:00pm Council	7	8	9	10
11	12	13	14	15	16	17
18	19	20 6:00pm Council	21	22	23	24
25	26	27	28 7:00pm Library	29	30	

# COUNCIL CALENDAR

## December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6:00pm Inaugral	5	6	7	8
9	10	11 All Day Council Orientation	12 7:00pm Library	13	14	15
16	17	18 6:00pm Council	19	20	21	22
23	24 <b>Office Closed at noon</b>	25 <b>Christmas Day Office Closed</b>	26 <b>Office Closed</b>	27 <b>Office Closed</b>	28 <b>Office Closed</b>	29 <b>Office Closed</b>
30 <b>Office Closed</b>	31 <b>Office Closed</b>					

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 18-99

**BEING** a by-law to establish a Municipal Heritage Advisory Committee and provide for the appointment of members thereto.

**WHEREAS** Section 28 of the Ontario Heritage Act, R.S.O. 1990, Chap. 0.18 provides that the council of a municipality may by by-law establish a Municipal Heritage Committee to advise and assist the council on all matters relating to Parts IV and V of the Ontario Heritage Act;

**AND WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills deems it advisable to establish such a committee and provide for the appointment of members thereto;

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

1. A Municipal Heritage Advisory committee to be known as the Mississippi Mills Heritage Committee is hereby established.
2. The Heritage Committee shall consist of no less than five (5) members and no more than nine (9) members, which will include one Council member, at least one member at large, and ideally at least one member from each of the three Wards.
3. The Council of the Corporation of the Municipality of Mississippi Mills may by resolution replace members as terms of membership expire, or appoint from time to time such new members as it deems desirable.
4. The Heritage Committee acknowledges that appointment and replacement of members shall be made in consultation with the Corporation of the Municipality of Mississippi Mills, to ensure that the combined total membership of the local advisory committee is not less than five members.
5. The Heritage Committee shall, at its' first meeting of each year, elect from its members its own working groups (who, other than the chairperson thereof, may include persons who are not members of the Heritage Committee), and its own officers, who shall consist of a chairperson and secretary, and such other officers as the Heritage Committee deems advisable.
6. All meetings of the Heritage Committee shall be open at all times to any person who expresses a desire to attend.

7. The Heritage Committee should meet once a month, but at least once every four months.
8. The term of office for committee members will be four years.
9. Council may, within 60 days of receiving written notice from the Heritage Committee that a vacancy exists in the committee membership, appoint a new member to fill the remaining term of the vacancy. A vacancy shall be considered to exist upon the receipt of voluntary resignation or upon the committee records indicating that a member has been absent for three consecutive meetings unless excused by a simple majority vote of a quorum present.
10. The terms of reference of the Heritage Committee shall be as follows:
  - (a) **Identify Heritage Resources:**

On an ongoing basis, to compile a list of properties and other resources which are of heritage value or interest according the Regulation 9/06 of the Ontario Heritage Act. These properties are known as “Listed Properties” and shall be included in a municipal database.
  - (b) **Recommend the Protection of Heritage Properties:**

Recommend to Council and Staff that properties of significant cultural heritage value or interest be protected by designation under Part IV of the Ontario Heritage Act. The Committee will advise Staff of the necessary information for inclusion in the Bylaw including: legal description, statements of significance, and appropriate heritage attributes in accordance with the Ontario Heritage Act.

The Committee will also engage in early consultation with the property owner to gauge interest and receptiveness to designation properties, including providing information and resources related to frequently asked questions.
  - (c) **Recommend the Designation of Heritage Districts:**

Review technical reports and background studies provided by qualified consultants regarding heritage conservation district boundaries, property hierarchies, heritage attributes and statements of significance for designation under Part V of the Ontario Heritage Act.
  - (d) **Approval of Heritage Grant Funding:**

At the request of the Director, provide direction and decisions on the approval of heritage grant funding for properties within the DownMunicipality Almonte Heritage Conservation District, where in the opinion of the Director the scope of work for a project falls outside the standard approval criteria (Bylaw 16-62).

- (e) Recommend Alterations and Additions:**  
To make recommendations to Staff regarding the approval of specific alterations or additions to designated properties, which are likely to affect the property's heritage attributes established in the designating bylaw.
- (f) Recommend Regarding Demolition:**  
To make recommendations to Council regarding the demolition of buildings and structures associated with listed or designated properties.
- (g) Recommend Acceptance of Heritage Impact Statements:**  
At the request of the Director, provide recommendations for the acceptance or modification to Heritage Impact Statements associated with alternations, additions, demolitions or new construction on designated properties.
- (h) Provide Comment on Planning Applications and Proposals:**  
At the request of the Director, provide comments on development applications which have potential for impact on heritage resources, and make recommendations regarding mitigative measures for consideration.
- (i) Promote Heritage Conservation Within the Municipality:**  
Undertake and engage in promotion and education efforts which foster general awareness of the Municipalities cultural heritage resources and the benefits and myths associated with designation.
- (j) Reporting:**  
Prepare and annual report to Staff and Council on the year's activities and expenditures and a projected budget for the succeeding year.

- 11. This By-law shall come into force and take effect on the passing thereof.
- 12. By-law No. 07-16 and shall be and hereby is repealed.

**BY-LAW READ**, passed, signed and sealed in open Council this 6<sup>th</sup> day of November 2018.

\_\_\_\_\_  
Shaun McLaughlin, Mayor

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

**Appendix A**  
Heritage Conservation District  
Grant Criteria

The Council of the Municipality of Mississippi Mills has established a Heritage Grant Program to encourage the conservation of properties designated under Part V of the Ontario Heritage Act.

The Municipality will provide matching grant funding up to 50% (or a \$5,000 maximum) of the estimated cost of eligible heritage conservation work. This program is available for any designated property that is not eligible for the tax relief program because they do not pay tax on the property.

**Application Intake:**

Applications will be received by staff between March 1<sup>st</sup> and September 31<sup>st</sup> each fiscal year. Grants will be awarded on a first come first serve basis until the annual grant reserve is depleted.

**Application Review:**

Applications will be reviewed by the Planning Department for consistency with the Guidelines of the Heritage Conservation District Plan. Applications which demonstrate conformity with the guidelines will be approved by Staff. Applications which fail to demonstrate compliance will be forward to the Municipal Heritage Advisory Committee for review and final decision.

Any applicant unsatisfied with the decision of staff will be eligible to appeal to the Municipal Heritage Advisory Committee. The decision of the Advisory Committee shall be final.

**Minimum Eligibility Criteria:**

Successful applications must meet one of more of the following minimum eligibility criteria:

- Work represents repair or restoration of existing original materials and historic features;
- Work represents the removal of later layers and previous interventions that are not original to a structure;
- New development is contemporary in style, demonstrates good design and craftsmanship, and respects the diversity of building types and styles in the District;
- Work improves pedestrian environments and public spaces in a way which is sensitive to the character of the area;

- Work conserves, protects or enhances significant views of the river and townscape;
- Work represents the use of correct materials, sizes and detail appropriate to the buildings style and context;
- Work seeks to preserve, retain and protect the ongoing use and conservation of the property;

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

**BY-LAW NO. 18-100**

**BEING** a by-law to create an all-way stop at the intersection of Colborne and Brae Streets.

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

**AND WHEREAS** it is desirable to install an all-way stop at the intersection of Colborne and Brae Streets to improve safety at this intersection;

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

1. That an all-way stop be installed at the intersection of Colborne and Brae Streets.
2. This by-law shall come into force on August 1, 2018.

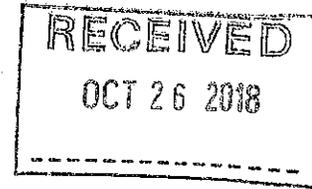
**BY-LAW** read, passed, signed and sealed in open Council this 6th day of November, 2018.

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Shaun McLaughlin, Mayor

---

Shawna Stone, Clerk



October 25, 2018

Town of Mississippi Mills  
3131 Old Perth Road  
RR#1  
P.O. Box 400  
Almonte ON  
K0A 1A0

Attention: Jeanne Harfield, Acting Clerk

Dear Madam:

Subject: REQUEST FOR NOISE BY-LAW EXEMPTION FOR CONSTRUCTION  
ACTIVITIES  
Client ref.: WP 4281-15-01 Highway 7 Culvert  
Replacements/Rehabilitations

WSP has been retained by the Ministry of Transportation (MTO) Eastern Region to complete the detail design for culvert rehabilitation and replacement of forty-eight (48) culverts on Highway 7, between Perth and Carleton Place (MTO Work Project No. 4281-15-01).

In order to minimize traffic disruption, the contractor may be required to work during the night-time for one (1) culvert replacement within your municipality. The culvert is located approximately 768 m west of the Highway 7 and Townline Road West intersection. As this may conflict with the Town of Mississippi Mills Noise By-law, we are hereby applying for an exemption to the by-law.

The duration of the exemption requested would be from March 1, 2019 to November 30, 2019, during which time the contractor would be permitted to work 24 hours a day, Monday to Thursday. Night-time activities could include paving, grading, and culvert replacement operations. All work would take place within the MTO right of way. The duration is not anticipated to be more than four nights at this location.

Please feel free to contact me should you require any further information.

Suite 300  
2611 Queensview Drive  
Ottawa, ON, Canada K2B 8K2

T: +1 613 829-2800  
F: +1 613 829-8299  
wsp.com

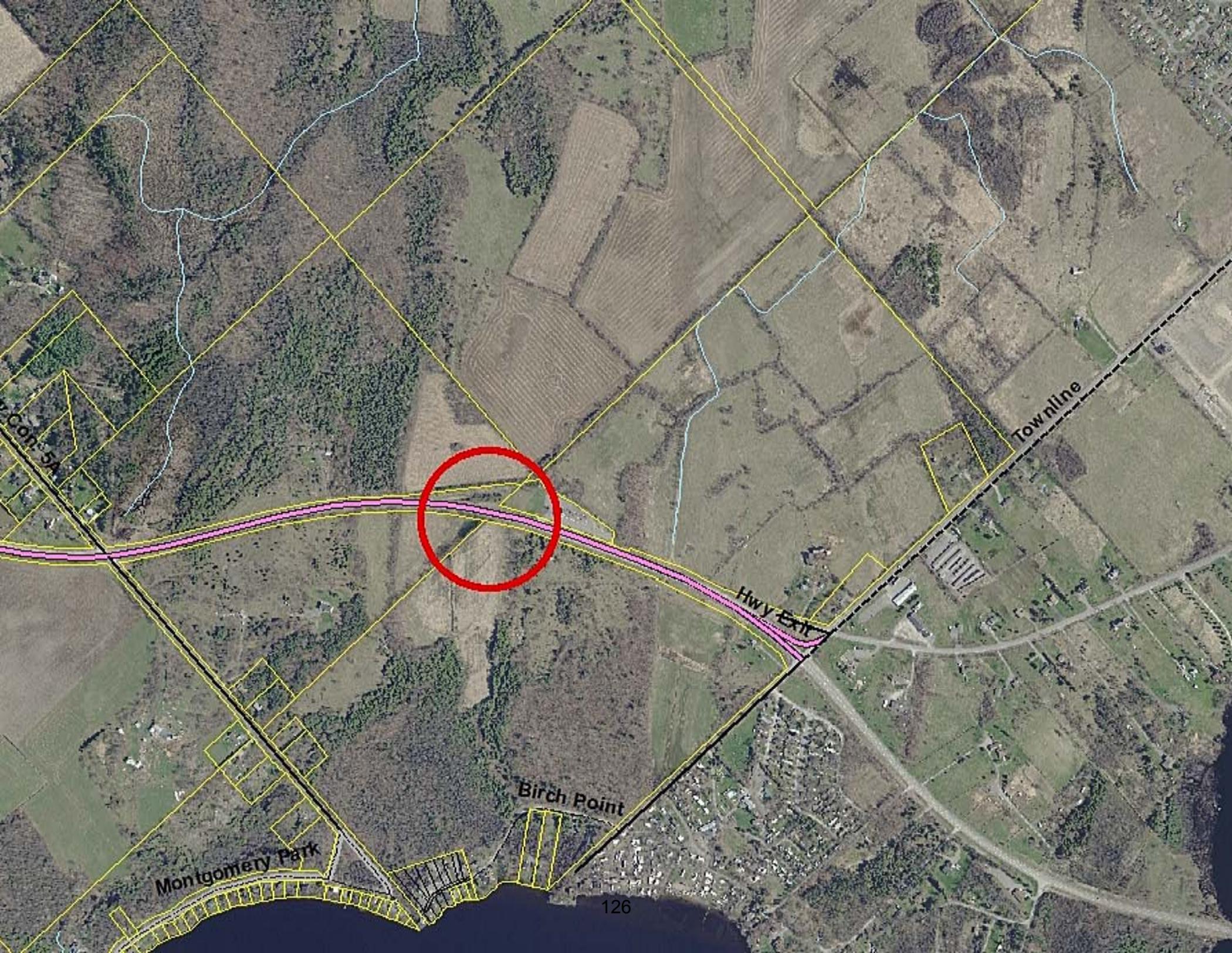


Yours sincerely,

A handwritten signature in black ink, which appears to read 'Kristine Dimoff'. The signature is written in a cursive style with a large, looping 'D' at the end.

Kristine Dimoff OALA  
Senior Environmental  
Planner

cc: Gord Krieger P. Eng. Consultant Project Manager  
Mike Delugt, MTO Senior Project Manager  
Sharon Westendorp, MTO Environmental Planner  
WSP ref.: 151-07399-00



Con-5A

Townline

Hwy Exit

Birch Point

Montgomery Park



**Municipality of Mississippi Mills  
PENDING LIST  
November 6, 2018**

Title	Department	Comments/Status	Report to Council (Date)
MM2020	CAO	MM2020 Group to develop business plan	November
Live Streaming	Clerk	Investigate and recommend options	November
COP Registry	Planning	Quartly Updates	January
Downtown Infrastructure Renewal	Public Works	Next steps - detailed Plans for Phases 1 and 2 to go to public meeting/PIC	TBD
Service Delivery Review	CAO	Final report (follow up from Aug 28 presentation)	TBD
Determine feedback mechanism re: OVRT	CAO & Public Works	Investigate options	TBD