



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, January 22, 2019  
4:00 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 (4:00)**

**B. CONSIDERATION OF A CLOSED SESSION**

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

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

**MOMENT OF SILENCE**

**In observance of the passing of Deputy Mayor John Levi**

**C. O CANADA**

**D. ATTENDANCE**

**E. APPROVAL OF AGENDA**

**F. DISCLOSURE OF PECUNIARY INTEREST**

**G. APPROVAL OF MINUTES**

Council Minutes dated January 8, 2019

Pages 6-10

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

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

Page 11

That the delegation by Trevor Drummond re: 487 Townline Road West, Rural Zoning Exception, be received.

**I. PUBLIC MEETINGS**

1. Zoning Amendment Scheel Holdings, 231 McWatty Road, Pakenham Pages 12-18
2. Zoning Amendment Wallace, Head Pond Road North, Pakenham Pages 19-25
3. Zoning Amendment - Administrative – Cellars, All Wards Pages 26-32

**J. COMMITTEE OF THE WHOLE**

*Motion to resolve into Committee of the Whole.*

**(J.1) CONSENT ITEMS**

*Motion to receive:*

- Memo from County CAO, Kurt Greaves re: CAO Recruitment Pages 33-34
- 2018 Freedom of Information Summary Pages 35-40
- Elections Accessibility Report 2018 Pages 41-47
- Fire Reports –December 31, 2018 Pages 48-52

**Minutes**

*Motion to receive:*

- Library - November 28, 2018 Pages 53-55

**(J.2) REPORTS****Planning and Development**

- a. **Cannabis Retail Survey Report** Pages 56-73

**Recommendation:**

That the Cannabis survey be received for information;

And that Council elects not to opt-out of retail cannabis sales within Mississippi Mills;

And That Council adopt the draft Municipal Cannabis Policy Statement for use in evaluating AGCO applications for retail cannabis stores.

**b. Heritage Advisory Committee, Revised Terms of Reference**

Pages 74-83

Recommendation:

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

**Finance and Administration****c. 2019 Municipal Grants**

Pages 84-99

Recommendation:

That Council approve the following 2019 municipal grants:

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

**d. Addition to Names Reserve List – Harold Mathie**

Pages 100-111

Recommendation:

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

**e. Advisory Committee – Follow up**

Pages 112-113

Recommendation:

That Council provide staff direction regarding the structure of the advisory committees;

And that the terms of reference be revised accordingly and be brought forward for Council approval.

**(J.3) INFORMATION ITEMS**

- Mayor's Report Page 114
- County Councillors' Report None
- Mississippi Valley Conservation Authority None
- Information List Pages 115-128
- Meeting Calendars (*January/February*) Pages 129-130

**K. RISE AND REPORT**

*Motion to return to Council Session.*

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of January 22, 2019 be adopted as resolutions of Council.

**L. BY-LAWS**

*That By-laws 19-06 to 19-08 be taken as read, passed, signed and sealed in Open Council.*

- 19-06 Temporary Borrowing Page 131-132
- 19-07 Council Remuneration Page 133-134
- 19-08 Heritage Advisory Committee Terms of Reference Pages 135-139

**M. OTHER/NEW BUSINESS**

1. Nomination to the Lanark County Municipal Trails Corporation

**N. NOTICE OF MOTION**

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

Recommendation:

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

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

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

Recommendation:

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

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

#### Recommendation:

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

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

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

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

#### **O. ANNOUNCEMENTS AND INVITATIONS**

#### **P. CONFIRMATORY BY-LAW – 19-09**

#### **Q. ADJOURNMENT**



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

**Council Meeting #01-18**

**MINUTES**

A regular meeting of Council was held on Tuesday, January 8, 2019 at 6:00 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 6:01 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

[None]

**C. O CANADA**

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

**D. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Deputy Mayor John Levi

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

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**E. APPROVAL OF AGENDA**

**Resolution No. 01-19**

**Moved by Councillor Ferguson  
Seconded by Councillor Dalgity**

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

**CARRIED**

**F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**G. APPROVAL OF MINUTES****Resolution No. 02-19****Moved by Councillor Ferguson****Seconded by Councillor Maydan****THAT** the Council Minutes dated December 18, 2018 be approved as presented.**CARRIED****H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Mark Joynes, MM2020  
Re: Overview of Project and Status Update

Mr. Joynes provided a brief background on the need for broadband in rural areas in Mississippi Mills, progress of MM2020 to date including the development of a detailed business analysis and options plan (which will be completed and shared with Council in February 2019), and the importance of Council engagement to the success of rural broadband rollout.

**Resolution No. 03-19****Moved by Councillor Guerard****Seconded by Councillor Dalgity****THAT** the presentation by Mark Joynes, MM2020 re: Overview of Project and Status Update, be received.**CARRIED**

2. Joe Princiotta and Joe Price  
Re: 7 Mill St. Development (Italian Restaurant)

Mr. Princiotta and Mr. Price presented their proposal for cash in-lieu of parking for a potential restaurant development in Almonte and requested that Council consider reconsideration of the previous motion that defeated the cash in-lieu of parking motion. Council discussed the matter and were interested in looking at alternative solutions such as signage for municipal parking, vacant lots, and parking studies.

**Resolution No. 04-19****Moved by Councillor Maydan****Seconded by Councillor Guerard****THAT** the presentation by Joe Princiotta re: 7 Mill St. Development (Italian Restaurant) be received.**CARRIED**

**ACTION:** Notice of motion for reconsideration of Council Resolution No. 563-18 to be included on the January 22<sup>nd</sup> Council agenda.

3. John Naas, Blackline Consulting  
Re: Service Delivery Review - Final Report

Mr. Naas presented the Recreation and Culture services delivery review which included detailed findings, comparatives to other municipalities as well as the top 11 opportunities for consideration. Council then posed a number of questions to Mr. Naas regarding the recommendations and findings of the report.

**Resolution No. 05-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Guerard**

**THAT** the deputation by John Naas, Blackline Consulting re: Service Delivery Review - Final Report, be received;

**AND THAT** staff be directed to schedule a special meeting to consider the recommendations of the Service Delivery Report in greater detail.

**CARRIED**

**I. PUBLIC MEETINGS**

[None]

**J. COMMITTEE OF THE WHOLE**

**Resolution No. 06-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Holmes**

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

**CARRIED**

**J.1 CONSENT ITEMS**

[None]

**J.2 STAFF REPORTS**

[None]

**J. 3 INFORMATION ITEMS**

• **Mayor's Report**

The Mayor's report outlined the opportunity of the Municipality to receive a historic artifact and an update on the CAO recruitment process.

- **County Councillors' Report**

[None]

- **Mississippi Valley Conservation Report**

[None]

- **Information List 01-19**

**Resolution No. 07-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Dalgity**

**THAT** Information List 01-19 be received.

**CARRIED**

- **Meeting Calendars**

Amendments: Striking Committee meeting – January 22<sup>nd</sup>

**K. RISE AND REPORT**

**Resolution No. 08-19**

**Moved by Councillor Maydan**

**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**

**L. BY-LAWS**

**Resolution No. 09-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** By-laws 19-01 to 19-02 be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

By-Law 19-01

**Resolution No. 10-19**

**THAT** By-law 19-01, being a by-law to amend Procedural By-law 17-03 to amend the composition of the Striking Committee.

**CARRIED**

By-Law 19-02

**Resolution No. 11-19**

**THAT** By-law 19-02, being a by-law to provide for an interim tax levy in 2019.

**CARRIED**

**M. OTHER/NEW BUSINESS**

[None]

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS**

- Legion Public Speaking event, February 10<sup>th</sup>

**P. CONFIRMATORY BY-LAW**

By-law 19-03

**Resolution No. 12-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** By-law 19-03 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 8<sup>th</sup> day of January 2019, be read, passed, signed and sealed in Open Council this 8<sup>th</sup> day of January 2019.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 13-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** the meeting be adjourned at 8:07 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
ACTING CLERK

## **Trevor Drummond Delegation**

**Date:** January 22, 2019

**Subject:** Zoning By-law Amendment and Waiving of Fees

**Property Location:** 487 Townline Road West, Carleton Place ON. K7C3P1 (Corner of Hwy 7 and Townline Road, Carleton Place)

### **Request:**

Rural exception for this property to allow for:

- Outdoor storage (for contractors, trades, farming, construction, transport related to shipping containers)
- Inventory of shipping containers for on-site rentals for indoor storage
- Inventory of shipping containers for off-site rentals
- Inventory of shipping containers for sale
- Inventory of shipping containers that are modified for sale

Shipping container dealer's main customers are farmers, contractors and trades and these activities are already allowed in rural zoning exception (page 99)

The exceptions allowed under rural zoning are:

- small engine sales, service and storage business
- agriculture equipment sales service and storage business
- contractor or trade establishment

**I am requesting that shipping containers be added as a rural exception.**

### **Property Info**

Current home based business - BEC Storage and Container Dealer

### **Property History**

Property has a history of four home-based rural businesses related to construction contracting and trades:

-Silverfox soap furs was sold at the cabin, still standing, on the property in the 1920s and 1930s. 1920 to 1940

-The manufacturing and sales of Concrete Cinder Blocks started in the 1940's up and continued into the late 1960's (the building from which they were made and sold is still standing). 1940 to 1970

-Allan Burns lived on the property delivering milk as a contractor (don't know the start and end point).

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

**STAFF REPORT**

**DATE:** January 22, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-10-18  
Part Lot 10, Concession 10 Pakenham; Pt 2 Ref Plan 26R2845  
Pakenham Ward, Municipality of Mississippi Mills**

**KNOWN AS:** 231 McWatty Road (Roll: 0931946025029060000)

**OWNER:** Scheel Holdings Inc (Agent: Terry Scheel)

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**PURPOSE AND EFFECT**

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

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

**DESCRIPTION OF SUBJECT LANDS**

The subject land is known as Part 2 on Reference Plan 26R2845. There do not appear to be any encumbrances on title.

The site is located on the southwest corner of the intersection of McWatty Road and Highway 29, with frontage on both streets. The property is located outside of the settlement boundary for the Village of Pakenham and is immediately south of the Pakenham Golf and Country Club.

**SERVICING & INFRASTRUCTURE**

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services.

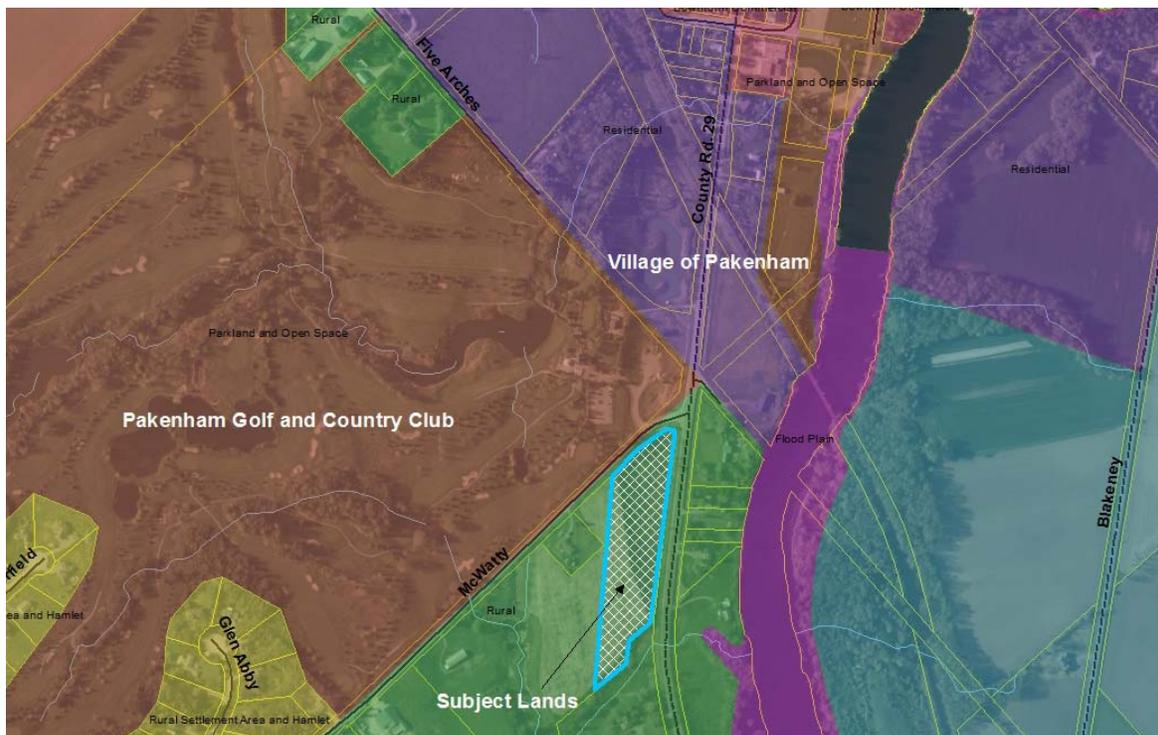
Access to the property is provided by frontage on McWatty Road, a municipally maintained road, and Highway 29, a County maintained highway. An entrance permit has been issued by the Municipality for a driveway on McWatty Road.

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

Schedule B of the Official Plan identifies the subject lands as “Rural” and are identified entirely within the “Locally Significant Agriculture” overlay.

The Official Plan recognizes a variety of permitted uses in the Rural designation including: agricultural uses, small scale rural commercial or industrial businesses, tourist commercial uses and residential uses. The goal of the designation is to:

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



This goal is implemented by ensuring development has regard for locally significant agricultural lands (being those within soil classes 1 to 3) including the buffering of new development from Agricultural lands and other sensitive uses unique to the rural environment.

Policy 3.3.4 establishes specific provisions associated with the “Locally Significant Agricultural Operations” identified in the “Rural-Agricultural” designation. The intent of this policy is to assert a higher degree of protection to agricultural uses as pressures of new development or redevelopment encroach on operating uses. In order to do so, applications for new development are assessed on an individual basis to determine their potential impact on active agricultural operations and land base.



In 2015, the Municipality was presented with an application by the owners to construct a 3-phase warehouse business and separate commercial plaza to house a “furniture installation and project management company”. The use was subject to a Site Plan Control application however the file was never completed and the development did not occur.

Since that time, the land has been marketed for sale as a Rural Commercial property inclusive of all of the uses entitled therein, however the owner has suggested that the “Commercial” component on the zoning classification has been an impediment to buyers.

The applicant seeks to recognize the land in a “Rural” zone which would permit predominantly rural residential development, and some limited non-residential uses which may include: agricultural uses, bed and breakfast, hobby farm and various home-based businesses.

The lot has an area of 2.36 ha of area, and a frontage of 61m, both of which exceed the minimum zone requirements for non-farm residential uses of the Rural Zone. The

**PUBLIC COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act and received inquiries from one local resident requesting confirmation of the uses permitted in the Rural Zone and asking to be informed of a decision.

General correspondence indicating no objection to the application were provided by 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 – Rural Zone Provisions

**APPENDIX A**

**Aerial Photo (2017)**



## **APPENDIX B**

### **SECTION 12 –RURAL (RU) ZONE (Zoning Bylaw 11-83)**

#### **PURPOSE OF THE ZONE**

The purpose of the RU – Rural Zone is to:

- (1) accommodate agricultural, forestry, non-farm residential lots by severance in areas designated **Rural** in the Community Official Plan;
- (2) recognize and permit this range of rural-based land uses which often have large lot or distance separation requirements; and
- (3) regulate various types of development in manners that ensure compatibility with adjacent land uses and respect the rural context.

#### **12.1 USES PERMITTED**

No person shall within the “RU” zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

(a) Residential Uses

- detached dwelling
- detached dwelling accessory to an agricultural use
  
- garden suite
- group home type A within a non-farm single detached dwelling
- accessory apartment [*By-law #17-61*]

(b) Non-Residential Uses

- agricultural uses
- bed and breakfast
- conservation areas
- forestry
- hobby farm
- home-based business - domestic and household arts
- home-based business - professional use
- home-based business - rural business
- home-based business - farm vacation
- hunt or fishing camp
- pit, Class A
- sugarbush

#### **12.2 ZONE PROVISIONS**

No person shall within the ‘RU’ zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

<b>Provisions</b>	<b>Rural Use</b>	<b>Agricultural Use</b>	<b>Non-Farm Residential</b>
Lot Area, Minimum (ha)	10	40	1
Lot Frontage, Minimum (m)	150	150	45
Side Yard, Minimum (m)	15	20	6

Rear Yard, Minimum (m)	15	20	9
Front Yard, Minimum (m)	15	20	9
Exterior Side Yard, Minimum (m)	15	20	9
Maximum Height of detached dwelling (m)	11	11	11
Lot Coverage, Maximum	5%	5%	15%
Minimum Separation from accessory detached dwelling to any structure where animals are housed (m)	30	30	30
Minimum Separation between non-farm buildings and structures on lands adjacent to the Agricultural designation (m)	150	n/a	150

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 22, 2019

**TO:** Committee of the Whole

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

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-02-19  
Part Lot 27 Concession 12, Pakenham and being Part 6 Plan 26R-98;  
except Pars 1-2 26R-1959, Part 1 27R-6554 and Parts 1-3 Plan 27R-  
9585  
Pakenham Ward, Municipality of Mississippi Mills**

**KNOWN AS:** Headpond Road North (Roll: 0931-946-030-12200)

**OWNER:** Brian and Catherine Wallace

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### **PURPOSE AND EFFECT**

The purpose of the Zoning By-law Amendment is to rezone the property from “Rural” (RU) to Limited Service Residential (LSR) in order to permit the construction of a single detached dwelling. The property is presently vacant land and is located on the Northshore of the Madawaska Headpond, immediately adjacent to the Arnprior Airport.

The lands are presently vacant.

### **DESCRIPTION OF SUBJECT LANDS**

The subject land is known as Part 6 on Reference Plan 26R-98, however the original lot was subject to further subdivision applications to create three additional lots from the southern waterfront.

The remaining lands associated to Part 6 represent an area of 6ha with 225m of frontage on the unmaintained portion of Headpond Road North.

The site is located on the northern shoreline of the Madawaska Headpond and is accessible via the city of Arnprior. The property is located south of the Arnprior Airport on a peninsula with residential and cottage development similar to that which is proposed.

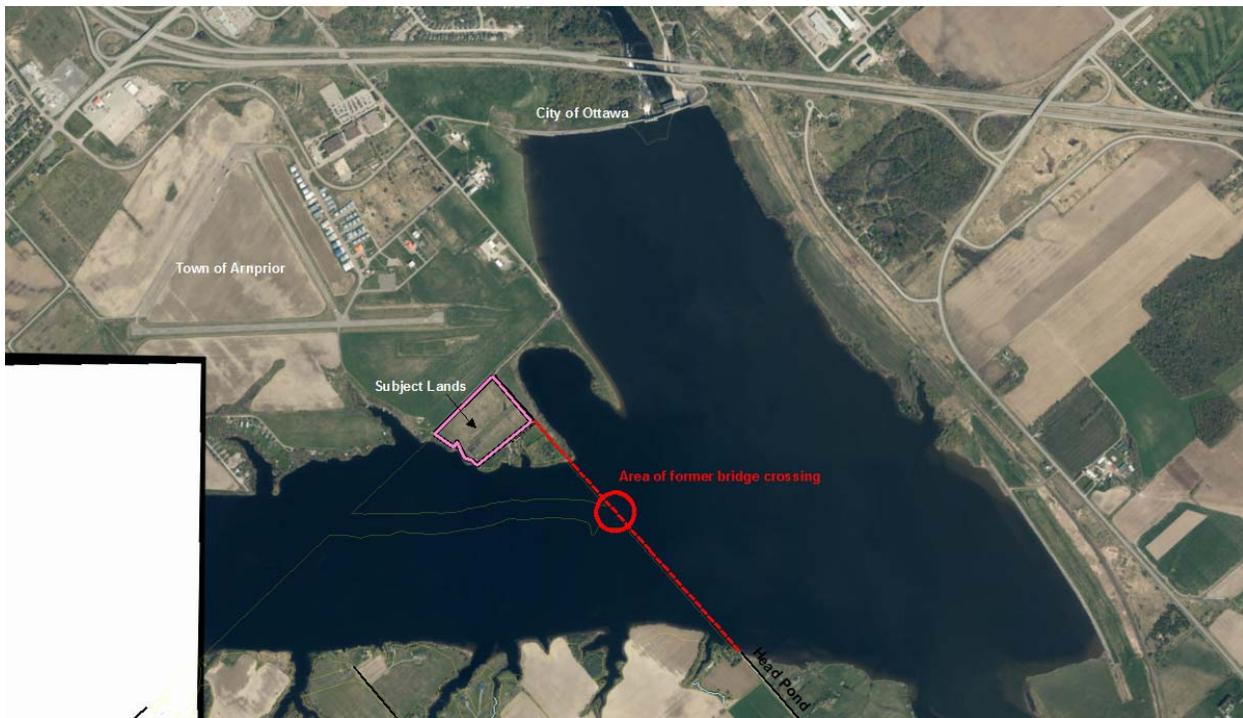
### **SERVICING & INFRASTRUCTURE**

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services.

Access to the property is provided by frontage on an unmaintained portion of Headpond Road. Prior to the construction of the headpond by Ontario Power Generation in 1973, Headpond road extended north connecting the peninsula to the Township of Pakenham via a bridge across the Madawaska River. When the dam was constructed downstream and the headpond was filled, the connecting bridge was flooded by the increased height of the water and the connection of the two segments of Headpond Road were severed.

Since that time, the Municipality has not serviced or maintained the norther segment of Headpond road as vehicles would have to travel through both the City of Ottawa and Town of Arnprior in order to circle back to the peninsula.

To the best of this offices knowledge, the road is considered an open but unmaintained municipal road.



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

Schedule B of the Official Plan identifies the subject lands as “Agricultural”. As the property is associated with the shoreline of the Madawaska Headpond, there is no site specific Floodplain mapping or Hazard Lands mapping available. As such, the property defaults to the minimum 30m setback from the highwater mark:

*2. Where flood plain mapping is not available, the extent of the flood plain shall be determined on a site-by-site basis but generally shall be described as 30 metres measured horizontally from the highwater mark. The proponents of development may be required to complete flood plain mapping*

*to the satisfaction of the Town and MVC, prior to development taking place. – Policy 3.1.3.1.1*



The Official Plan recognizes that while “Agricultural” designated areas have been identified for their “prime agricultural soils” (Class 1-3), that additional traditional rural uses such as non-farm residential uses may occur and that attempts to separate non-compatible rural uses with traditional agricultural uses should be used to mitigate conflict while protecting aspects of rural character in the Municipality.

Agricultural lands policies specifically permit residential development within the designation through the development of one single detached dwelling and related accessory structures (Policy 3.2.5).

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

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

The intent of the current zone is to permit a range of rural uses including, single detached dwellings, agricultural uses, hobby farms, and various home-based businesses.

However, the Zoning Bylaw specifically requires that development occurs on an improved public street. Where lots are not accessible via an improved public road, Council may choose to designate the property as Limited Service Residential (LSR) (Section 6.7). In this case, while Head pond Road is an open road allowance, it is no longer maintained by the Municipality, and thus cannot be deemed to be an “improved road”.

Limited Service Residential properties are subject to reduced levels of service which include:

*“... municipal services which may normally be provided on an opened public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.” - Section 18*

This is a common zoning designation for properties which are accessible via a private or seasonally maintained road.

Typically, the Municipality does not make it a practice to permit development of lots of record on roads which are unimproved as they are typically unopened and have not been assumed in the Municipal road system. However, in this case, the road was historically opened and assumed by bylaw by the former Pakenham Township prior to the construction of the headpond which results in the current status quandary.

The road does not qualify as a “private road”, nor does it qualify as a fully “public municipal road”.

Staff note however, that in the area around the Madawaska Head Pond (both north and south shore), there have been at least 4 properties which have been recognized through Limited Service Residential zoning to permit the construction of single detached dwellings with frontage on open but unmaintained roads.



In reviewing the existing dimensions for the subject property, the lot meets the minimum lot area and frontage requirements of the zone and presents sufficient area to easily meet the prescribed setbacks, coverage and floor area requirements of the zone (see

Appendix B). Staff are also satisfied that the lot offers sufficient flexibility to establish a building envelope outside of the 30m setback of the highwater mark. As such, no additional environmental studies have been requested to justify the zoning change.

**PUBLIC COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act and have not received any comments from adjacent property owners.

Comments were received from the Leeds Grenville and Lanark District Health Unit indicating that inspections and permits would be required at time of development.

Comments were also provided by the Director of Public Works confirming that the roadway which the property fronts on is not maintained by the Municipality (“ie the landowners are responsible for the summer and winter upkeep of the road”). He also confirmed that garbage and recycling services are not offered in this area. Through further dialog with Public Works, the Planning Department confirmed that residential would be required to self-transport their waste and recycling to a local depot point (Beckwith Transfer Station).

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 – Limited Service Residential Zone Provisions

**APPENDIX A**

**Aerial Photo (2017)**



## **APPENDIX B**

### **SECTION 18 –LIMITED SERVICE RESIDENTIAL (LSR) ZONE**

#### **PURPOSE OF THE ZONE**

The purpose of the LSR –Limited Service Residential Zone is to:

- (1) recognize and permit limited service residential development in areas designated as **Rural** in the Community Official Plan;
- (2) permit residential-only used as well as related and accessory uses;
- (3) regulate development in a manner that respects the rural character of the area.

In this By-law, limited service means municipal services which may normally be provided on an opened public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.

#### **18.1 USES PERMITTED**

No person shall within the “LSR” zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

- a single detached dwelling
- a seasonal detached dwelling
- buildings, structures and uses accessory to a permitted use
- sewage disposal system

#### **18.2 ZONE PROVISIONS**

No person shall within any LSR Zone use any lot or erect or use any building or structure except in accordance with the following provisions:

##### **PROVISIONS**

Minimum lot area	4000 m <sup>2</sup> (43,055.6 ft <sup>2</sup> )
Minimum lot frontage	60 m (98.4 ft)
Minimum front yard	7.5 m (24.6 ft)
Minimum exterior side yard	7.5 m (24.6 ft)
Minimum side yard	3 m (9.8 ft)
Minimum rear yard	7.5 m (24.6 ft)
Minimum floor area	75 m <sup>2</sup> (807 ft <sup>2</sup> )
Maximum building height	11 m (36.1 ft)
Maximum lot coverage	15 %

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## PLANNING REPORT

**MEETING DATE:** January 22<sup>nd</sup>, 2019  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie – Junior Planner  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-01-19  
Administrative Amendment – Cellars – All Wards**  
**APPLICANT:** Municipality of Mississippi Mills

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### **BACKGROUND**

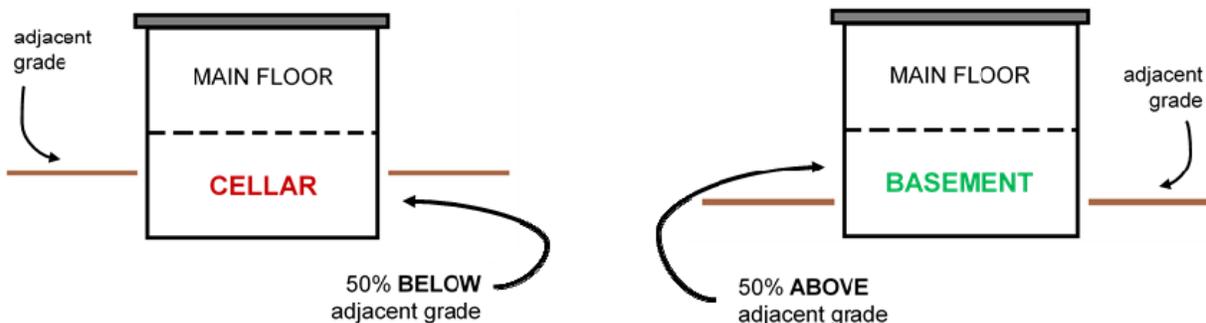
While reviewing the Comprehensive Zoning By-law #11-83 for inconsistencies and deficiencies, Staff identified provisions that created unnecessary limitations for homeowners and builders. Specifically, Section 8.5 – Dwelling Units Below Grade – restricts locating rooms for sleeping accommodation (i.e.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

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

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

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

**Figure 1 – Cellar vs Basement Visualization**



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

### **PURPOSE AND EFFECT**

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

### **DESCRIPTION OF SUBJECT LANDS**

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

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

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

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

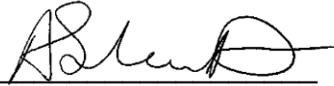
The proposed Administrative Amendment involves 8 individual items for consideration. The primary intent of the amendment is to address Section 8.5; however, multiple Sections must also be changed or removed to maintain consistency across the Zoning By-law. The changes are summarized in Schedule A of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

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

Staff wish to address the restrictions in a timely manner to limit unnecessary encumbrances to the Building Department, individual homeowners, and builders as spring construction approaches.

All of which is respectfully submitted by,

Approved by,

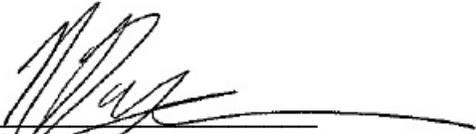


Andrew Scanlan Dickie  
Junior Planner



Shawna Stone  
Acting Chief Administrative Officer

Reviewed by,



Niki Dwyer, MCIP, RPP  
Director of Planning

**ATTACHMENTS:**

SCHEDULE A – List of Amendments

**SCHEDULE A – List of Amendments**

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

5 – Definitions	5-9	<p>“<u>DWELLING UNIT FLOOR AREA</u>” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, cellar or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.</p>	<p>“<u>DWELLING UNIT FLOOR AREA</u>” means the habitable area contained within the inside walls of a dwelling unit, excluding any private garage, carport, porch, verandah, unfinished attic, <del>cellar</del> or sunroom, and excluding common hallways, common stairways or other common areas and the thickness of exterior walls.</p>	<p>Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.</p>
5 – Definitions	5-10	<p>“<u>FLOOR AREA</u>” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, unfinished basement or unfinished cellar; [...]</p>	<p>“<u>FLOOR AREA</u>” means: (a) for a dwelling or dwelling unit, the total area of the storeys contained within the outside walls of the dwelling exclusive of any garage, carport, porch, verandah, unfinished attic, <del>or unfinished basement or unfinished cellar</del>; [...]</p>	<p>Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.</p>
5 – Definitions	5-13	<p>“<u>HABITABLE ROOM</u>” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, unfinished basement or unfinished cellar.</p>	<p>“<u>HABITABLE ROOM</u>” means a room designed to provide living, dining, sleeping or kitchen accommodation. This definition may include a bathroom, den, library or enclosed sunroom, but shall not include any porch, veranda, unfinished attic, <del>or unfinished basement or unfinished cellar</del>.</p>	<p>Removing references to a ‘Cellar’ also requires amending other parts of the By-law to no longer reference an empty term.</p>
6.15 – Occupancy Restrictions	6-9	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p>	<p>(1) Human habitation shall not be permitted in any of the following buildings, structures or parts thereof;</p>	<p>The limitations for human habitation in a cellar is well above and beyond the minimum requirements of the OBC.</p>

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

		finished floor level of such basement is located above the level of the sanitary or storm sewer serving the building or structure in which such basement is located or provided that the dwelling unit is serviced by an appropriate sewage pumping facility.		
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## MEMO

To: C. Lowry, Mayor, Mississippi Mills

From: K. Greaves, CAO, Lanark County

Date: January 22, 2019

Re: Mississippi Mills CAO Recruitment

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Lanark County is able to provide you with assistance for your CAO recruitment. We have a Human Resources department that can manage the process and provide advice. The primary contact would be Sam Leroux, Certified HR Professional 613-267-4200 x1623 [sleroux@lanarkcounty.ca](mailto:sleroux@lanarkcounty.ca)

The hiring of a successful CAO will be one of council's most important decisions. Given that council will be under a heavy workload to begin their term I would suggest commencing the CAO search in mid-April, however it is the decision of Council should you wish to undertake the process sooner.

### **Suggested Process and Time lines:**

**Advertise:** 4 weeks (for example mid April to mid May)

Suggest various Associations (ACMTO, Municipal World, AMO) 3 or 4 would be good, EMC, and Indeed. Not recommending Globe and Mail, Ottawa Citizen or Kingston Wig - very costly with limited uptake from our experience.

Approximate cost - \$5,000

### **Timeline:**

Shortlist – week of May 13

Presentation submission/interview - week of June 3

Interview (Questions) - week of June 10

Lunch meeting - week of June 17

Presentation to Council - week of June 24

### **Hiring Panel (5):**

Mayor and two councilors, County CAO and HR professional

**Interview Process:**

Shortlist candidate based on establish criteria (criteria established by HR personnel); listed agreed on by Mayor and HR professional.

**Round One:** Presentation – each selected qualified candidate prepare a written report on a relevant topic and then do 15-20 minute PowerPoint presentation to the hiring committee

**Round Two:** The top 2-4 candidates be invited back for a 40 minute traditional question and answer interview with the full panel.

**Round Three:** Invite the top 1-2 candidates to have lunch with the mayor and 2-3 senior managers (assess fit with the organization)

**Final Selection:** Top 1-2 candidates invited to present their PowerPoint to the entire council. Council to receive feedback from hiring panel and senior managers and council make final decision.

This is a lengthy process but given that this is one of the most important decisions council will make it is imperative to make it a comprehensive, through selection.

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

**DATE:** January 22, 2019  
**TO:** Committee of the Whole  
**FROM:** Jennifer Russell, Acting Deputy Clerk  
**SUBJECT:** 2018 Freedom of Information (FOI) Summary

---

**RECOMMENDATION:**

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

**BACKGROUND:**

Under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the “Head” of the institution is responsible for overseeing the administration and decision making under the statute. Council has, by by-law 16-16, delegated authority to the Clerk’s department to address all matters with respect to this Act.

Under Subsection 26(1) of MFIPPA, the Head of an Institution is required to submit an annual report to the Information and Privacy Commissioner of Ontario (IPC) that provides statistics related to requests for access to information.

This report provides a summary of the 2018 annual report to the IPC, with data from 2017 and 2016 provided for comparative purposes.

**DISCUSSION:**

**1. Number of new requests received - General Records and Personal Information**

<b>Request Type</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
General Records	3	9	10
Personal Information	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>9</b>	<b>10</b>

New requests do not include requests that have been returned to the requester for clarification with no clarification received. The Municipality received 2 of these requests that were later withdrawn (shown in table #5).

## 2. Number of requests completed - General Records and Personal Information

Request Type	2018	2017	2016
General Records	3	12	5
Personal Information	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>12</b>	<b>5</b>

Each year, staff receives and completes new requests for general records while also completing requests that have been carried forward from the previous year. Requests are carried forward from a previous year for a variety of reasons, most often because the requests were received in December and therefore have legislative deadlines the following year (i.e. January), but also due to matters such as the size and scope of a request, and consultations with staff and/or third parties. As a result, in any given year there may be a difference in the number of new requests *received* and the number of requests *completed*.

In 2018, the Clerk's Office received 5 requests for access to general records, 2 were withdrawn and 3 were completed. In addition, one request from 2016 went through the IPC appeal process with an appeal decision recently received in September 2019.

## 3. Time to completion – General Records

Time to Complete	2018	2017	2016
30 days or less	2	9	4
31-60 days	0	3	1
61-90 days	0	0	0
91 days or over	1	0	0
<b>TOTAL</b>	<b>3</b>	<b>12</b>	<b>5</b>

The time required to complete requests can vary due to factors such as the complexity of a request, consultations and clarifications that may be required, and retrieval times.

#### 4. Compliance with MFIPPA –General Records

<b>Requests Completed</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Number of requests completed <b>within the 30 day</b> statutory timeframe or time limits permitted under a Notice of Extension and/or a Notice to Affected Person	3	9	4
Number of requests completed in <b>excess of the 30-day</b> statutory timeframe or time limits permitted under a Notice of Extension and/or a Notice to Affected Person	0	3	1
<b>TOTAL</b>	<b>3</b>	<b>12</b>	<b>5</b>

Under the Act, there is a 30 day timeframe for completion of an access request unless an exemption is applied under subsection 20(1) and/or 21(1) of the legislation. Under Subsection 20(1) and 21(1) of MFIPPA, the head of the institution may extend the 30-day time limit (i.e. issue a Notice of Extension/Notice to Affected Person) for a period of time that is reasonable in the circumstances (i.e. size of requested records, required consultation with a person outside of the institution, or third party notification).

In 2018, all requests were completed within the statutory time frame and time limits permitted under a Notice of Extension and/or a Notice to Affected Person.

#### 5. Disposition of requests – General Records

<b>Disposition</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
All information disclosed	0	7	2
Information disclosed in part	3	3	2
No information disclosed	0	1	1
No responsive records exist	0	1	0
Request withdrawn, abandoned or non-jurisdictional	2	1	0
<b>TOTAL</b>	<b>5</b>	<b>13</b>	<b>5</b>

Two requests required further clarification from the requestor. In both cases, the information requested was considered routine disclosure and provided by the Municipality without the need for a formal request and as such was withdrawn.

## 6. Exemptions and Exclusions Applied – General Records

<b>Exemptions and Exclusions Applied</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Section 6 – Draft Bylaws, etc.	0	0	1
Section 7 – Advice or Recommendations	1	0	0
Section 8 – Law Enforcement	0	0	0
Section 8(3) – Refusal to Confirm or Deny	0	0	0
Section 8.1 – <i>Civil Remedies Act, 2001</i>	0	0	0
Section 8.2 – <i>Prohibiting Profiting from Recounting Crimes Act, 2002</i>	0	0	0
Section 9 – Relations with Governments	0	0	1
Section 10 – Third Party Information	0	1	1
Section 11 – Economic/Other Interests	0	0	1
Section 12 – Solicitor-Client Privilege	0	2	0
Section 13 – Danger to Safety or Health	0	0	0
Section 14 – Personal Privacy (Third Party)	3	1	1
Section 14(5) – Refusal to Confirm or Deny	0	0	0
Section 15 – Information Soon to be Published	1	0	1
Section 20.1 – Frivolous or Vexatious	0	0	0
Section 38 – Personal Information (Requester)	0	0	0
Section 52(2) – <i>Act Does Not Apply</i>	0	0	0
Section 53(3) – Labour Relations and Employment Related Records	0	0	0
Section 53 – Other Acts	0	0	0
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>6</b>

MFIPPA provides for a Head to withhold some or all of a requested record by applying various exemptions based on the type of information contained within the record (Sections 6 to 16 of the Act). For example, information related to advice or recommendations and economic /other interests may be exempt in certain situations.

## 7. Fees Related to Requests

	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>General Records</b>			
Number of requests where fees other than application fees were collected	3	10	4
Application fees collected	\$25.00	\$45.00	\$25.00
Additional fees collected*	\$197.20	\$554.10	\$394.50
<b>TOTAL FEES COLLECTED</b>	<b>\$222.20</b>	<b>\$599.10</b>	<b>\$419.50</b>
<b>TOTAL DOLLAR AMOUNT OF FEES WAIVED</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Record search time and reproduction were the most common reasons for additional fee collection.

A requester is required to pay an initial application fee of \$5, with the possibility of additional fees depending on the nature of the request. MFIPPA allows a Head to charge fees for processes related to access requests, including application search time, reproduction, preparation, shipping and other costs incurred in locating, retrieving, and processing a request. Fee charges for MFIPPA requests are prescribed under the Act. For general record requests, fees are charged as follows:

- Search Time: \$7.50 per ¼ hour required to search and retrieve the records
- Record Preparation: \$7.50 per ¼ hour required to prepare records for release  
Photocopying: 20 cents per page
- Computer Programming: \$15 per ¼ hour to develop program to retrieve information
- Disks/CD: \$10 each

Requesters are given an estimated fee if anticipated fees are \$25 or more. If the estimate of fees to be paid is \$100 or more, the requester is required to pay a 50% deposit. In the case of one request the requestor paid the deposit amount of \$100 but did not pay the remaining amount of \$126.20 to receive their documents related to their Notice of Decision after the staff work had been completed. The amounts paid to the Municipality are reflected in the table above.

Under Section 45(4) of MFIPPA, a Head shall waive the payment of all or any part of the additional fees if the Head is of the opinion that it is fair and equitable to do so.

Note the search time and preparation charges are very narrow.

Search time not chargeable:

- time spent photocopying the records
- the time it takes an employee to go from one area in the institution to another to locate responsive records or the time to drive to an off-site storage to retrieve records

Preparation for disclosure not chargeable:

- deciding whether to claim an exemption [Orders M-376, P-4, P-1536]
- identifying records that require severing [Order MO-1380]
- identifying and preparing records that require third party notice; [Order MO-1380]
- packaging records for shipment; [Order P-4]
- transporting records or arranging for courier service; [Order P-4]
- assembling information and proof-reading data; [Order M-1083]
- photocopying; [Order P-184]
- preparing an index of records [Orders P-741, P-1536]
- time spent responding to the requester; [Order MO-1380]
- time spent responding to the IPC during the course of an appeal; [Order MO-1380]
- legal costs associated with the request; [Order MO-1380] and
- costs, even if invoiced, that would not have been incurred had the request been processed by the institution's staff [Order P-1536]

This explains the disparity in the staff time spent processing FOI requests and actual fees collected.

### **FINANCIAL IMPLICATIONS:**

Reference Table 7 - Fees and Fee Collection.

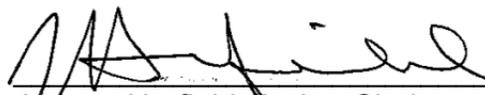
### **SUMMARY:**

The purpose of this report is to provide Council with a summary of 2018 annual report to the IPC.

Respectfully submitted,

Reviewed by,

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

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

Approved by,

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

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

**DATE:** January 22, 2018  
**TO:** Committee of the Whole  
**FROM:** Jennifer Russell, Acting Deputy Clerk  
**SUBJECT: Elections Accessibility Report 2018**

---

**RECOMMENDATION:**

**That the Elections Accessibility Report 2018 be received for information.**

**BACKGROUND:**

*As per the Municipal Elections Act:*

Section 12.1 (1) Electors and Candidates with Disabilities

*A Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.*

Section 12.1 (3) Report

*Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.*

**DISCUSSION:**

The Clerks' Office took every effort to reduce accessibility barriers for all electors to be able to vote in the 2018 Municipal and School Board Elections.

Identification, removal and prevention of barriers for accessibility needs consisted of input from the Accessibility Advisory Committee, creating an Accessible Election Plan, reviewing acts, guides and voting processes, and providing voting instructions, help centres, accessibility training to staff, and accessible communications to all electors.

The use of internet and telephone voting increased the usability for electors with disabilities to be able to access the voting portal from the comfort of their own homes using their own assistive devices. For electors who were uncomfortable using the telephone/internet or did not have access to these devices, there were three (3) help

centre locations that were fully accessible with elections staff able to guide them through the process. Help Centres were also provided on location at specific retirement homes, complex care facilities and long term care facilities.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**SUMMARY:**

The identification, removal and prevention of barriers, along with internet and telephone voting combined with election staff support provided an equal and dignified opportunity for electors to cast their vote in the 2018 Municipal and School Board Elections.

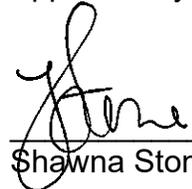
Respectfully submitted,

Reviewed by,

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

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

Approved by,

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

**ATTACHMENTS:**

1. Elections Accessibility Report 2018



## 2018 Municipal & School Board Elections

# Accessible Elections Report

## Municipality of Mississippi Mills

Returning Officer  
Shawna Stone

## Legislative Background

The Municipal Elections Act, 1996, states the following:

### Section 12.1 (1) Electors and Candidates with Disabilities

*A Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.*

### Section 12.1 (3) Report

*Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.*

## Identification and Removal of Barriers

The Returning Officer, took the following actions to identify and remove barriers that could affect electors and candidates with disabilities:

- Received input from the Accessibility Advisory Committee with respect to making the election more accessible and creating a 2018 Accessible Election Plan
- Posted the Accessible Election Plan on the elections website for electors and candidates
- Reviewed the Accessibility for Ontarians with Disabilities Act and standards, the Accessibility Guide produced by AMCTO, and discussed best practices with other municipalities
- Reviewed election procedures to ensure they were compliant with legislation
- Tested the internet and telephone voting systems for ease of use
- Provided voting instructions and videos on the elections website which is Web Content Accessibility Guidelines 2.0 compliant as per regulations
- Provided each candidate with a copy of the 2018 Municipal Elections Manual which includes a section on Accessibility and other resources including AMCTO, Ontario Candidate's Guide and Integrated Accessibility Standards Regulation
- Provided voting help centres for Retirement Homes, Complex Care Facilities and Long Term Care Facilities for ease of use for residents
- Inspected all voter help centres to ensure locations were accessible

- Provided accessibility training to all elections staff
- Provided communications through email, website, newspaper ads, billboards, posters at all municipal locations, and phone.

The Accessibility Election Plan is intended to highlight measures that the Municipality has implemented to ensure equal opportunity for all electors and candidates.

## Voting Locations

The following actions were taken to ensure that all voting locations were accessible:

- Conducted site visits of all voting locations to ensure full accessibility, including ramps, hallways, doors and washrooms.
- Ensured adequate designated parking for each voting location
- Provided voter help centre locations with accessible voting equipment and chairs
- Permitted service animals and support persons in all voting locations
- Ensured that feedback procedures were in place
- Oral Oaths at Help Centre Forms were supplied at all help centre locations for friends and family members to assist electors
- Provided appropriate and accessible signage at voting locations
- Provided each voting location with magnifiers and pen and paper

## Staff Training

The role of election help centre officials was carried out by municipal staff who played a vital role in assisting electors remotely and in person. The following actions were taken to ensure that staff were adequately trained and understood how to assist voters with disabilities, support persons, service animals and assistive devices:

- Confirmed that all election staff had taken the Accessible Customer Service Training
- Provided a briefing to staff on how voters could vote with the assistance of a friend or family member

- Ensured that staff provided appropriate support for people with disabilities at voter help centres including retirement homes, complex care and long term care facilities
- Voter concerns were monitored by help centre staff to ensure their needs were met
- Encouraged election workers to approach an elector if it appeared that the elector required assistance to get around in the voting location but not to assume an individual needed help
- Monitored voter help centres entrances frequently to offer assistance when needed

### Accessible Voting Methods

E-voting combined with everyday tools like computers, telephones and other aids can present opportunities for persons with disabilities to vote, while being consistent with the principles of independence, dignity, integration and equality of opportunity. Persons with disabilities are able to access the e-voting services using the phone or their computer with their own software.

Using the e-voting system, people with disabilities were given the opportunity to vote from the comfort of their own home. Voting from home facilitates the voting process for those electors who have mobility restrictions and/or have a difficult time with transportation due to physical disabilities. Traveling to a physical polling location would no longer create a hardship or barrier to them.

Enabling persons with a disability the opportunity to vote from any location, using more than one method, (telephone or internet) increased the opportunity for these individuals to participate in the election without assistance. This level of independence afforded them an increased level of privacy while casting their ballot without the usual involvement of a friend or relative, which might have otherwise compromised their secret ballot.

The supplier of the e-voting solution (Intelivote Systems Inc.) used by the municipality, creates and operates a system that meets the Web Accessibility Initiative (WAI) requirements. The guidelines cover a variety of initiatives including the organization, functionality and readability of information provided, as well as alternative ways of representing information over the web. Abiding by this standard ensured voters with a disability were able to connect to the voting website and interact with the voting system.

Persons with disabilities could access the e-voting services over the telephone, both mobile and land line. Communication barriers can make it difficult for people to receive or convey information. Barriers may come in the form of low volume, the use of language that is not clear or plain, and confusing or unorganized menus and menu options. The e-voting system was designed and implemented with the following telephone voting functional criteria taken into consideration:

- The telephone e-voting service was offered on all types of touch tone telephones and wireless devices
- Clear natural language was used
- Menu options were clear and easy to follow, advising when to select options and provided confirmation of voter selections.
- Standard volume was used to allow for adjustments dependent on the telephone or device of the user.

Persons with disabilities could also use the TTY (Teletypewriter) service to access e-voting services. It is required by law that the Relay service be confidential and not disclose any information from conversations and no record-keeping of conversations be stored.

Persons who are deaf, deafened, oral deaf or hard of hearing could have made use of the Internet to cast their ballot in the election with little to no assistance. Persons, who have a vision loss disability, including total blindness and legal blindness, had the ability to use the telephone to cast their ballot for the election. The e-voting system addresses other types of disabilities (intellectual, learning, mental health) as described in the website accessibility requirements and telephone operating functions.

### Outreach to Technologically Challenged Voters

The election results have shown that 80% of all age groups preferred to use the internet voting method, with only 20% using the telephone.

Voter help centres were established at the Municipal Office, Stewart Community Centre and Almonte Old Town Hall during the voting period to assist electors that were uncomfortable with computers or those who did not have access to the internet or telephone. Additionally laptops with touch screens were utilized to improve ease of use.

Voter help centres were also established in the Almonte Hospital's Rosamond Wing and Fairview Manor, Almonte Country Haven, Mills Community Support buildings, and Orchard View to assist residents.



**Mississippi Mills Fire Department**  
 478 Almonte Street, Almonte Mississippi Mills ON  
 Mississippi Mills ON K0A1A0

**Totals by Geographic Location**  
**From Jan 1 18 to Dec 31 18**

Response Type		# of Incidents
<b>Clayton</b>		
01	Fire	2
23	Open air burning/unauthorized controlled burning (no uncontrolled fire)	2
38	CO false alarm - equipment malfunction (no CO present)	1
50	Power Lines Down, Arcing	1
85	Vital signs absent, DOA	1
98	Assistance not required by other agency	1
<b>Total For Clayton:</b>		<b>8</b>
<b>Ramsay</b>		
01	Fire	5
03	NO LOSS OUTDOOR fire (see exclusions)	7
21	Overheat (no fire, e.g. engines, mechanical devices)	1
24	Other Cooking/toasting/smoke/steam (no fire)	1
29	Other pre fire conditions (no fire)	2
31	Alarm System Equipment - Malfunction	1
34	Human - Perceived Emergency	3
38	CO false alarm - equipment malfunction (no CO present)	2
50	Power Lines Down, Arcing	2
61	Vehicle Extrication	3
62	Vehicle Collision	3
94	Other Public Service	1
96	Call cancelled on route	5
<b>Total For Ramsay:</b>		<b>36</b>
<b>Almonte</b>		
01	Fire	8
03	NO LOSS OUTDOOR fire (see exclusions)	2
22	Pot on Stove (no fire)	4
23	Open air burning/unauthorized controlled burning	7

# Mississippi Mills Fire Department

## Totals by Geographic Location Continued From Jan 1 18 to Dec 31 18

Response Type	# of Incidents
(no uncontrolled fire)	
24 Other Cooking/toasting/smoke/steam (no fire)	2
29 Other pre fire conditions (no fire)	1
31 Alarm System Equipment - Malfunction	15
32 Alarm System Equipment - Accidental activation (exc. code 35)	4
34 Human - Perceived Emergency	4
36 Authorized controlled burning - complaint	3
37 CO false alarm - perceived emergency (no CO present)	2
38 CO false alarm - equipment malfunction (no CO present)	14
39 Other False Fire Call	1
41 Gas Leak - Natural Gas	1
50 Power Lines Down, Arcing	4
59 Other Public Hazard	1
605 Animal rescue	1
61 Vehicle Extrication	2
62 Vehicle Collision	8
702 CPR administered	1
85 Vital signs absent, DOA	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	2
89 Other Medical/Resuscitator Call	1
94 Other Public Service	1
96 Call cancelled on route	10

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**Total For Almonte:** 100

### **Pakenham**

01 Fire	14
03 NO LOSS OUTDOOR fire (see exclusions)	3
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	4
29 Other pre fire conditions (no fire)	2
31 Alarm System Equipment - Malfunction	4
34 Human - Perceived Emergency	5
35 Human - Accidental (alarm accidentally activated by person)	3
38 CO false alarm - equipment malfunction (no CO present)	1
42 Gas Leak - Propane	1
50 Power Lines Down, Arcing	49

**6**

**Totals by Geographic Location Continued**  
**From Jan 1 18 to Dec 31 18**

	<b>Response Type</b>	<b># of Incidents</b>
62	Vehicle Collision	8
93	Assistance to Other Agencies (exc 921 and 922)	2
94	Other Public Service	1
96	Call cancelled on route	2
98	Assistance not required by other agency	1
<b>Total For Pakenham:</b>		<b>57</b>
<b>Beckwith</b>		
910	Assisting Other FD: Mutual Aid	3
96	Call cancelled on route	2
<b>Total For Beckwith:</b>		<b>5</b>
<b>Lanark Highland</b>		
03	NO LOSS OUTDOOR fire (see exclusions)	1
910	Assisting Other FD: Mutual Aid	4
<b>Total For Lanark Highland:</b>		<b>5</b>
<b>Ottawa</b>		
910	Assisting Other FD: Mutual Aid	3
<b>Total For Ottawa:</b>		<b>3</b>
<b>Carleton Place</b>		
62	Vehicle Collision	1
910	Assisting Other FD: Mutual Aid	2
96	Call cancelled on route	1
<b>Total For Carleton Place:</b>		<b>4</b>
<b>Total Number of Responses</b>		<b>218</b>



**Mississippi Mills Fire Department**  
 478 Almonte Street, Almonte Mississippi Mills ON  
 Mississippi Mills ON K0A1A0

**Totals by Type**  
**From Jan 1 18 to Dec 31 18**

Response Type	# of Incidents	% of total
01 Fire	29	13.30
03 NO LOSS OUTDOOR fire (see exclusions)	13	5.96
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0.46
22 Pot on Stove (no fire)	4	1.83
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	13	5.96
24 Other Cooking/toasting/smoke/steam (no fire)	3	1.38
29 Other pre fire conditions (no fire)	5	2.29
31 Alarm System Equipment - Malfunction	20	9.17
32 Alarm System Equipment - Accidental activation (exc. code 35)	4	1.83
34 Human - Perceived Emergency	12	5.50
35 Human - Accidental (alarm accidentally activated by person)	3	1.38
36 Authorized controlled burning - complaint	3	1.38
37 CO false alarm - perceived emergency (no CO present)	2	0.92
38 CO false alarm - equipment malfunction (no CO present)	18	8.26
39 Other False Fire Call	1	0.46
41 Gas Leak - Natural Gas	1	0.46
42 Gas Leak - Propane	1	0.46
50 Power Lines Down, Arcing	13	5.96
59 Other Public Hazard	1	0.46
605 Animal rescue	1	0.46
61 Vehicle Extrication	5	2.29

**Totals by Type**  
**From Jan 1 18 to Dec 31 18**

Response Type	# of Incidents	% of total
62 Vehicle Collision	20	9.17
702 CPR administered	1	0.46
85 Vital signs absent, DOA	2	0.92
88 Accident or illness related - cuts, fractures, person fainted, etc.	2	0.92
89 Other Medical/Resuscitator Call	1	0.46
910 Assisting Other FD: Mutual Aid	12	5.50
93 Assistance to Other Agencies (exc 921 and 922)	2	0.92
94 Other Public Service	3	1.38
96 Call cancelled on route	20	9.17
98 Assistance not required by other agency	2	0.92
<b>Total Number of Responses</b>	<b>218</b>	

**Mississippi Mills Public Library Board  
Minutes  
Wednesday, November 28, 2018 7:00pm  
Almonte Branch Meeting Room**

**Present:**

Board: Mary Lou Souter  
Danielle Wojtyniak  
Micheline Boucher  
Anne Mason  
Councillor Val Wilkinson (Meeting Chair)  
Betty Mears

Regrets: Councillor Amanda Pulker-Mok  
George Seibel

Staff: Christine Row, CEO/Chief Librarian

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The meeting was called to order at 7:09 p.m.

1) **APPROVAL OF AGENDA**

**Moved by** D. Wojtyniak  
**Seconded by** A. Mason

**THAT the agenda be approved with the addition of the OLA President's Award for Exceptional Achievement and an In Camera -Personnel Matter.**

**CARRIED**

2) **DISCLOSURE OF PECUNIARY INTEREST**

a. None

3) **APPROVAL OF MINUTES**

**Moved by** M. Souter  
**Seconded by** B. Mears

**THAT the MMPLB Special Budget and Policy Meeting minutes dated September 17<sup>th</sup>, 2018 be approved.**

**CARRIED**

**Moved by M. Souter**  
**Seconded by B. Mears**

**THAT the MMPLB Regular Meeting minutes dated October 24th, 2018 be approved as amended.**

**CARRIED**

4) **DELEGATIONS/PRESENTATIONS**

a. None

5) **BUSINESS ARISING FROM MINUTES**

a. None

6) **CORRESPONDENCE**

a. None

7) **OTHER/NEW BUSINESS**

a) **OLA President's Award for Exceptional Achievement**

C. Row presented details of her conversation with Kerry Badgley, Ontario Library Association (OLA) President. K. Badgley explained that the President had the honour of choosing the OLA conference theme, along with picking the recipient of the President's Award for Exceptional Achievement. As a result, the 2019 conference is titled Powered by the People and Mary Lou Souter will be the 2019 recipient of the OLA President's Award. Mary Lou stated that she will accept the Award on behalf of the dedicated library board members throughout Ontario. The MMPLB congratulated Mary Lou on this impressive achievement.

b) **In Camera- Personnel Matter**

**Moved by M. Souter**  
**Seconded by B. Mears**

**THAT the MMPLB move to in camera at 7:32 p.m. to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning library staff contract extensions.**

**CARRIED**

**Moved by M. Souter**  
**Seconded by B. Mears**

**THAT the MMPLB return to regular session at 7:46 p.m.**

**CARRIED**

Discussion in camera resulted in the Board deciding to defer this item until December 12, 2018, providing the CEO with time to seek more information.

Page 2 of 3

8) **REPORTS**

a) **Chair's Report**

M. Souter presented information on the Trustee Council meeting.

b) **Committee Report-**

Accreditation Committee

M. Boucher presented an Accreditation Committee Report, outlining the accreditation timelines and motion to dissolve the ad hoc committee.

**Moved by** M. Boucher

**Seconded by** D. Wojtyniak

**THAT the MMPLB formally acknowledges the completion of the accreditation process and the achievement of the Mississippi Mills Public Library's accreditation on November 12, 2018 and further that the Board dissolve the Accreditation Ad Hoc Committee.**

**CARRIED**

c) **CEO's report**

C.Row presented the CEO report for review and discussion.

e) **FINANCIAL STATEMENT**

C.Row presented the October 31, 2018 financial statement for review.

9) **BOARD ADVOCACY**

A. Mason described positive reviews which she has received about physical changes in the Almonte Branch and new outreach and programming activities, including outreach to book clubs and the popular Cookbook Book Club.

M. Boucher promoted the Library's large print and puzzle collections at the Mill Fall AGM.

10) **NEXT MEETING:** Almonte Branch, December 12<sup>th</sup>- 11:30 p.m.

11) **ADJOURNMENT**

**Moved by** A. Mason

**Seconded by** B. Mears

**THAT the meeting be adjourned at 8:35 p.m.**

**CARRIED**

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 22, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** Cannabis Retail Survey Update Report

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### RECOMMENDATION:

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

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

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

### BACKGROUND:

This report is further to the staff report presented at the December 18<sup>th</sup>, 2018 meeting of Committee of the Whole. At that time, Council directed staff to undertake a public survey of residents regarding the one-time opportunity for the Municipality to Opt-out of cannabis retail sales. Municipalities choosing to opt-out must pass a resolution no later than January 22, 2019. If a municipality chooses to opt-out at the present time, it may opt-in at any point in the future. A decision to opt-in is irreversible.

Since the December 18<sup>th</sup> reporting date, the AGCO has made further changes to the licencing criteria for establishments. These changes have further restricted the locations where a cannabis retail establishment can be located in Ontario including that:

- The Municipality must not have passed a motion to opt-out of sales;
- The local Municipality must have a population over 50,000 peoples as identified by the 2016 Canadian Census (the CMA population for Mississippi Mills is listed as 13, 168);
- Only 25 license will be granted at this time;
- Of these 25 licenses, only 5 will be located in Eastern Ontario (being: Stormont, Dundas and Glengarry, Prescott and Russell, Ottawa, Leeds and Grenville, Lanark, Frontenac, Lennox and Addington, Hastings, Prince Edward, Northumberland, Peterborough, Kawartha Lakes, Simcoe, Muskoka, Haliburton, Renfrew).

On January 11<sup>th</sup>, 2019, AGCO conducted an Expression of Interest lottery draw for the 5 licences allotted in Eastern Ontario. 5 licensees were selected and a waitlist was

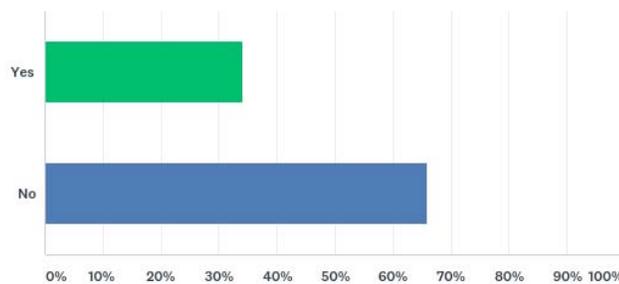
compiled of an additional 20 applicants. At this time the locations of the 5 drawn licences remains unknown.

At this time, there is a high degree of confidence that a cannabis retail establishment will not be licenced within Mississippi Mills in 2019. In order for a licence to be issued in the Municipality the future, the AGCO will have to amend their licencing criteria, principally the requirement for a minimum census area of 50,000 people.

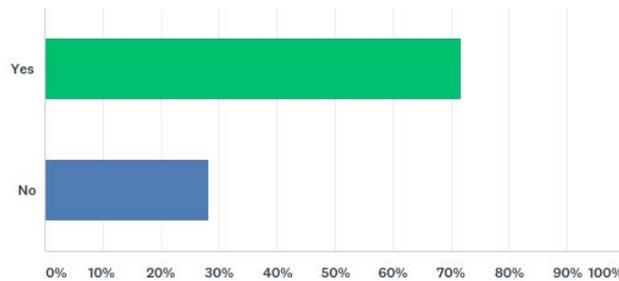
## DISCUSSION:

Staff published the Cannabis Retail Options survey on SurveyMonkey on December 19<sup>th</sup>, 2018. The study ran live until the end of business day on January 14<sup>th</sup>, 2019. A total of 505 responses were collected. The results of the survey are presented below:

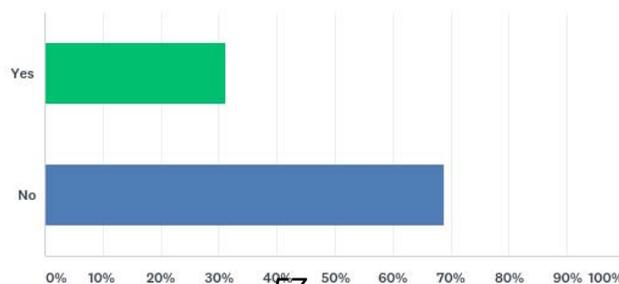
Q1 Are you in favour of the Municipality of Mississippi Mills Opting Out of retail cannabis sales?



Q2 If the Municipality Opts-In to retail sales, are you in favour of the establishment of an additional local policy to provide input to the AGCO on proposed store locations?



Q3 Are you concerned about retail locations increase cannabis availability to minors?



Q4 If the Municipality adopted a local policy to provide input on proposed locations, which locations would you feel warrant special consideration?

**Key Word themes identified by survey engine:**

- Schools 30%
- Downtown/Mill Street 15%
- Parks 8%
- Residential / Mixed Use Areas 3%
- Ottawa Street 1.5%

Q5 Having reviewed the Draft Municipal Cannabis Retail Policy, do you have any comments that you wish Council to consider?

**Key Word themes identified by survey engine:**

- General opposition to legalization and consumption of cannabis
- Encouragement of a “wait and see approach”
- Cannabis is a legal product to be handled similarly to alcohol/other retail uses
- Desire for more public consultation
- General support for establishment of stores locally to discourage unregulated sales by the “black market”

*A complete list of comments received is found in Schedule B to this report*

**FINANCIAL IMPLICATIONS:**

No additional information pertaining to the distribution of funding on a per household basis has been provided by the AGCO.

**SUMMARY:**

If Council is going to opt-out of retail sales, a resolution must be sent to the Ministry no later than midnight tonight. Failure to provide a resolution opting-out will result in a default opt-in.

All of which is respectfully submitted by,

Reviewed by,

  
Niki Dwyer MCIP RPP  
Director of Planning

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

**ATTACHMENTS:**

- Schedule A – Draft Municipal Cannabis Policy Statement
- Schedule B – Answers to Survey Question 5



## Municipal Cannabis Policy Statement

### PURPOSE & VISION

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the Municipality of Mississippi Mills.

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality of Mississippi Mills has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

### PRINCIPLES FOR CANNABIS RETAIL STORE LOCATIONS:

Relationship to Other Applicable Law:

- Land Use Planning: The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- Municipal Building Inspections: while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

**CANNABIS RETAIL STORES AND SENSITIVE ACTIVITIES:**

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including:

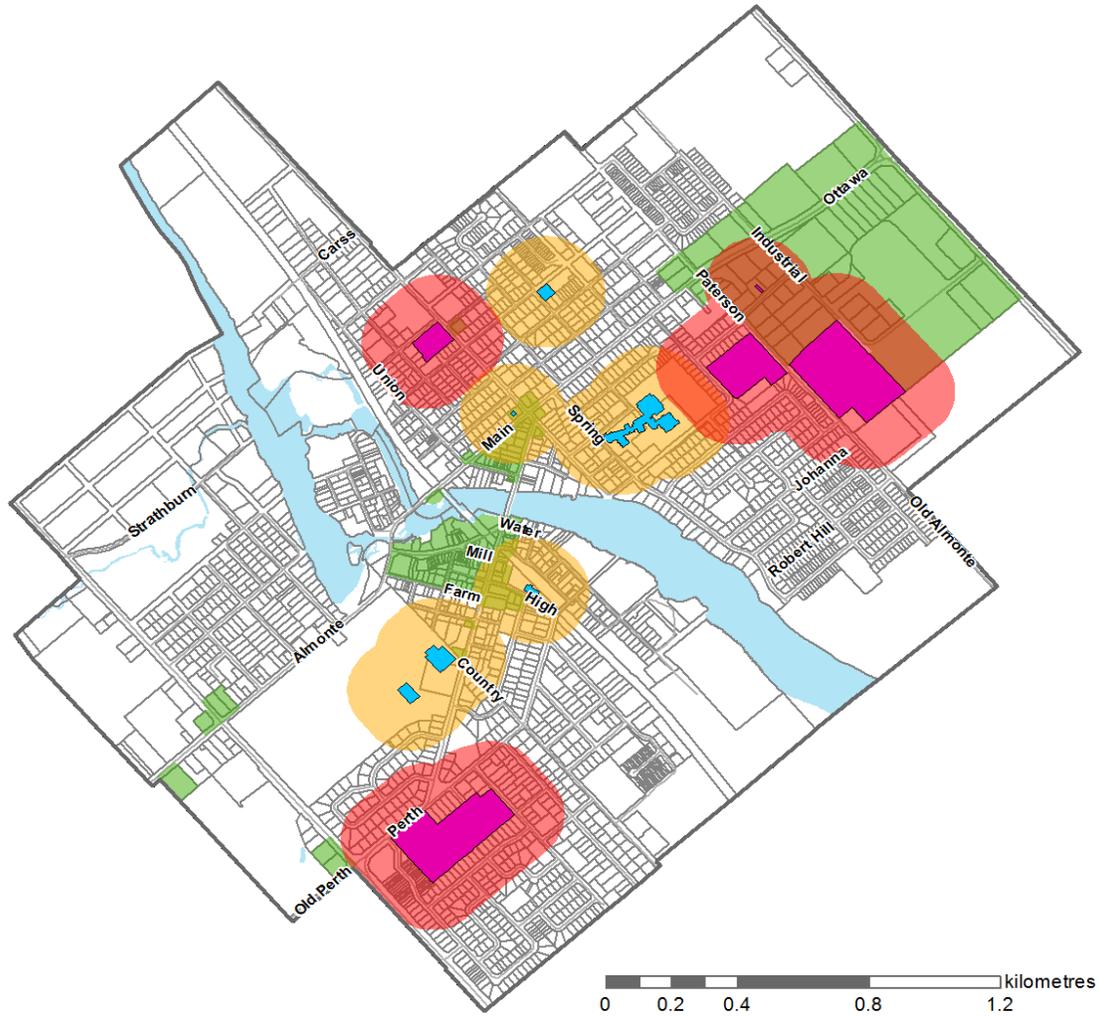
**Table 1 - Sensitive Uses**

<b>Facility:</b>	<b>Address:</b>	<b>Separation Distance:</b>
The Almonte Library Branch	155 High St, Almonte	150m <i>*as applied with school facilities</i>
The Pakenham Library Branch	128 MacFarlane St, Pakenham	
The Stewart Community Centre	112 MacFarlane St, Pakenham	
The Almonte and District Community Centre	182 Bridge St, Almonte	
All Licenced Group Homes Facilities	Various	
Almonte General Hospital	75 Spring St, Almonte	
Leeds Grenville and Lanark District Health Unit	79 Spring Street, Almonte	
Mississippi Mills Youth Centre	134 Main St E, Almonte	
Almonte Skateboard Park	Gemmell Park, 182 Bridge St, Almonte	
Almonte Bike Track	Augusta Street Park, 81 Mercer St, Almonte	

**Schedule A - Sensitive Land Use Buffer Areas:**

**RETAIL CANNABIS - Almonte**

Permitted & Prohibited Locations

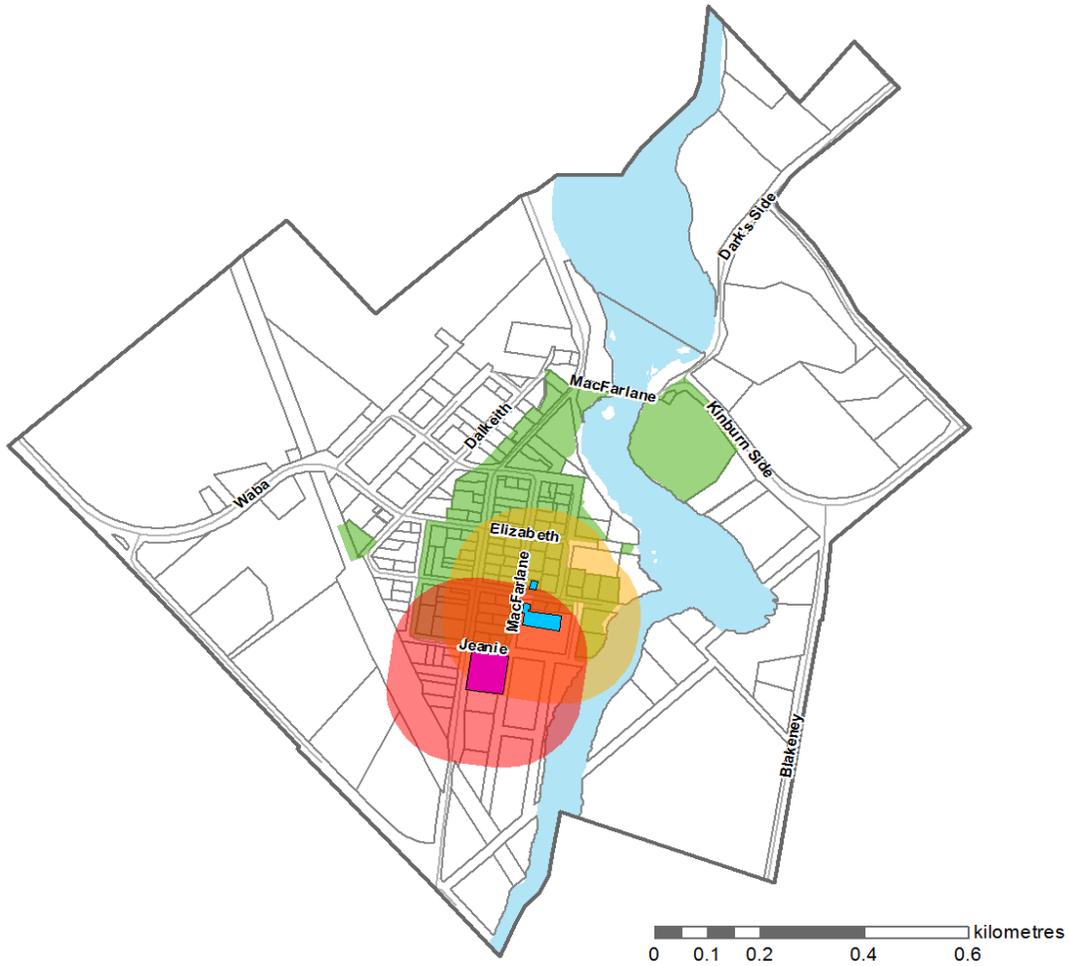


**Legend**

- Areas Permitting Retail
- Local Schools
- 150m Setback from Schools (Provincial Requirement)
- Other Sensitive Uses
- 150m Setback from Sensitive Uses (Local Recommendation)



**RETAIL CANNABIS - Pakenham**  
Permitted & Prohibited Locations



**Legend**

- Areas Permitting Retail
- Local Schools
- 150m Setback from Schools (Provincial Requirement)
- Other Sensitive Uses
- 150m Setback from Sensitive Uses (Local Recommendation)

## Q5 Having reviewed the Draft Municipal Cannabis Retail Policy, do you have any comments that you wish Council to consider?

Answered: 306 Skipped: 200

#	RESPONSES	DATE
1	Not at this time	1/14/2019 9:37 PM
2	no comment	1/14/2019 2:03 PM
3	no comment to add here	1/14/2019 11:49 AM
4	10,000 dollars is nothing compared to the cost of the social harm, the harm to children in the womb and is another addiction to fund. Medical use should be handled thru the established pharmacy.	1/14/2019 10:38 AM
5	Since Council will have the option to opt-in at any time, it would be nice to see them wait and see how it affects other municipalities.	1/14/2019 9:50 AM
6	Simply that this is a new, largely untested phenomenon, and I don't see the benefit in a town like Mississippi Mills being its testing ground. If other places are foolish enough to take on the risks, I say let them. We can always opt-in after we see the damage it does.	1/13/2019 7:03 PM
7	I have not.	1/12/2019 7:13 PM
8	no	1/11/2019 11:51 AM
9	No	1/11/2019 9:59 AM
10	I think they should get with the times, get their head out of the sand, put down the artsy fartsy shit and stop catering to a limited and very small, small crowd of generational rich people here that have been here for generations and consider the broader town as a whole and the times in which we live. Further more trying to develop an actual economy again, thriving and distinctive from CP's in order for future prosperity and opportunity...Houses are getting built here true but the people moving here aren't from here with the same small minded, small town mentalities of the past and have absolutely no attachment to the small minded and cliquish politics that decide important big decisions...Almonte has a choice to either get off it's butt and bring back a thriving economy here or run the risk of being just swallowed up by Ottawa and the town council's voice gets reduced to a minor, minor part of Ottawa City council. At this point pot shops and alcohol maybe it's ONLY hope.	1/11/2019 4:35 AM
11	It was unclear to me that this was only a draft. And unless the link above took me to an incorrect location, the title is "Municipal Cannabis Policy Statement" and not "Retail Policy". I have no further comments at this time.	1/9/2019 9:40 PM
12	Treat like cigarettes. Make events smoke and vape free.	1/9/2019 7:32 PM
13	I would want this reviewed carefully by Council and discussed with the Public once a decision has been made as to the direction we as a Municipality are going in.	1/9/2019 9:55 AM
14	suggestion from Council to opt out as cannabis is available in ottawa -- encourages people to drive to the city, consume it and then drive back impaired. If it's not available locally it encourages people to "bootleg" product back and resell local without control. Suggestion: if a retail outlet is setup the cannabis product should be kept under lock and key like "round-up".	1/8/2019 10:26 AM
15	start with one cannabis store in Almonte adjacent to other retail stores	1/8/2019 10:17 AM
16	We are not in favour of the Draft policy as it shifts all responsibility on to the municipalities rather than the province, who should have used a model similar to the current LCBO model.	1/7/2019 6:12 PM
17	No	1/7/2019 4:04 PM
18	enforce rules for cannabis smoking/location-it's here to stay-might as well get with the program	1/7/2019 4:01 PM
19	If people want to purchase Cannabis they can go to locations in Kanata or Ottawa. We do NOT need this type of retail location in Almonte or anywhere else in Mississippi Mills.	1/7/2019 10:41 AM

20	The only buffer in the policy statement are schools. There are other buffer zones that should be considered where minors frequent (such as arenas, bowling alleys, movie theatres, etc).	1/7/2019 10:30 AM
21	no	1/7/2019 8:39 AM
22	No federal law	1/6/2019 2:22 PM
23	If not readily available, users will go to other locations to purchase or continue to use black market. I doubt it will be Ottawa. Carleton Place, Smith Falls or Arnprior more likely.	1/6/2019 10:26 AM
24	Better to have other areas be guinea pigs. Any grant money received be be nowhere close to the money required if it doesn't work. Odds are it won't work since it has been poorly thought out and implemented.	1/6/2019 10:06 AM
25	Municipality will bear costs related to cannabis usage so may as well capitalize on the potential income.	1/6/2019 9:57 AM
26	N/a	1/6/2019 8:53 AM
27	Council should do nothing and let retail cannabis stores open and operate according to provincial guidelines	1/5/2019 2:32 PM
28	public education is the challenge. perhaps a pamphlet with information on how parents can work with their kids to create awareness.	1/5/2019 2:02 PM
29	No	1/5/2019 7:54 AM
30	To stop using survey monkey for important work like this and get help from a consultancy firm who specializes in surveying on how to do it properly.	1/4/2019 5:51 PM
31	If having these retail stores in the future, to be a limit on the amount allowed...not to have these stores allowed all over...	1/4/2019 5:28 PM
32	I agree with Jan Maydan- let's see what the results are in other municipalities. I am not in favour of retail of cannabis, regardless!	1/4/2019 5:03 PM
33	we must opt in now because it is a one time offer and is irreversible. Take the opportunity and work out the logistics after	1/4/2019 2:58 PM
34	See above	1/4/2019 11:34 AM
35	no	1/4/2019 11:26 AM
36	No	1/4/2019 10:32 AM
37	It's as good time to op-in and support local businesses with the legal sale of cannabis.	1/4/2019 10:21 AM
38	No	1/4/2019 9:09 AM
39	No--lets get on with it	1/4/2019 8:42 AM
40	The future is legal Cannabis. If we opt out then we are stuck in the past and that's not helping the future. If you opt out they will just get it online and local areas will miss out on the money and the government bonus.	1/3/2019 5:25 PM
41	Do no opt out. Drop the negative stigma associated with cannabis it is legal and here now. Why not reap the benefits and income it could bring to the town.	1/3/2019 5:19 PM
42	I think Levi should be the Cannabis Czar of MM! One vote for him.	1/3/2019 4:58 PM
43	none at this time	1/3/2019 3:16 PM
44	No	1/3/2019 1:54 PM
45	-	1/3/2019 12:46 PM
46	Council should opt out for now. Opting in is always possible later.	1/3/2019 12:44 PM
47	NOT in Mississippi Mills in any FORM	1/3/2019 11:03 AM
48	The financial offering is no reason to rush to opt-in now. Take a wait and see approach.	1/3/2019 2:15 AM
49	NO NEED FOR A STORE ALREADY AVAILABLE ON THE WEB	1/2/2019 10:43 PM
50	I hope Council monitors cannabis use through the health services in Lanark County.	1/2/2019 7:16 PM

51	The whole point of legalization is to take away the black market and reduce risk of people being exposed to cannabis that may contain other substances (ex: fentanyl). Need to consider all the research/evidence that supported decision to legalize in the first place. If the municipality takes into account all of the evidence supporting legalization, the decision to opt-in will be easy.	1/2/2019 5:26 PM
52	No	1/2/2019 5:01 PM
53	As the Act says, Cannabis retail locations should be treated like any other business.	1/2/2019 1:25 PM
54	Not at this time.	1/2/2019 10:14 AM
55	No	1/2/2019 9:54 AM
56	Legal product, get money to opt in.	1/1/2019 5:47 AM
57	No comment	12/31/2018 2:13 PM
58	Carleton place can have it.	12/31/2018 12:35 PM
59	No	12/31/2018 11:20 AM
60	no	12/31/2018 9:38 AM
61	Not at this time	12/31/2018 9:18 AM
62	We don't need one in this area period. It should never have been legalized	12/31/2018 1:12 AM
63	Please keep cannabis at bay for as long as possible	12/30/2018 8:31 PM
64	No	12/30/2018 5:44 PM
65	none at this time.	12/30/2018 10:25 AM
66	no	12/30/2018 10:13 AM
67	not at this time	12/30/2018 9:36 AM
68	None	12/30/2018 8:45 AM
69	No	12/30/2018 8:12 AM
70	People can buy it online. Why not allow a business that is guaranteed to be profitable (we all know that a large number of people in Mississippi Mills already grow and/or purchase illegally) to operate in the municipality. 100 years ago they were against alcohol. Could you imagine not having an LCBO or Beer Store in town?	12/29/2018 8:55 PM
71	no	12/29/2018 7:43 PM
72	No	12/29/2018 6:52 PM
73	no	12/29/2018 3:57 PM
74	Not at this time. Bear in mind that retail outlet reduces illegal access to the drug by children and thus the overall illegal market.	12/29/2018 2:35 PM
75	No	12/29/2018 12:43 PM
76	Your survey is purposely misleading. I almost answered Yes at your first question to Opt-In. You are asking a double-negative in the hope of fooling participants. Allowing a retail operation is one step in the way of reducing illicit trade and will reduce minors' access to drugs.	12/29/2018 10:35 AM
77	Exclude downtown Almonte/Pakenham/Blakney/Clayton/Appleton from eligible locations.	12/29/2018 9:59 AM
78	No	12/29/2018 9:16 AM
79	Council needs to stay the heck out of this discussion. Allow retail cannabis to proceed and just have 3rd party monitoring for the next 5 years.	12/29/2018 9:10 AM
80	No	12/29/2018 5:34 AM
81	No	12/29/2018 2:14 AM
82	I think the policy is horrible. Negative optioning is rarely a good idea. And the fact that they don't have to pre-notify you is also horrible. I do think that since this is a small town that you should use the "sensitive uses" to your advantage.	12/28/2018 11:48 PM
83	No.	12/28/2018 10:36 PM

84	Stay away from having such establishment	12/28/2018 9:29 PM
85	No	12/28/2018 8:46 PM
86	No	12/28/2018 8:28 PM
87	.	12/28/2018 5:55 PM
88	It's a legal product that should be able to be sold anywhere it is legal to do so. It has nothing to do with the municipality.	12/28/2018 5:08 PM
89	Nope	12/28/2018 5:05 PM
90	no	12/28/2018 4:12 PM
91	the percentage of demand for it's use	12/28/2018 3:47 PM
92	No	12/28/2018 3:23 PM
93	Sell cannabis here please	12/28/2018 3:15 PM
94	Just do it. We have an LCBO and restaurants that serve alcohol. Cannabis should not be treated any different.	12/28/2018 3:00 PM
95	None.	12/28/2018 2:45 PM
96	Location of the retail store to other nearby businesses and community settings.	12/28/2018 2:37 PM
97	Consider cp its I the middle Perth smith falls	12/28/2018 2:31 PM
98	I believe everyone is making a mountain out of a mole hill. The market will decide the prosperity or lack of, not government permits.	12/28/2018 2:14 PM
99	No	12/28/2018 2:02 PM
100	Treat it more as alcohol and not cigarettes.	12/28/2018 1:47 PM
101	If liquor stores are accessible why shouldn't cannabis? People shouldn't have to drive out of town for legal products.	12/28/2018 1:44 PM
102	Np	12/28/2018 1:14 PM
103	No	12/28/2018 1:11 PM
104	O	12/28/2018 12:49 PM
105	No - I am not in favour of it at all but now that it's legal I just hope it is regulated properly.	12/28/2018 12:44 PM
106	Almonte has a lot of medical and recreational smokers, instead of having to drive to other towns they could walk to a shop in our village	12/28/2018 12:34 PM
107	no	12/28/2018 12:21 PM
108	No. Just make safe, legal untainted cannabis available.	12/28/2018 12:19 PM
109	Since cannabis is legal, I hope that Council will recognize this product on a par with alcohol. The Liquor store locations have not been a problem, nor should one cannabis store.	12/28/2018 12:06 PM
110	...	12/28/2018 12:03 PM
111	People are going to get it whether there is a store or not, why not have a store and at least the people know what they are getting is safe	12/28/2018 11:51 AM
112	N/A	12/28/2018 11:24 AM
113	I was unable to actually locate the draft policy. not easily accessible.	12/28/2018 11:16 AM
114	Draft policy seems to be well thought out.	12/28/2018 11:15 AM
115	No	12/28/2018 10:40 AM
116	Buffer should be more than 150 meters.	12/28/2018 9:33 AM
117	No	12/28/2018 9:31 AM
118	No...	12/28/2018 9:03 AM
119	Please agree to allowing a local shop. You have no idea just how many like me use Cannabis for chronic pain. Don't let us down!	12/28/2018 8:43 AM

120	Please think about parking.	12/28/2018 8:34 AM
121	n.a	12/28/2018 7:16 AM
122	No	12/28/2018 7:10 AM
123	No	12/28/2018 12:10 AM
124	The only thing waiting to opt in will accomplish is the community losing money while the black market continues to thrive.	12/27/2018 8:43 PM
125	Ease of access is important when it comes to stamping out the black market.	12/27/2018 8:12 PM
126	No	12/27/2018 8:09 PM
127	No	12/27/2018 7:42 PM
128	The whole point of legalization is to remove the black market component. If MM residents have a local dealer they can buy from, why would they ever drive to Ottawa as Jan Maydan suggests? Opting out is the same as opting-in to black market activity. Opting out defeats the entire purpose of legalization, which is to kneecap the black market.	12/27/2018 7:02 PM
129	No	12/27/2018 6:59 PM
130	No	12/27/2018 6:51 PM
131	Could we think of safety and health of our community over dollar signs	12/27/2018 6:39 PM
132	Allow restaurants to have cannabis infused food on menus	12/27/2018 6:23 PM
133	Lets get on with it. Its legal. Why force residents to travel out of municipality? Keep the jobs and revenues local.	12/27/2018 6:14 PM
134	I think Council should set aside their own moral beliefs in the matter. It has been proven and understood time and time again that this drug is far less dangerous than what we already allow, and turn a blind eye to in society. I have never heard complaints that high schools have a designated smoking section, when most kids are not of age to smoke. Under age drinking is common and not looked down on. We take in to consideration that trained retail staff does not sell alcohol, tobacco or lottery to under age kids, so the same consideration should be taken for legal cannabis. In fact, if younger kids were to get their hands on the product (like they do alcohol and tobacco) at least it is regulated and they are not at risk for potential laced substance. It is extremely one dimensional and naïve to assume that persons under the age of 19 are not currently using cannabis. Having legal stores with capable staff (as we trust bar tenders, LCBC, OLG staff etc) to not sell to under age persons should be treated no differently. Any arguments against this would be based on small case studies of minors using the drug under age and what it does to their brains (however they will use it whether or not there is a store present) or that it should remain illegal are strictly a personal decision, not a community one. Just because something is legal, it does not mean we are going to have a frenzy of users. If this is of concern, perhaps have a look at those who shop at the LCBO. I understand it has been an illegal substance for a long time and therefore it is hard to change ones moral stance, but you do not have to use it. Nor do I. The idea of retail stores is one more step in the right direction in order to have safe and regulated use.	12/27/2018 4:50 PM
135	Should have been in government stores only	12/27/2018 3:41 PM
136	See response to item 4 - keep it 500 M away from schools.	12/27/2018 11:34 AM
137	not near any schools parks or the arena	12/27/2018 10:00 AM
138	No	12/27/2018 12:21 AM
139	Not at this time	12/26/2018 7:31 PM
140	Unacceptable	12/26/2018 4:50 PM
141	no	12/26/2018 4:54 AM
142	None	12/25/2018 8:30 PM
143	None.	12/25/2018 9:43 AM
144	No	12/24/2018 11:30 PM

145	Council should consider that the harms of cannabis are considerably less than alcohol, and treat establishments that wish to sell cannabis accordingly. Council should also consider the double standard when it comes to alcohol sales through the LCBO (advertising, for example), and if they choose to create a separate policy for cannabis then they must also consider one for alcohol sales. It is also important for Council to consider that minors will continue to access cannabis if they are determined, through the black market which will easily and readily mail cannabis anywhere in Canada. It is naive to think that prohibiting storefronts will reduce cannabis usage. It is time to end the reefer madness.	12/24/2018 4:34 PM
146	Cannabis should be treated equal to alcohol and consumers should not be considered to be any different. The same sorts of warning/protections that are used for alcohol to restrict youth access would be appropriate. Personally I would like to see both alcohol and cannabis treated more like the harmful substances that they than elite sophisticated quality consumer products that need to be tried and tasted in infinite combinations. But that being said, I do believe that one can not be considered better or worse than the other and I am pleased that legalization will prevent consumers from criminal convictions and will take some power away from dealers and criminal organizations. Also pleased that commercial cannabis products should be protected from having other harmful substances mixed in.	12/24/2018 9:48 AM
147	No	12/24/2018 8:54 AM
148	should have been decriminalized NOT legalized another trust fund Trudeau idea not fully studied before implementation	12/23/2018 10:54 PM
149	N/A	12/23/2018 7:35 PM
150	Not at this time	12/23/2018 6:41 PM
151	As far as I can see, the negatives far outweigh the positives (if there are any at all) of having retail cannabis outlets.	12/23/2018 5:41 PM
152	no	12/23/2018 5:10 PM
153	Approve the pizza bid. Your decision was short sighted. Mill street has tons of parking every evening. Brutally non progressive decision. As a new resident we are so NOT IMPRESSED	12/23/2018 1:01 PM
154	No	12/23/2018 12:21 PM
155	Add our own conditions to the plan.	12/23/2018 10:37 AM
156	Main concern us control from minors.	12/23/2018 8:45 AM
157	It's the way of the future, like it or not. We should get our share of the tax dollars that will be associated with the program.	12/23/2018 8:31 AM
158	No	12/23/2018 7:14 AM
159	We all know that youth who want alcohol get those of age to purchase it for them so this is going to happen for cannabis also. Just one more concern to deal with now in raising morally responsible teens instead of putting that money into programs to teach ethics or stress management	12/23/2018 12:09 AM
160	Don't do it don't let them in	12/22/2018 9:25 PM
161	Brings the town money!	12/22/2018 8:54 PM
162	No	12/22/2018 7:31 PM
163	Cannabis tourism is an excellent opportunity for the community	12/22/2018 6:30 PM
164	No, just treat it as you would LCBO or Beer Store locations.	12/22/2018 5:51 PM
165	No	12/22/2018 5:42 PM
166	No	12/22/2018 5:27 PM
167	Too much of anything is harmful. We don't ban sugar or alcohol so I really don't understand the social rejection of this product. Responsible usage has proven beneficial to people.	12/22/2018 4:20 PM
168	no	12/22/2018 3:53 PM
169	No	12/22/2018 3:24 PM
170	We don't need outlets in Almonte and area.	12/22/2018 2:19 PM
171	No	12/22/2018 2:11 PM

172	Cannabis is no longer a taboo subject. It is legal just as is alcohol. Opening a store will not increase drug use but merely provide safe access of cannabis to the community. People will either buy it in Almonte or travel to Carleton Place to get it. Better that we have the ability to provide this service to our community.	12/22/2018 1:47 PM
173	The boundaries that the planning department has mapped out are very useful, applicable	12/22/2018 1:21 PM
174	If the Councilor has not use Cannabis they should abstain from voting as they don't have a clue (like on many issues).	12/22/2018 12:37 PM
175	No	12/22/2018 11:17 AM
176	No	12/22/2018 11:17 AM
177	No, just let people buy what they want legally and in peace.	12/22/2018 11:16 AM
178	Be patient, do not have to make a decision immediately. Let's see how it works for other municipalities	12/22/2018 11:12 AM
179	No	12/22/2018 10:51 AM
180	No	12/22/2018 10:43 AM
181	No	12/22/2018 10:42 AM
182	its a legal product now and if it's not allowed in our municipality the people who use it will drive elsewhere.	12/22/2018 10:38 AM
183	I wish to see no sales in Almonte	12/22/2018 10:04 AM
184	I have not reviewed it. Where is it?	12/22/2018 9:57 AM
185	There should be no retail outlets in Almonte regardless of the draft policy	12/22/2018 9:55 AM
186	No	12/22/2018 9:54 AM
187	If possible, increase the 150m buffer.	12/22/2018 9:45 AM
188	no	12/22/2018 9:40 AM
189	No	12/22/2018 9:35 AM
190	Its legal it should be accessible without a long drive elsewhere	12/22/2018 9:32 AM
191	No	12/22/2018 9:21 AM
192	no. I think as long as the guidelines provided are followed concerning school then there shouldn't be an issue	12/22/2018 9:15 AM
193	refuse	12/22/2018 9:07 AM
194	Nope.	12/22/2018 8:56 AM
195	Put a cannabis shop out in the open so folks don't feel like they're skulking around. Ensure there's information available at all times on dangers of misuse.	12/22/2018 8:55 AM
196	Opt-out now, watch what happens in Ontario, and reconsider later.	12/22/2018 8:41 AM
197	No	12/22/2018 8:40 AM
198	No	12/22/2018 8:33 AM
199	Any kid old enough to think about smoking cannabis can easily find an illegal "drug" dealer. Shops have responsible employees checking ID. More legal sources would decrease illegal sources. Use your common sense!!	12/22/2018 8:29 AM
200	no	12/22/2018 8:05 AM
201	Any attempts by the municipality to "discourage" the locations of cannabis retail stores will result in lawsuits. The municipality has to stop trying to make provisions that are not enforceable. It is a waste of time and resources.	12/22/2018 7:46 AM
202	No.	12/22/2018 7:16 AM
203	Relax. Don't over-think this one.	12/22/2018 7:15 AM
204	Nothing you can change.	12/22/2018 7:12 AM

## Cannabis Retail Options

SurveyMonkey

205	No	12/22/2018 7:08 AM
206	No	12/22/2018 7:04 AM
207	\$10k will not be nearly enough for policing, so don't get swept up in the offer of that "free" money. The first step in this entire process should have been decriminalization, not legalization.	12/22/2018 7:00 AM
208	where was the policy after the whole meeting recording, how unnecessary to make us search for the reference, bad survey!!!	12/22/2018 6:40 AM
209	NO	12/22/2018 6:34 AM
210	no	12/22/2018 6:03 AM
211	Could be a challenge to monitor	12/22/2018 5:48 AM
212	Employment opportunities	12/22/2018 5:43 AM
213	I don't know where to find the draft municipal cannabis retail policy and would like to read it.	12/22/2018 5:39 AM
214	I AM OPPOSED TO THE LEGALIZATION OF CANNABIS. I SEE NO NEED TO HAVE IT AVAILABLE IN THIS AREA.	12/22/2018 5:30 AM
215	we have many people that would benefit from both recreational and medicinal cannabis to be sold	12/22/2018 12:33 AM
216	no	12/22/2018 12:15 AM
217	No	12/21/2018 11:52 PM
218	Yes	12/21/2018 11:36 PM
219	I would put a big old dope dispensary right in the middle of Don Maynard Park. Good use for that parkland.	12/21/2018 11:16 PM
220	No. Do not want any cannabis retail in Mississippi Mills.	12/21/2018 10:59 PM
221	Do not allow the sale of cannabis in Mississippi Mills.	12/21/2018 10:17 PM
222	no	12/21/2018 10:11 PM
223	This is an opportunity to provide access to a product that can help, support and improve peoples lives.	12/21/2018 10:06 PM
224	I do not want cannabis available for sale in Almonte.	12/21/2018 10:03 PM
225	No	12/21/2018 9:57 PM
226	No	12/21/2018 9:44 PM
227	None	12/21/2018 9:43 PM
228	restricted hours of operation	12/21/2018 9:11 PM
229	I would like this to be better publisized and circulated more widely.	12/21/2018 9:09 PM
230	Consult with the public, the police, EMS, hospital staff before agreeing to this	12/21/2018 8:58 PM
231	We should opt in. It could blend well with the arts community	12/21/2018 8:47 PM
232	No	12/21/2018 8:42 PM
233	nothing to add	12/21/2018 8:37 PM
234	follow the ruling set by AGCO	12/21/2018 8:20 PM
235	No	12/21/2018 8:18 PM
236	No	12/21/2018 7:52 PM
237	None	12/21/2018 7:44 PM
238	NO sale of once illicit or even now lvgalized hallucinogenic DRUGS in Lanark County!	12/21/2018 7:34 PM
239	Safe relatable access protects consumers. And this is a wonderful new area of the economy we should support fully in our home town.	12/21/2018 7:27 PM
240	No	12/21/2018 7:22 PM
241	No	12/21/2018 7:13 PM

242	No	12/21/2018 6:55 PM
243	No	12/21/2018 6:45 PM
244	I think it's a good idea. It would help a lot of people in town. Work wise etc. Don't let people's misjudgements about this ruin the big picture. I mean I've seen council approve worse things then this by far over the years. Listen to all sides before you say no.	12/21/2018 6:41 PM
245	I do not know why any municipality would op out. It is a legal substance as is alcohol.	12/21/2018 6:30 PM
246	It's no worse than having a beer store. Either way you need Id to purchase. People are going to buy it regardless..placing one in town will assist in eliminating illegal sales of pot. I don't think the town needs any more than one at most but it's going to be something some people will want regardless.	12/21/2018 6:09 PM
247	I would like to see council opt out for the time being - especially as there are only 25 licenses being awarded - and watch and learn from other municipalities before opting in at an agreed upon later date. I do believe it is important for cannibus to be made legally available in Mississippi Mills, but I also believe there is much to be learned before we do that.	12/21/2018 6:02 PM
248	No	12/21/2018 5:50 PM
249	No	12/21/2018 5:15 PM
250	No	12/21/2018 5:11 PM
251	It is my opinion that the sale of LEGAL Cannabis be sold as Beer or Wine. Not hidden in a back alley.	12/21/2018 5:07 PM
252	The policy to keep them away from schools works fine.	12/21/2018 4:45 PM
253	No	12/21/2018 4:38 PM
254	No	12/21/2018 3:54 PM
255	Get with the program! Hopefully the stigma surrounding pot use will eventually fade and it will be accepted by the whole community. There are a lot of pot users here already and our town should embrace everything legalization has to offer, especially the financial benefits as that seems to be a motivating factor for many people. Bring it on.	12/21/2018 3:48 PM
256	no	12/21/2018 3:42 PM
257	I would like to discourage the Council from opting in at this time. I believe that further investigation and options could be explored further down the road, but this would not align well with the overall values of Mississippi Mills. I do not believe that the benefits to our community outweigh the risks to our youth and community.	12/21/2018 3:35 PM
258	Legalizing it has given youth the wrong message as it is. Selling in stores like any other product will only confirm this view.	12/21/2018 3:31 PM
259	Not really	12/21/2018 3:20 PM
260	No	12/21/2018 2:39 PM
261	Should opt in	12/21/2018 2:39 PM
262	no	12/21/2018 2:38 PM
263	If we need something to look at Alcohol is far the bigger danger to minors	12/21/2018 2:35 PM
264	Retail store front will hopefully replace any illegal sellers that have been here for years. This should help to control who buys it.	12/21/2018 2:31 PM
265	Not at this time	12/21/2018 2:28 PM
266	No	12/21/2018 2:28 PM
267	Nope	12/21/2018 2:27 PM
268	have not got it	12/21/2018 2:25 PM
269	no	12/20/2018 8:41 PM
270	No	12/20/2018 5:24 PM
271	No	12/20/2018 11:42 AM

272	no	12/20/2018 9:54 AM
273	Consider the economic incentive and possible government incentives. If the retail location operates within its legal parameters it will benefit the entire community (not just customers).	12/20/2018 8:07 AM
274	N/a	12/20/2018 7:59 AM
275	No.	12/20/2018 7:56 AM
276	, the additional tax revenue , it would be nice to know an estimate, on that amount.	12/20/2018 5:26 AM
277	I would prefer that there be no retail cannabis outlet in Mississippi Mills.	12/20/2018 1:06 AM
278	no	12/20/2018 12:39 AM
279	People who live here have to drive everywhere to purchase goods and services - cannabis will be available to be purchased in retail outlets just like alcohol. Council should not make it harder - more costly for gas and time consuming - for people to purchase it legally closer to where they live. It's a no-brainer. Council does not have the moral authority to ban retail sales in MM. Council is not a religion or our parents.	12/19/2018 11:36 PM
280	No	12/19/2018 10:58 PM
281	no	12/19/2018 10:08 PM
282	Perhaps partnering them with LCBO or Beer stores would be more practical as enforcement, locations, etc. have already been considered.	12/19/2018 9:20 PM
283	I don't feel Mississippi mills needs these type of retail outlets	12/19/2018 9:14 PM
284	No	12/19/2018 8:02 PM
285	No	12/19/2018 7:59 PM
286	no	12/19/2018 7:58 PM
287	No	12/19/2018 7:46 PM
288	We have lived in Almonte for five years and have yet to see a police vehicle in our neighborhood. That will have to change at least in the first year if opt in is in effect..... these additional policing costs should be factored in.	12/19/2018 7:44 PM
289	no	12/19/2018 7:44 PM
290	please have consideration of health risks associated with second-hand smoke re cannabis; have same limitations as cigarette smoking / vaporizing / vaping.	12/19/2018 7:43 PM
291	150 meters safety zone not enough allow cannabis stores in the industrial area only	12/19/2018 7:29 PM
292	No	12/19/2018 7:28 PM
293	- do not place to close to schools, child care centres, hospitals, churches, youth centres and downtown core areas	12/19/2018 7:27 PM
294	No	12/19/2018 7:23 PM
295	Wait to see how things go in other towns and try to learn from them before opening stores here.	12/19/2018 7:23 PM
296	No	12/19/2018 7:22 PM
297	It is readily available. By having a local store we have a chance of taking the business from the drug pushers and keeping it out of the hands of our underage children.	12/19/2018 6:52 PM
298	It is legal so better to embrace and have Input	12/19/2018 6:28 PM
299	I feel the use of cannabis is far less worrisome than the use of alcohol	12/19/2018 6:18 PM
300	Monitor implementation	12/19/2018 5:51 PM
301	No.	12/19/2018 5:44 PM
302	Cannabis is here now and has been. This would take the power away from dealers and put it in a more controlled environment.	12/19/2018 5:16 PM
303	No	12/19/2018 5:06 PM
304	It is inevitable. It is legal. Back off.	12/19/2018 4:59 PM

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305	No	12/19/2018 4:52 PM
306	No	12/19/2018 4:27 PM

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

**STAFF REPORT**

**DATE:** January 22, 2019

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

**BACKGROUND:**

In the fall of 2018, during the revision of the advisory committee structure, the revised terms of reference for the Heritage advisory committee was presented to Council for approval. Council opted to refer the Heritage advisory terms of reference back to staff for further revisions.

**DISCUSSION:**

The proposed changes 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. As per the Planning Act, the Heritage Advisory Committee's terms of reference is appointed by by-law (07-16); therefore, By-law 07-16 will need to be repealed and replaced with the approved Heritage Advisory Terms of Reference.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**SUMMARY:**

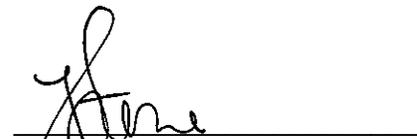
Changes to the Terms of Reference provide a clear breakdown of the mandate and purpose of the committee into key actionable deliverables that reflect the role of the Committee as provided for in the Ontario Heritage Act.

All of which is respectfully submitted,



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Niki Dwyer MCIP, RPP  
Director of Planning



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Shawna Stone  
Acting Chief Administrative Officer

Attachments:

1. Heritage Advisory Terms of Reference

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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 19-08*

### 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 gage 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 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.

- 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. 19-08

**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 22<sup>nd</sup> day of January 2019.

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Christa Lowry, Mayor

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Jeanne Harfield, Acting Clerk

**Appendix A (to By-law 19-08)**  
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 MLLS**

**STAFF REPORT**

**DATE:** January 22, 2019  
**TO:** Committee of the Whole  
**FROM** Rhonda Whitmarsh, Treasurer  
**SUBJECT: 2019 Municipal Grants**

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**RECOMMENDATION:**

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

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

**BACKGROUND:**

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

**DISCUSSION:**

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

**FINANCIAL IMPLICATIONS:**

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

**SUMMARY:**

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

Respectfully submitted,



Rhonda Whitmarsh,  
Treasurer

Reviewed by,



Shawna Stone,  
Acting Chief Administrative Officer

**ATTACHMENTS:**

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

# CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## POLICY ON MUNICIPAL GRANTS

### A. OBJECTIVE

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

### B. PURPOSE

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

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

### C CRITERIA

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

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

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

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

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

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

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

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

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

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

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

### 4. FUNDING LIMITS

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

## 5. **APPLICATION PROCESS**

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

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

## 6. **CONSIDERATION**

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

**C REPORTING**

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

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

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

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

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

**ORGANIZATION INFORMATION:**

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

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**DESCRIBE THE SERVICES THE ORGANIZATION PROVIDES:**

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**PREVIOUS FUNDING:**

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

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

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

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

**GRANT REQUEST:**

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

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

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**DESCRIBE THE PERTINANT GOALS AND TIMELINES:**

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

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

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

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

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**GRANT OUTCOMES:**

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

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

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

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

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

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**OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION**

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

\_\_\_\_\_  
DATE

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

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

**APPLICATION DEADLINE: NOVEMBER 30**



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

# MUNICIPAL GRANT REPORT FORM

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

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

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

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

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

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

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

**DECLARATION**

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

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

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

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

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

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

29,810

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

**STAFF REPORT**

**DATE:** January 22, 2018  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Acting Clerk  
**SUBJECT:** **Addition to the Municipality’s Names Reserve List – Harold Mathie**

---

**RECOMMENDATION:**

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

**BACKGROUND:**

An application to commemorate Harold Mathie, World War II veteran, was submitted by his daughter Margaret McClymont. The proposal would place the family name on the Municipality’s Names Reserve List to be used to name a future street in Mississippi Mills.

**DISCUSSION:**

In accordance with the Municipal Facility and Asset Naming Policy, correspondence was sent to Public Works, Planning, Fire, Police, Ambulance, and Lanark County on December 24, 2018 for comment on suitability and review of proposed external civic names for emergency management and response purposes. No concerns were raised as a result of agency and technical circulation.

The application meets the following criteria set out in the policy:

6.1 d. A person who risks his or her life to save or protect others above and beyond expectations and

6.2.a Honouring veterans and those individuals who have fought for our country

**FINANCIAL IMPLICATIONS:**

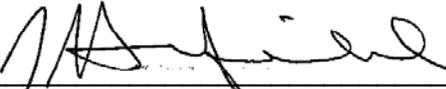
There are no financial implications associated with this report.

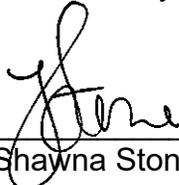
**SUMMARY:**

It is recommended that the naming proposal to add "Harold Mathie" to the Municipality's Names Reserve List be approved.

Respectfully submitted,

Reviewed by,

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

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

**ATTACHMENTS:**

1. Harold Mathie naming application and supporting documentation



Municipal Facility & Asset Naming  
**APPLICATION FORM**

<b>A. NOMINATOR'S INFORMATION (*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE MUNICIPALITY OF MISSISSIPPI MILLS-SUBSEQUENT REQUESTS MAY BE DENIED)</b>	
Name (Individual or Organization):	MARGARET MCCLYMONT
Mailing Address:	5027 MARCH RD ALMONTE, ONT K0A 1A0
Telephone:	613 256-1644
	Home <input type="checkbox"/> Work <input checked="" type="checkbox"/>
E-mail:	margab26@gmail.com
Affiliation to Nominee:	DAUGHTER
<b>B. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)</b>	
Name:	HAROLD MATHIE
Mailing Address:	
Date of Birth:	FEB. 16 1922
Telephone:	<del>deceased</del>
	Home <input type="checkbox"/> Work <input type="checkbox"/>
E-mail:	

**C. NOMINATOR'S INFORMATION (\*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE MUNICIPALITY OF MISSISSIPPI MILLS – SUBSEQUENT REQUESTS MAY BE DENIED)**

Name (Individual or Organization): MARGARET McCLYMONT

**D. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)**

Name: HAROLD MATHIE

**E. APPLICABLE CRITERIA (SELECT ONE)**

The nominee is an original inhabitant/family of the Mississippi Mills area having historical significance

The nominated person/organization demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Municipality of Mississippi Mills, the Province of Ontario and / or Canada;

The nominated person/organization volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes. The quality of the contribution should be considered along with the length of service by the individual;

The nominated individual risks his or her life to save or protect others above and beyond expectations; VETERAN WHO FOUGHT FOR OUR COUNTRY

The nominated individual achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or honour to the Municipality;

The nominated person/organization has made a significant contribution towards a facility or asset owned by the Municipality;

The nominated person/organization has a direct relationship with the facility or asset to be named;

The nominated person is an employee, including an employee of a corporation which is owned by the Municipality in whole or part or a member of Council who is deceased, has retired or is no longer active in their field

The nominated name reflects an historical event significant to Mississippi Mills

**F. RATIONALE FOR NOMINATION AND ATTACHED BACKGROUND INFORMATION RELATED TO THE CRITERION CHOSEN, WHICH SUBSTANTIATES ALL CLAIMS MADE: INCLUDE ITEMS SUCH AS BUT NOT LIMITED TO COPIES OF NEWSPAPER ARTICLES, CERTIFICATES, AWARDS, LETTERS OF SUPPORT OR COMMENDATION, SERVICE RECORDS, PICTURES.**

Please note all information provided below and/or attached to this Application Form will form part of the Naming Application Form and will therefore be released to the public in any public notices/advertisements produced, public Agenda and Minutes, Committee discussions/meetings and Reports which may go forward to Council.

**G. Do You Wish THE NAME TO BE USED FOR A SPECIFIC:**

Park

Facility **STREET**

Road

Asset within a Facility

Other **STREET**

Current Identification, Address or Location Information:

**H. ADDITIONAL INFORMATION: (ADD INFORMATION AS NEEDED)**

*My father was a veteran. He fought in WW II.  
He was also a test subject in the Chemical  
Warfare Laboratories Ottawa*

**I. CONSENT TO THE RELEASE OF INFORMATION PROVIDED IN SECTIONS C- J IN  
WHOLE OR IN PART**

CONSENT

I / We consent to the release of the information contained in this application in Sections C-H to members of the public for the purposes of allowing Council to receive public input into the proposed naming.

MFIPPA STATEMENT

The information collected on this form will be used as part of the Municipal Facility and Asset Naming Process.

Personal information on the form, attached to the form or subsequently submitted to be included or attached to the Application Form, and all subsequent information collected as a result of the research and the staff investigation of the person's information, including but not limited to information found on websites, in local archived materials, in newspapers articles, or as a result of a public consultation process, will be used by staff and will be made available to the members of the public, and councillors—except the information collected in Sections A and B .

Margaret McClymont  
Nominator's Signature

Nov 19/18  
Date

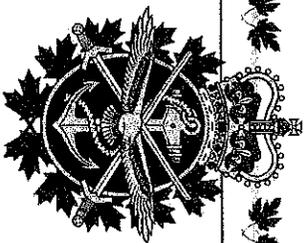
Margaret McClymont  
Nominee's Signature<sup>1</sup>  
NEXT OF KIN

Nov 19/18  
Date

<sup>1</sup> The nominee or a representative on their behalf (next of kin, solicitor, notary public, etc.) must provide consent to this nomination.



# Certificate of Appreciation



# Certificat d'appréciation

Presented to

Présenté à

**C32199 Harold T.J. Mathie**

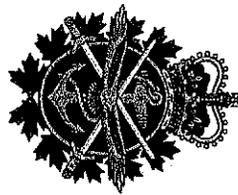
*who served as a test subject in the*

*qui a participé aux essais*

## **Chemical Warfare Laboratories Ottawa**

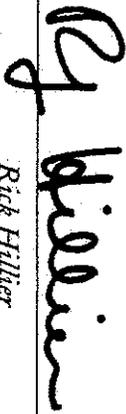
**I**n the darkest days of the worldwide struggle against the Axis powers, Canada took the lead in countering the potential use, by those enemy countries, of chemical warfare agents. From 1941 to 1945, the battle to provide effective defence against such weapons of mass destruction was conducted at both the Experimental Station in Suffield, Alberta, and the Chemical Warfare Laboratories in Ottawa, where military personnel participated in many hazardous and secret trials. The results of their efforts provided the foundation for the Allies' chemical agent countermeasures, but, as a consequence of the secrecy required, the contributions made by these members to the defence of Canada and the victory of the United Nations could not be acknowledged. After 1945 Canada's national security required continued, unheralded participation by volunteers in chemical warfare agent tests. The collective service of all these participants was significant, and while their efforts were unknown in the past, their duty was, by every measure, exceptional, and was gratefully recognized by the Government of Canada on 19 February 2004.

**A**l'époque la plus sombre de la lutte mondiale contre les puissances de l'axe, le Canada s'est imposé comme chef de file dans les opérations visant à contrer l'utilisation possible d'agents de guerre chimique par ces pays ennemis. C'est ainsi que, de 1941 à 1945, des opérations visant à assurer une défense efficace contre ce type d'armes de destruction massive ont été menées à la station expérimentale de Suffield (Alberta) et dans les laboratoires de guerre chimique d'Ottawa, où des militaires ont pris part à de nombreux essais dangereux et secrets. Les résultats de leurs efforts ont constitué la base des mesures de prévention contre les agents chimiques mises en oeuvre par les Alliés. Cependant, en raison du caractère secret de ces expériences, il n'a pas été possible de reconnaître la contribution de ces militaires à la défense du Canada et à la victoire des Nations Unies. Après 1945, pour assurer la sécurité du Canada, d'autres militaires se sont portés volontaires pour participer secrètement à des expériences avec des agents de guerre chimique. Tous ces militaires nous ont rendu un service inestimable et, bien que leurs efforts soient passés inaperçus, ils se sont acquittés d'une tâche tout à fait exceptionnelle. C'est pourquoi le gouvernement du Canada a tenu à leur manifester toute sa reconnaissance le 19 février 2004.



*On behalf of all  
past and serving members of  
the Canadian Forces  
I am honoured to present this  
Certificate of Appreciation  
for exceptional service  
rendered to Canada.*

*Au nom de tous les membres  
des Forces canadiennes  
d'hier et d'aujourd'hui,  
j'ai l'honneur de vous présenter  
ce certificat d'appréciation pour  
les services exceptionnels  
que vous avez rendus au Canada.*



*Rick Hillier*

*General / Général*

*Chief of the Defence Staff / Chef d'état-major de la Défense*

**Canada**



ORIGINAL

No. A 252027

ARMY

"SPECIAL LEAVE AND FURLOUGH"

WARRANT FOR TRANSPORT IN CANADA

H. Q. F. E. No.	DIV.	EST.	VOTE	PRI.	B. A. or H. Q. Sub.	OBJ.	DIST. SUB. A.	DIST. F. E. No.
9999			210	06	30	500		

DEPARTMENT OF NATIONAL DEFENCE SERVICES

WARRANT FOR ROUND TRIP TICKET AT REDUCED FARES AGREED UPON BY THE DEPARTMENT AND THE CANADIAN PASSENGER ASSOCIATION, APPLICABLE TO PERSONNEL OF THE NAVY, ARMY AND AIR FORCE PROCEEDING ON ANNUAL FURLOUGH AND/OR EMBARKATION LEAVE

ONE THIRD OF ONE WAY FARE PAYABLE BY DEPARTMENT OF NATIONAL DEFENCE  
ONE THIRD OF ONE WAY FARE PAYABLE BY HOLDER OF WARRANT

This warrant must be exchanged for Ticket at the Railway or S.S. Office before going on board

To the *Can Pac Rly* Company

KINDLY PROVIDE CONVEYANCE AS UNDERMENTIONED  
~~COLLECTING ONE THIRD REGULAR ONE WAY FARE FROM HOLDER~~

From *Kangaroo Pt* to *Parleyville Pt* and Return

To Whom Issued *C. 32199 Pte Mathie, H.T.*

Unit *R.C.O.*

Date of Iss. *4-11-42* 19

Signature of Issuing Officer and Rank

TO BE FILLED IN BY TICKET AGENT

Class of ticket issued First Coach, Intermediate or Special Coach	One third of one way fare (payable by Dept. of National Defence)

\*In territory where "Intermediate" or "Special Coach" class fares are in effect

Received Ticket Form ..... Number .....

Signature .....

- N.B. (a) This warrant must be receipted, otherwise it will not be honoured for payment by Department of National Defence.
- (b) Warrant is not transferable and will be honoured only when presented by person to whom issued. The reduced fare ticket secured must not be transferred under any circumstances.
- (c) Leave pass must be presented to ticket agent when obtaining ticket on this warrant.

M.F.M. 117  
5M Books of 50-10341 (1939)  
H.Q. 1772-89-1340

**CANADIAN ARMY (ACTIVE)**  
**DISCHARGE CERTIFICATE**

M.F.M. 7 (Latest)  
500M-2-45 (8961)  
H.Q. 1772-30-1668

This is to Certify that No. C- 32199 (Rank) Craftsman

Name (in full) MATHIE Harold Thomas enlisted ~~or was~~

~~enrolled~~ in the Royal Canadian Electrical Mechanical Engineers

the **CANADIAN ARMY (ACTIVE)** at Ottawa/Ontario on the 10th.

day of August 19 41.

~~He~~ served in Canada - United Kingdom, Continental Europe

and is now discharged from the service under Routine Order 1029 (5c 1) by reason of

To return to civil life (on demobilization)

Medals, Decorations, Mentions, } 1939-45 Star, France & Germany Star, Defence  
awarded in respect of service } Medal, Canadian Volunteer Service Medal &  
during this war

THE DESCRIPTION OF THIS SOLDIER on the DATE below is as follows:— Clasp

Age 24 years

Height 5 feet 7½ inches

Complexion Medium

Eyes Blue

Hair Dark Brown

Marks or Scars Vaccination left arm,

Appendix scar, small scar left

abdomen, small birth mark over

left scapula

**Other Active Army Service (This War)**

NIL

*H. Mathie*  
Signature of Soldier

Date of Discharge

20th. February 1946

Ottawa/Ontario

**ORDERLY ROOM**  
No. 0 District Depot (CA)  
**FEB 20 1946**  
**LANSLOWNE PARK**

*W. J. Vincent, Capt*  
Issuing Officer

J.F. Vincent, Major

Rank

Date 20th. February 19 46

**N.B. — As no duplicate of this Certificate will be issued, any person finding same is requested to forward it in an unstamped envelope to the Director of Records (Army), Department of National Defence, Ottawa, Canada.**

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

**STAFF REPORT**

**DATE:** January 22, 2019  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Acting Clerk  
**SUBJECT: Advisory Committee – Follow up #2**

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**RECOMMENDATIONS:**

**THAT Council provide staff direction regarding the structure of the advisory committees;**

**AND THAT the terms of reference be revised accordingly and be brought forward for Council approval.**

**BACKGROUND:**

Council reviewed the previously approved advisory committee structure at the December 18, 2018 Council meeting. Staff were directed to bring a follow-up report after consideration of the recommendations of the Service Delivery Review which suggested a restructuring/reduction of advisory committees.

The current advisory committee structure has three (3) elective advisory committees: Parks and Recreation, Community and Economic Development and Transportation and Environment. There are also three (3) working groups (agriculture, Riverwalk expansion, and beautification) that fall under the respective advisory committee.

**DISCUSSION:**

The role of advisory committees is to provide advice and be advisors to Council on various action and priority items. Advisory Committees play an integral role when furthering the long and short term vision of the municipality.

Following the December 18<sup>th</sup> Council meeting, the current structure has been broken down into key areas that are likely of priority for Council. Given the reduced number of councillors, it is important to consider the total number of committees and the commitment required from both Council and staff to successfully utilize advisory committees. While a strategic plan has not yet been completed and the total complement of advisory committees is unknown at this time, it is always the prerogative of Council to create or disband advisory committees as needed.

Below is a list of areas that Council may choose to focus on when establishing advisory committees. Note that some areas may overlap and could fall under more than one committee.

Areas		
Recreation Programming Parks Facilities Recreation Trails Beautification	Public Works Roads and Bridges Environment Commuter Trails Active Transportation	Economic Development Tourism Events Marketing Arts and Culture Business
Planning Rural/Urban Development Agriculture  *Heritage Advisory and Property Standards/ Committee of Adjustment already deal with a number of planning-related matters.	Policies Finance  *Accessibility Advisory Committee would deal with any accessibility-related matters including approving any municipal development plans for accessibility compliance.	

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**SUMMARY:**

It is recommended that Council provide direction to staff on how they would like their elective advisory committees structured. Once a structure is finalized, staff will finalize terms of reference for Council approval and advertise for membership. Once applications are received, the Striking Committee will convene to make recommendations for appointment.

Respectfully submitted,

  
Jeanne Harfield, Acting Clerk

Reviewed by,

  
Shawna Stone, Acting CAO

# OFFICE OF THE MAYOR

**Mayor Christa Lowry**



**January 22, 2019**

The Minister of Tourism, Culture and Sport invited me to participate in a roundtable discussion on January 16<sup>th</sup> at Ottawa City Hall. Minister Tibollo hosted the discussion between myself, the Mayor of North Grenville and the Mayor of Russell. Minister Tibollo is developing a new Tourism Strategy for Ontario and aims to align his Ministry's efforts with other government initiatives to meet the needs of tourism operators, tourists and Municipalities. The Minister expressed that the current government's priority is to reduce debt and duplication of services and develop infrastructure with the goal of advancing the economy, growing job opportunities and attracting foreign investment.

The three municipalities around the table represented small, lower tier communities with less than 18,000 residents. We discussed priorities and opportunities specific to:

- considering a new funding model for the Regional Tourism Offices: investing more dollars in areas where tourism is growing and less in areas that are saturated
- availability of tourism data at local level including information on US tourist trends vs regional level through Regional Tourism Offices
- expanding the tourism products promoted and supported in the Regional Tourism Offices
- integrated approach of programs and support between government departments (Tourism/OMAFRA/Trillium/Infrastructure)
- supporting broadband and cellular in rural Ontario to enhance tourists' experience, utilization of Google maps, GPS, instagram
- explore partnership opportunities between regions for trails (OVRT/Trans Canada)
- explore public/private partnership opportunities in promotional areas for rural Ontario
- identifying alternate routes from the 400 series highways to encourage traffic through rural Ontario

This roundtable consultation was part of the Ministry of Tourism, Culture and Sport's development of the new Ontario Tourism Strategy. To assist in the development of the new strategy, the Ministry is seeking feedback from visitors, students pursuing education in tourism or hospitality, tourism operators and industry stakeholders.

To provide input or learn more about the Minister's consultations please visit:

<https://www.ontario.ca/page/consultation-ontario-tourism-strategy>

## INFORMATION LIST #02-19 January 22, 2019

The following is a list of information items received as of January 16, 2019.

Item #	Date	Originator	Subject
1	20-Dec-18	Health Unit	Municipal Role in the Legalization of Cannabis: A Public Health Perspective
2	4-Jan-19	Almonte General Hospital and Carleton Place & District Memorial Hospital	Diamond Dinner Gala Saturday, February 23, 2019
3	7-Jan-19	Almonte General Hospital and Carleton Place & District Memorial Hospital	Get a Grip Program
4	11-Jan-19	Almonte General Hospital and Carleton Place & District Memorial Hospital	Education Session on Alzheimer's Disease & Dementia
5	11-Jan-19	Ontario SPCA and Humane Society	Court decision - Bogaerts v. the Attorney General of Ontario
6	14-Jan-19	Perth Chamber of Commerce	Lanark Business and Development Conference
7	14-Jan-19	Eastern Ontario Wardens' Caucus	EOWC elects Chair and Vice-Chair for 2019
8	14-Jan-19	Ontario Parks	Minor Boundary Amendment for Burnt Lands Provincial Park

MEMO

TO: Mayors, Reeves, Councillors, and CAO's of Municipalities in Lanark, Leeds and Grenville

FROM: Dr. Paula Stewart, Medical Officer of Health/CEO

DATE: December 20, 2018

RE: Municipal Role in the Legalization of Cannabis: A Public Health Perspective

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On October 17, 2018, Canada legalized the use of cannabis beyond its current legalized use for medical purposes. Legalization of cannabis aims to protect youth from access to it, displace the illicit cannabis market by regulating the sale of safer cannabis products, and protect the health and safety of individuals from exposure to second hand smoke.

Cannabis use may have significant health risks, particularly among young people, and can lead to addiction. The Centre for Addiction and Mental Health (CAMH) has developed research-based Lower Risk Cannabis Use Guidelines to address these potential risks.

Municipalities have an important role to play in creating an environment that decreases the risk associated with cannabis use, and supports healthy decision-making around cannabis use, particularly among young people. The enclosed Fact Sheet (available on our website at <https://healthunit.org/for-professionals/municipal-staff-partners/alcohol-cannabis-drugs/>) provides some suggestions, from a public health perspective, for municipalities to consider in the overall community response to the legalization of cannabis.

I appreciate everything municipalities do to create healthy and safe environments for their community members. Please contact Elaine Murkin, Manager Healthy Living and Development, if you would like more information about any of the suggestions in the Fact Sheet or if you would like support from the Health Unit to develop municipal by-laws.

## Municipalities and Cannabis: A Public Health Perspective

On October 17, 2018, Canada legalized the use of cannabis beyond its current legalized use for medical purposes. Legalization of cannabis aims to protect youth from access to it, displace the illicit cannabis market by regulating the sale of safer cannabis products, and protect the health and safety of individuals from exposure to second hand smoke.

Cannabis use may have significant health risks, particularly among young people, and can lead to addiction ([see Health Harms of Cannabis](#)). The Centre for Addiction and Mental Health (CAMH) has developed research-based [Lower Risk Cannabis Use Guidelines](#) to address these potential risks<sup>5</sup>. Municipalities will have an important role to play in creating an environment that decreases the risk associated with cannabis use, and supports healthy decision-making around cannabis use, particularly among young people.

### Municipal Role with Youth

The adolescent brain is developing until 25 years and older and regular cannabis use can affect normal development of memory, cognition, judgement and planning with long- term consequences.

Municipalities have an important role in promoting health and preventing problematic substance use among adolescents.<sup>2</sup>

- A youth-friendly community is one that is committed to supporting positive youth development; building the skills and resilience of youth and their families through access to safe, free recreational and social spaces, and school- or community-based organizations.<sup>4</sup>
- Consider incorporating youth's voice in planning and development.<sup>2</sup>
- Promote positive social norms and prevent exposure to cannabis by reducing access and availability of substances through municipal alcohol and cannabis policy and by-laws.<sup>2,4</sup>
- Communicate risks with cannabis use and driving.

### Municipal Role to Displace the Illicit Cannabis Market

The provincial government currently, has a regulated on-line retail model and will establish a private retail model by April 1, 2019, to displace the illicit cannabis market. Municipalities<sup>1</sup> in Ontario must decide, by January 22, 2019, whether they will endorse private retail in their community now or opt out issuing a council resolution to the Alcohol and Gaming Commission of Ontario<sup>6</sup>. The options are:

1. Retail store(s) will not be permitted in the municipality for now. The municipality can decide later on to accept the retail store model in their municipality. This would provide time to access how retail stores are impacting other municipalities.
2. Retail cannabis store(s) will be present in the municipality. This is a permanent decision. The municipal zoning by-laws will not apply to any application for a retail store. Local municipalities will be requested to provide comments on whether the retail store authorization is in the public interest and wishes of the residents within 15 days.<sup>1</sup>

The presence of retail stores will allow people without credit or a personal address to access safer products, however their location, number or business hours may pose risks to youth. In order to mitigate some of these risks, consider the following when providing comments on whether the proposed site for a cannabis retail store is in the public's interest ([see Cannabis Retail Outlets: Considerations for Municipalities](#)):

- Reduce cannabis retail outlet density through minimum distance requirements (at least 300 metres) between cannabis retail outlets and limits on number in your community
- Prevent the role-modeling of cannabis use and reduce youth access through minimum distance requirements (at least 500 metres) from youth-serving facilities such as child care centres and community centres
- Discourage the co-use of cannabis and other substances by discouraging co-location and minimum distance requirements (at least 300 metres) between cannabis and alcohol or tobacco retail outlets to reduce risks associated with impaired driving
- Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighborhoods and other sensitive areas enacting minimum requirements
- Reduce cannabis consumptions and harms by limiting late night and early morning retail hours.

## Municipal Role to protect the health and safety of individuals from exposure to second hand cannabis smoke

The [Smoke Free Ontario Act 2017](#) includes prohibitions of smoking or vaping cannabis in all places where it is prohibited to smoke or vape tobacco.

Restricting the use of cannabis, tobacco and vapour products together in a municipal by-law will decrease confusion as to which substances can be used in public places, and decrease enforcement challenges of having to identify the product or substance smoked or vaporized.

The Health Unit is available to support municipalities in helping draft municipal by-laws, provide sample by-laws and consult as well as provide support to municipal by-law enforcement staff.

Municipalities can develop by-laws as follows related to tobacco and cannabis smoking or vaping.

1. Restrict use on all municipal properties or a specified distance from municipal entrances (e.g., 9 metres)
2. The restrictions included in the [Smoke Free Ontario Act 2017](#) and regulations can be mimicked in your by-law to ensure municipal staff can also enforce those restrictions ensuring fines issued go to municipal coffers and increasing the enforcement capacity. Those should include (a 20 metre radius to playgrounds and playing fields, a 20 metre radius from the perimeter of community recreational facility and a 9 metre radius to patios).<sup>3</sup> ([See municipality of North Grenville by-law](#))
3. The municipality can add to the restrictions already offered in the [Smoke Free Ontario Act 2017](#) (see above) by adding to their by-law to include all parks and playgrounds, municipal trails, street fairs and festivals, parade routes, parking lots, 9 metres from unenclosed bus stops, multi-unit dwellings and supportive housing. ([See city of Kingston by-law](#))
4. Restrict use in all public places including streets and sidewalks basically eliminating exposure in their municipality. ([See city of Markham by-law](#)).

### References:

<sup>1</sup>The Cannabis Licensing Act (2018). Retrieved from <https://www.ontario.ca/laws/statute/18c12> (accessed December 5, 2018)

<sup>2</sup>The Chief Public Health Officer Report on the State of Public Health in Canada: 2018. Preventing problematic Substance Use in Youth (retrieved 2018-12-05) <https://www.canada.ca/content/dam/phac-aspc/documents/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/2018-preventing-problematic-substance-use-youth/2018-preventing-problematic-substance-use-youth.pdf> (accessed December 5, 2018)

<sup>3</sup>Smoke Free Ontario Act (2017) <https://www.ontario.ca/laws/statute/17s26> (accessed December 5, 2018)

<sup>4</sup>Strategic Framework to help Ontario's Youth Succeed: Stepping Up <http://www.children.gov.on.ca/htdocs/English/documents/youthopportunities/steppingup/steppingup.pdf> (accessed December 5, 2018)

<sup>5</sup>Fischer, B., Russell, C., Sabioni, P., van den Brink, W., Le Foll, B., Hall, W., Rehm, J. & Room, R. (2017). Lower-Risk Cannabis Use Guidelines (LRCUG): An evidence-based update. *American Journal of Public Health*, 107 (8). DOI: 10.2105/AJPH.2017.303818. (accessed December 5, 2018)

<sup>6</sup>Association of Municipalities of Ontario. Briefing: Municipal governments in the Ontario recreational cannabis framework. <http://www.amo.on.ca/AMO-PDFs/Reports/2018/Briefing-Municipal-Governments-in-the-Ontario-Recr.aspx> (accessed December 5, 2018)



# MEDIA ADVISORY

January 4, 2019

## GET YOUR SPARKLE ON!

Please join us for the CPDMH Auxiliary's **Diamond Dinner Gala** on **Saturday, February 23, 2019** at the Carleton Place Arena (upstairs hall). Funds raised will support the very best care at CPDMH.

There will be cocktails from 6 to 7 pm, followed by a four-course dinner by Leatherworks. Dancing to follow with The Barking Spiders.

The evening will include a silent auction and a draw for a beautiful diamond ring and other special diamond prizes.

Tickets are \$100 and dress is semi-formal. Guests save \$100 when they purchase a table of eight.

What a great Christmas present!

For more details or to reserve tickets, call the Auxiliary office at 613-257-2200 ext. 323 or email [auxiliary@cpdmh.ca](mailto:auxiliary@cpdmh.ca)

Thank you for sharing this information through your channels. A poster is attached.

-30-

Media Contact:

**Jane Adams**

Communications Lead

Carleton Place & District Memorial Hospital

613-729-4864

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

THE CPDMH AUXILIARY

# Get your Sparkle On

## DIAMOND DINNER GALA

Saturday, February 23, 2019  
Carleton Place Arena (upstairs hall)

6 to 7 pm | Cocktails

\*7 pm | Four-Course Dinner catered by Leatherworks:  
*Appetizer, Soup,  
Entrée (prime rib, stuffed chicken or vegetarian) and Dessert*

Dancing to follow with The Barking Spiders

Silent Auction

All guests will be  
entered into the  
draw to win a  
beautiful  
**DIAMOND RING**  
and other special  
**DIAMOND surprises!**

Tickets: \$100 per person.  
Semi-formal dress.

Tickets available in the  
CPDMH Finance Office,  
Graham's Shoes and the  
Auxiliary Office or call  
613-257-2200, ext. 323 to reserve

**Save \$100**  
and purchase a  
**table of eight!**

*Funds raised will support the very best care at CPDMH!*

Lottery License # M817561



## MEDIA RELEASE

January 7, 2019

### GET A GRIP!

The volunteer teams at Almonte General Hospital and Carleton Place & District Memorial Hospital are partnering with Mills Community Support to help keep people safe and healthy during the winter months. The program also helps to reduce social isolation by helping seniors feel confident that they are safe to walk outside.

Both hospital gift shops now stock ice cleats that can be attached to winter boots.

Mills Community Support (MCS) launched the gripper program last year, distributing and selling 1,000 pair. The cleats are easy to install on boots and can be worn inside. “We know that the number one reason seniors end up in long-term care is because of a fall. The cleats can help,” explains Rob Eves, MCS’s CEO. “Thank you to our local hospitals for promoting this important program.”

Everyone over 65 in Lanark County is eligible for a free pair of ice cleats. Seniors who can afford to pay are invited to contribute \$25. People under 65 can also purchase the cleats for \$25. If two people purchase cleats, they are funding a third pair for free for someone else who may not be able to pay.

“This is a great collaboration between our volunteers and Mills Community Support,” explains Mary Wilson Trider, President & CEO. “A lot of seniors visit the hospitals, as patients, volunteers and gift shop customers. It makes sense to offer the cleats in the gift shops to help keep people safe.”

-30-

Media Contact:

**Jane Adams**

Communications Lead

Almonte General Hospital and

Carleton Place & District Memorial Hospital

613-729-4864

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



# MEDIA ADVISORY

January 11, 2019

## FAIRVIEW MANOR'S FAMILY COUNCIL PRESENTS EDUCATION SESSION ON ALZHEIMER'S DISEASE & DEMENTIA

Alzheimer's is the most common cause of dementia, a general term for memory loss and other cognitive abilities serious enough to interfere with daily life. It accounts for 60 to 80 percent of dementia cases.

The Fairview Manor Family Council is pleased to present an education session on Alzheimer's Disease and Dementia. Join us to learn about community supports available to families and what you can do to help care for your loved one and yourself.

- Date:** Saturday, January 26, 2019  
**Time:** 2 to 3 p.m.  
**Where:** Octagon Room (95 Spring Street)  
**Parking:** Please use the hospital parking lot

**Guest Speaker:** Robin Hull, Education Co-ordinator Alzheimer's Society of Lanark, Leeds and Grenville

To plan for seating and refreshments, please RSVP to [familycouncilfm@gmail.com](mailto:familycouncilfm@gmail.com)

-30-

Media Contact:

**Jane Adams**

Communications Lead, Almonte General Hospital/Fairview Manor

613-729-4864

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

[Click here](#) to view this email in your browser

On behalf of the Ontario SPCA and Humane Society, I am writing today to share a letter from our general counsel that provides clarification on misleading media coverage as a result of a court decision released earlier last week regarding *Bogaerts v. the Attorney General of Ontario*, a suit that was filed in October 2013.

The Court has determined that the OSPCA Act is unconstitutional in so far as it delegates policing powers to a charity. As is customary, the court has suspended its ruling for one year to allow the Ontario Government sufficient time to address the issue.

The Ontario SPCA remains committed to our mission of protecting and preventing cruelty to animals, and as always, we thank you for your continued support.

Sincerely,



Daryl Vaillancourt  
Chief, Humane Programs and Community Outreach  
Ontario SPCA and Humane Society

\*\*\*\*\*

To Whom it May Concern:

RE: The Ontario Society for the Prevention of Cruelty to Animals ("Ontario SPCA")  
Decision of the Ontario Superior Court of Justice  
*Bogaerts v. The Attorney General of Ontario*  
January 2, 2019

I am general counsel to the Ontario SPCA. I want to clear up a number of misstatements that have been made in various media reports concerning the recent decision of the Ontario Superior Court in the case of *Bogaerts v. The Attorney General of Ontario*.

**First, there was no allegation that the Ontario SPCA was at fault for anything regarding the subject-matter of the application and the court did not criticize any conduct on the part of the Ontario SPCA in its administration of the Ontario SPCA Act.** Rather, the court created a new legal principle and used it to rule that it was unconstitutional for the Province of Ontario to enact legislation that permits a private charity to have policing powers in the absence of government oversight. That legislation was enacted in 1919. The Ontario SPCA took no part in the enactment of the legislation at

issue. **The applicant himself acknowledged that the Ontario SPCA was not at fault and he saw it as a victim of the legislation who has done the best it can in the circumstances.** Indeed, for the first 94 years of its existence, the Ontario SPCA has had to rely on the generosity of the public to fund its administration of the legislation. **At present, the government funds only a fraction of the money needed to adequately protect animals in this province.**

The Ontario SPCA has never rejected the idea of provincial oversight and is prepared to consider any reasonable options put to it by the province to continue its animal protection work. **The Ontario SPCA seeks and supports the option that provides the maximum protection of animals.**

Further, the Ontario SPCA was not a party to the court case. The responding party to the application was the Ontario Government through its representative the Attorney General of Ontario. All decisions on how to argue the case were made by the Attorney General although the Ontario SPCA cooperated with the government lawyers and provided any and all information they requested.

The court suspended its ruling for a 12 month period. **During that time, the Ontario SPCA will continue its work to protect animals from abuse, neglect and distress.** Any decision regarding an appeal of the court ruling rests with the Province. The Ontario SPCA will not comment on whether an appeal should be launched.

**Finally, the Ontario SPCA is, and has always been committed to working with all stakeholders to ensure that all animals are free from distress, neglect and abuse. It will continue to do so.**

Enforcement of the legislation is a small part of the work of the Ontario SPCA. The Ontario SPCA prides itself on delivering quality services and programs to advance animal protection and advocacy and seeks to educate and bring awareness of the needs of all animals and to develop and enforce laws that completely protect animals and respect their rights as sentient beings.

Yours truly,

Brian Shiller  
Ruby, Shiller, Enenajor, Digiuseppe  
Barristers

---

Ontario SPCA Provincial Office  
16586 Woodbine Ave. Stouffville, ON L4A 2W3  
1-888-668-7722 info@ospca.on.ca

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[Privacy Policy](#) [Email Preferences](#)  
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**From:** [Perth Chamber of Commerce](#)  
**To:** [Perth Chamber of Commerce](#)  
**Subject:** Lanark Business Development Conference  
**Date:** Monday, January 14, 2019 12:24:05 PM  
**Attachments:** [image001.png](#)  
[Conference Agenda 2019 \(002\).pdf](#)

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#### LANARK BUSINESS AND DEVELOPMENT CONFERENCE

In response to Lanark County's growing need for local, affordable, and quality professional development opportunities, Perth & District Chamber of Commerce and Community Employment Services of Algonquin College, are partnering to present this conference opportunity again this year on February 13<sup>th</sup>.

If your organizations goal is to build a successful business, you will need to know how to manage the people around you and the situations you are faced with. This year's conference content focuses on current leadership and business preparedness from industry experts, accomplished business owners and community professionals. Highlights include:

- Leadership within your business;
- Employee Retention;
- How to Avoid Common Pitfalls Organizations Make;
- Ensuring your business is compliant with new legislation & policies (Bill 148, Cannabis, WSIB, etc.);
- Developing contracts that protect your business and staff;
- More on the way.....

More information can be found at [www.lanarkconference.com](http://www.lanarkconference.com)

**TICKET PRICE** is just **\$99.00 +hst** for this One-Day Conference - <https://lanarkconference.com/register/>.

**Special bonus: Register 3 employees and receive a 4th registration for free!** If you register 3 employees to attend the conference, and would like to send a fourth person free, please email [welcome@perthchamber.com](mailto:welcome@perthchamber.com) or call 613-267-3200 to complete the registration for your bonus registration. \*\*\*

\*Please note: all online registrations are subject to an Eventbrite service fee. If you prefer not to register online, please contact 613-267-3200 to arrange an alternate payment option.

Amber M. Hall, General Manager  
Perth & District Chamber of Commerce  
40 Sunset Blvd, Unit #30 Perth ON K7H 2Y4  
P: 613.267.3200 F: 613.267-6797  
[welcome@perthchamber.com](mailto:welcome@perthchamber.com)

**Lanark Business Development Conference - February 13th**  
**After 5 Event at Fall River Fashions - February 21st**



[www.eowc.org](http://www.eowc.org)

## News release: EOWC elects Chair and Vice-Chair for 2019

Kingston, January 14, 2019 – The Eastern Ontario Wardens' Caucus (EOWC), at its annual inaugural meeting held last week in Kingston, elected Mayor Andy Letham as the 2019 Chair and Warden Jennifer Murphy as the 2019 Vice-Chair.

Andy Letham is Mayor of the City of Kawartha Lakes, and Jennifer Murphy is Warden of the County of Renfrew and Mayor of the Township of Bonnechere Valley. The role of the EOWC Chair and Vice-Chair, elected on an annual basis, is to provide the main point of focus and contact for the Caucus and ensure that the key priorities move forward.

"I am honoured to chair the EOWC in 2019 and advocate on behalf of the 103 municipalities and the 750,000 property taxpayers across rural Eastern Ontario," stated Chair Letham. "The coming year will be a critical one, with a federal election on the horizon and the first full year of the Progressive Conservative provincial government."

"For both those reasons, the EOWC has decided to stay the course its advocacy efforts over the past few years, and intends to send a loud and clear message to its federal and provincial partners – that there is only one priority for the 2019, which is to improve and enhance the cellular and mobile broadband network across Eastern Ontario," added Vice-Chair Murphy.

The EOWC will continue to work with the Eastern Ontario Regional Network (EORN) on its \$213-million business case to the provincial and federal governments, and the private sector, which would close the cellular network gaps and boost mobile broadband service across the region, and increase public safety for residents.

"This is a decisive time for Eastern Ontario, and our message is simple – this is the single most important project for the region, and it needs to happen this year," noted Chair Letham.

"The EOWC and its partners have done the necessary research, and we have been having these conversations with both levels of government for several years. Let's do this together; the time is now," stated Warden Richard Kidd, of Lanark County.

In addition to the cellular network improvement project, the EOWC also plans to address a few other issues with the Province of Ontario in the early months of the year: the importance of maintaining the Ontario Municipal Partnership Fund (OMPF), particularly for rural and northern municipalities; acknowledging certain legislative changes made in 2018; and working with the government on reducing red tape and regulatory burdens.

- 30 -

**For more information, please contact:**

EOWC Communications, [info@eowc.org](mailto:info@eowc.org)

Andy Letham, Chair, [aletham@kawarthalakes.ca](mailto:aletham@kawarthalakes.ca)

Jennifer Murphy, Vice-Chair, [jmurphy@countyofrenfrew.on.ca](mailto:jmurphy@countyofrenfrew.on.ca)



## **Minor Boundary Amendment for Burnt Lands Provincial Park Notice for a Category 'A' Project Evaluation**

January 14, 2019

**Ontario Parks, Ministry of Environment Conservation and Parks (MECP)** intends to increase the area of Burnt Lands Provincial Park through the addition of lands acquired for the park in 2004 (see attached map). Burnt Lands Provincial Park is a nature reserve class park located on the border of the geographic townships of Huntley and Ramsay.

The regulated boundary of Burnt Lands Provincial Park will increase by about 60 ha, from 516 ha to 576 ha (12% increase). Lands to be added to the park were acquired through partnership with Nature Conservancy of Canada to further protect portions of the Burnt Lands Alvar Area of Natural and Scientific Interest (ANSI).

This notice fulfils the requirements under *A Class Environmental Assessment for Provincial Parks and Conservation Reserves* for a Category A project of amending a park boundary by regulation (minor amendment). No negative environmental impacts are anticipated. There will be no additional notice and no consultation period for this proposal.

Little change in land and/or resource management practices inside or outside the park is anticipated as a result of this boundary amendment. The amendment is consistent with the 2001 Burnt Land Provincial Park Interim Management Statement which seeks to further protect the alvar system.

Adding the acquired lands to the park is subject to a regulation change to Ontario Regulation 316/07 (Designation and Classification of Provincial Parks) under the *Provincial Parks and Conservation Reserves Act, 2006*.

For further information please contact:

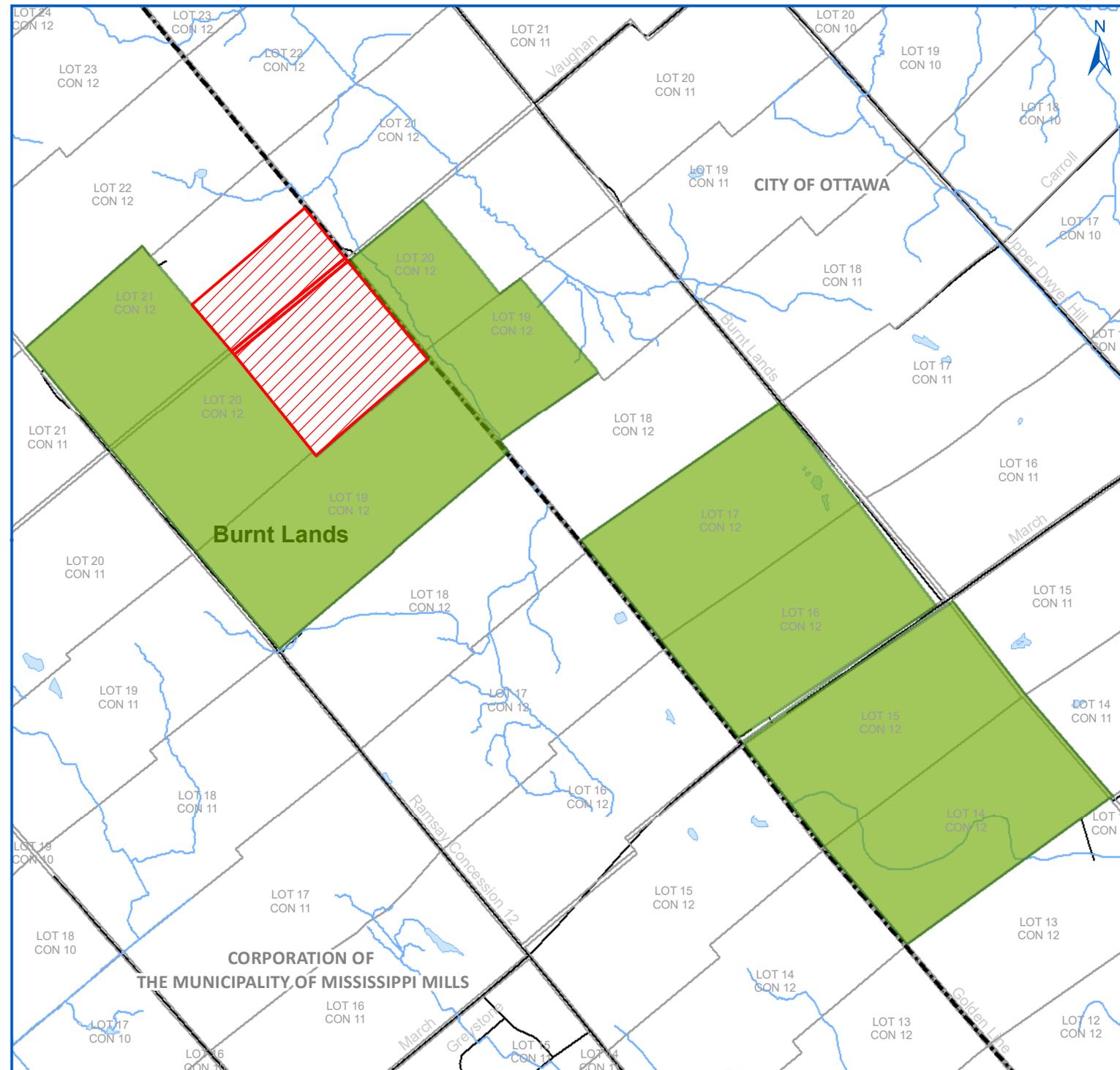
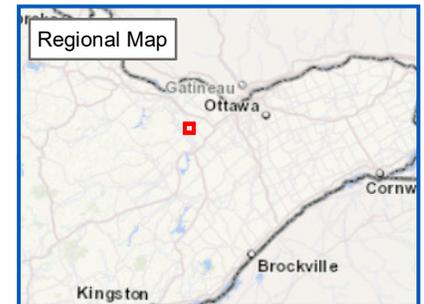
Dean Noonan  
Park Superintendent  
Burnt Lands Provincial Park  
c/o Fitzroy Provincial Park  
5201 Canon Smith Dr,  
Fitzroy Harbour, Ontario, K0A 1X0  
Phone: 613-623-5159 ext. 222  
E-mail: [planning.sez@ontario.ca](mailto:planning.sez@ontario.ca)

Dallas Taylor  
Park Planner  
Southeast Zone, Ontario Parks  
300 Water Street  
Peterborough, Ontario, K9J 3C7  
Phone: 705-761-5890  
Email: [planning.sez@ontario.ca](mailto:planning.sez@ontario.ca)

*This information is being collected for the purpose of planning and implementing a Class EA project for a provincial park or conservation reserve in accordance with the Environmental Assessment Act and the Provincial Parks and Conservation Reserves Act, 2006. All input and contact information such as names and address will become part of the public record for this project and administration of the Class EA, unless privacy is requested, pursuant to the Freedom of Information and Protection of Privacy Act. For more information on the collection and use of personal information, contact Dallas Taylor at [planning.sez@ontario.ca](mailto:planning.sez@ontario.ca) or 705-761-5890.*

# Burnt Lands

## Proposed Boundary Amendment



### Legend

-  Proposed Park Additions
-  Provincial Park Regulated
-  Road
-  Stream
-  Waterbody
-  Lot and Concession
-  Municipality



Map Produced By: Southeast Zone GIS Tech  
Date Produced: 12/27/2018

Published December, 2018  
© 2018, Queen's Printer for Ontario  
This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Natural Resources and Forestry (OMNRF) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

Data Sources : (Base Data - Land Information Ontario)  
Date Last Saved: 12/27/2018 11:43:12 AM  
Coordinate System: NAD 1983 UTM Zone 18N Transverse Mercator



# COUNCIL CALENDAR

## January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>New Year's Day Office Closed</b>	2	3	4	5
6	7	8  6pm Council	9	10	11	12
13	14	15  All Day Budget (8:30 – 4:30)	16	17  All Day Budget (8:30 – 4:30)  <b>Standard of Care Training</b> 6pm Carleton Place	18	19
20	21	22  6pm Council	23	24	25	26
27	28	29	30	31		
<b>ROMA Toronto</b>	<b>ROMA Toronto</b>	<b>ROMA Toronto</b>				



# COUNCIL CALENDAR

## February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6pm Council	6	7	8	9
10	11	12 6pm Sp Budget	13	14 8:30am <b>Council Training</b> ( <i>Fred Dean and Nigel Bellchamber</i> )	15	16
17	18 <b>Family Day Office closed</b>	19 6pm Council	20	21	22	23
24  <b>OGRA Toronto</b>	25  <b>OGRA Toronto</b>	26  <b>OGRA Toronto</b>	27  <b>OGRA Toronto</b>	28		

**CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW 19-06**

**BEING** a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019.

**WHEREAS** Section 407 (1) of the Municipal Act 2001 (S.O. 2001, c. 25) as amended, provides authority for a municipality to authorize temporary borrowing until the taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for the year;

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by section 407 of the Municipal Act;

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

1. The head of council and the treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2019 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in subsection 407 (1) of the Municipal Act.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of council.
3. The total amount which may be borrowed at any time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the current year, 50 percent of the total, and from October 1<sup>st</sup> to December 31<sup>st</sup> of the current year, 25 percent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$1,000,000.00, whichever is less.
4. The treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the municipal Act that have not been repaid.
5. a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in section 3 of this by-law shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.

b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the revenues received for and on account of the current year.

6. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
7. The treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the monies herein collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. Promissory Notes or banker's acceptances made under section 1 shall be signed by the treasurer and the head of council or by such other person as is authorized by by-law to sign it.
9. This by-law shall take effect on the day it is passed.

**BY-LAW READ**, passed, signed and sealed in open Council this 22<sup>nd</sup> day of January, 2019.

---

Christa Lowry, Mayor

---

Jeanne Harfield, Acting Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 19-07

**BEING** a by-law to establish remuneration for members of Council of the Corporation of the Municipality of Mississippi Mills.

**WHEREAS** Section 283 (1) of the Municipal Act, 2001 (S.O. 2001, c.25) as amended, provides that the municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and the officers and employees of the local board;

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

1. The remuneration for members of Council shall be as follows:

Mayor	\$34,823 per fiscal year
Deputy Mayor	\$23,234 per fiscal year
Councillor	\$19,314 per fiscal year

2. \$3,500.00 shall also be budgeted annually for extra-ordinary expenses of the Mayor.

3. Per diems for conference and seminar attendance shall be as follows:

Half day-\$75.00  
Full day-\$150.00

4. Other Expenses for members of Council shall be as follows:

- a. Daily meal allowance - \$75.00 for attendance at conferences and seminars (breakfast \$15.00, lunch \$20.00, dinner \$40.00)
- b. Mileage at the mileage rate determined by the Treasurer upon an annual review of the Canada Revenue Agency's lower mileage amount (rate over 5,000 km) as outlined in the Delegated Authority By-law and calculated from the Council member's place of residence for:
  - Meeting/Conference/Seminar attendance outside the municipal boundaries
  - Meeting attendance for Council and Committee of the Whole both regular and special
  - Meeting attendance for all Committees and Sub-Committees of Council.

- c. Travel Expenses substantiated by a receipt. Council members shall be reimbursed based on the most economical means of travel available, where practical.
  - d. A benefits program of \$500.00 annually per member substantiated by a receipt.
  - e. Other reasonable expenses shall be paid, if requested, and substantiated by documentation and appropriate receipts.
- 5. Payments of remuneration and expenses shall be paid bi-weekly in conjunction with the payroll and accounts payable schedules of the municipality.
  - 6. That By-law No. 18-71 shall be and is hereby repealed.
  - 7. That this By-law in its entirety takes effect on the date of passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 22<sup>nd</sup> day of January, 2019

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

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

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 19-08

**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 22<sup>nd</sup> day of January, 2019.

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Christa Lowry, Mayor

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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;



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**January 22, 2019**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Wild Parsnip Management Plan	PW	Staff to conduct Public Consultation	February
Community Official Plan (COP) Registry	Planning	Quarterly Updates	March
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	February/March