



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, March 19, 2019**

**4:30 p.m.**

**Council Chambers, Municipal Office**

---

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

**A. CALL TO ORDER (4:30 p.m.)**

**B. CONSIDERATION OF A CLOSED SESSION**

1. HR Matter - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).
2. Update on Litigation Matter - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).
3. Striking Committee – Advisory Committee Appointments - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).
4. Councillor Maydan Motion - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).

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

**C. O CANADA**

**D. ATTENDANCE**

**E. APPROVAL OF AGENDA**

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

**G. APPROVAL OF MINUTES**

## H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Presentation: Almonte and District High School Senior Boys Basketball Team  
Re: OFSAA Gold Winning Performance

## I. PUBLIC MEETINGS

[None]

## J. COMMITTEE OF THE WHOLE

*Motion to resolve into Committee of the Whole.*

### (J.1) CONSENT ITEMS

*Motion to receive:*

- CAO Report – March 2019 Pages 19-21
- Drinking Water Quality Management Standards - 4<sup>th</sup> Quarter 2018 Pages 22-27
- Memo re: Proclamation Volunteer Week Page 28

#### Recommendation:

Whereas National Volunteer Week is celebrated across Canada;

And whereas volunteers are essential people in our community who donate their time and energy to their fellow citizens;

And whereas in Mississippi Mills, we are proud of and wish to recognize these members of our community who enrich the lives of those around them and help make our community a strong and vital place to live;

Therefore be it resolved that the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim April 7-13, 2019 as National Volunteer Week.

#### **Minutes**

- Recreation & Culture Cost Sharing Committee – February 6, 2019 Pages 29-31
- Heritage – February 27, 2019 Pages 32-33

*Motion to approve/support:*

Heritage

Page 33

#### Recommendation:

That Council support the next phase of heritage settlement signs.

## (J.2) REPORTS

### Public Works

- a. **Drinking Water System - 2018 Annual Water Report** Pages 34-62

Recommendation:

That Council receive the 2018 Annual Summary Report for the Mississippi Mills Drinking Water System pursuant to the requirements of Ontario Regulation 170/03 (Safe Drinking Water Act – 2002).

### Planning and Development

- b. **Community Official Plan – Proposed Modifications (Part 2)** Pages 63-102

Recommendation:

That Council receive the Community Official Plan - Proposed Modifications (Part 2) Report for information;

And that Staff be directed to proceed with the timeline for information and direction on the modifications to the plan as presented in Report Part 1 (March 9, 2019).

### Finance and Administration

- c. **Delegated Authority for AGCO Requests** Pages 103-110

Recommendation:

That Council approve the amendment to the Delegated Authority By-law 13-18 to include Section C – Specified Staff Authorities, item 11:

*The Clerk to approve requests for Municipally Significant Event letters for all AGCO liquor licence and outdoor event applications, after obtaining approval from the following: Roads and Public Works, Fire, Building and Planning, Public Health inspector, and notification to OPP.*

- d. **Road Closure Request – Scavenger Hunt Films Inc.** Pages 111-112

Recommendation:

That Council approve a rolling closure of the intersection of Mill St. and Little Bridge St. and from 61 Mill St. to 73 Mill St on Tuesday, March 26th from 6:00 a.m. to 8:00 p.m.

## (J.3) INFORMATION ITEMS

- Information Reports from Members of Council
  - Mayor's Report
  - County Councillors' Report

- Mississippi Valley Conservation Authority Page 114
- Rural Ontario Municipal Association (ROMA) Page 115-117
- Information List Pages 118-132
- Meeting Calendars (*March/April*) Pages 133-134

## **K. RISE AND REPORT**

*Motion to return to Council Session.*

### Recommendation:

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

## **L. BY-LAWS**

*That By-laws 19-25 and 19-28 be taken as read, passed, signed and sealed in Open Council.*

- |   |               |
|---|---------------|
| 19-25 Fees & Charges                                      | Pages 135-148 |
| 19-26 Remove Parking Restrictions on Sadler Drive         | Page 149      |
| 19-27 Part Lot Control Block 2 Plan 27M-43 (Almonte Mews) | Page 150      |
| 19-28 Delegated Authority Amendment                       | Page 151      |

## **M. OTHER/NEW BUSINESS**

[None]

## **N. NOTICE OF MOTION**

1. Regionally Appropriate Policies for the Provincial Policy Statement – Mayor Lowry

Whereas the Ministry of Municipal Affairs is currently reviewing the Provincial Policy Statement;

And whereas the Provincial Policy Statement has significant impact on land use planning in every municipality in Ontario;

And whereas the Provincial Policy Statement is geographically inclusive across the Province of Ontario;

And whereas the Province has determined it appropriate to develop a Growth Plan for Northern Ontario (2011), designed to be responsive to Northern circumstances and Northern input;

And whereas the socio-economic, geographical and agricultural landscape of Eastern Ontario is unique in its land use challenges and opportunities;

Therefore be it resolved that the Corporation of the Municipality of Mississippi Mills expresses its desire to have a regionally appropriate Growth Plan in addition to the policies provided by the Provincial Policy Statement;

And furthermore, that this resolution be circulated to the Premier, the Minister of Municipal Affairs and Housing, the Minister of Agriculture Food and Rural Affairs, our local MPP and all Eastern Ontario municipalities for their endorsement and support.

**O. ANNOUNCEMENTS AND INVITATIONS**

**P. CONFIRMATORY BY-LAW – 19-29**

**Q. ADJOURNMENT**



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

**Council Meeting #09-19**

**MINUTES**

A regular meeting of Council was held on Tuesday, March 5, 2019 at 5:30 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 5:30 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 130-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Holmes**

**THAT** Council enter into an in camera session at 5:30 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).

**CARRIED**

**Resolution No. 131-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** Council return to regular session at 5:46 p.m.

**CARRIED**

Council recessed at 5:46 p.m.

**Rise & Report**

1. Staffing

**Resolution No. 132-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Guerard**

**THAT** Council approve hiring Employee No. 0748 on a permanent basis after successfully completing the one (1) year probationary period.

**CARRIED**

2. Staffing

**Resolution No. 133-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

**THAT** Council approve hiring Employee No. 0747 as a permanent full-time Building Inspector.

**CARRIED**

**C. O CANADA**

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

**D. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Shawna Stone, Acting Chief Administrative Officer  
Jeanne Harfield, Acting Clerk  
Jennifer Russell, Acting Deputy Clerk  
Guy Bourgon, Director of Roads and Public Works (left at 7:06 pm)  
Tiffany MacLaren, Community, Economic and Cultural Coordinator (left at 7:15 pm)  
Calvin Murphy, Recreation Manager (left at 7:15 pm)  
Rhonda Whitmarsh, Treasurer (left at 8:51 pm)  
Niki Dwyer, Director of Planning (left at 9:06 pm)

---

**E. APPROVAL OF AGENDA**

**Resolution No. 134-19**  
**Moved by Councillor Ferguson**  
**Seconded by Councillor Maydan**  
**THAT** the agenda be approved as presented.

**CARRIED**

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

[None]

**G. APPROVAL OF MINUTES**

**Resolution No. 135-19**  
**Moved by Councillor Dalgity**  
**Seconded by Councillor Ferguson**  
**THAT** the Council Minutes dated February 19 and 21, 2019 be approved as presented.

**CARRIED**

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

1. Mark Buchanan, J.L. Richards, Re: Water Storage Phase 2

March Buchanan presented the details of the water storage phase 2 in Almonte to Council, which included an overview of the Environmental Assessment Study; public consultation conducted; water demand and storage projections; system constraints; alternative water storage solutions and locations; costing; and the preferred alternative.

### **Resolution No. 136-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

**THAT** the deputation by Mark Buchanan re: Water Storage Phase 2, be received.

**CARRIED**

2. Mississippi Mills Museums, re: Update on Museum Activities

Shannon Gutoskie of the R.Tait McKenzie & Dr. James Naismith Museum, Amy Gerus of the North Lanark Regional Museum and Michael Rickley-Lancaster of the Mississippi Valley textile Museum presented updates on their perspective museum's history and operations.

### **Resolution No. 137-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

**THAT** the delegations by Mississippi Mills Museums re: Update on Museum Activities, be received.

**CARRIED**

## **I. PUBLIC MEETINGS**

[None]

## **J. COMMITTEE OF THE WHOLE**

### **Resolution No. 138-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Dalgity**

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

**CARRIED**

J.1 **CONSENT ITEMS**

**Resolution No. 139-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Guerard**

**THAT** the 2018 Building Report and 2018 By-law Enforcement/Animal Control Report be received.

**CARRIED**

**Resolution No. 140-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** the Library Board Minutes – December 12, 2018 be received.

**CARRIED**

J.2 **STAFF REPORTS**

**Recreation and Culture**

- a. Pre-Budget Approval Hanging Flower Baskets

**Resolution No. 141-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Holmes**

**THAT** Council authorize pre-budget approval of \$8,000 for the hanging baskets throughout Almonte and Pakenham, with business owners being charged a fee per basket as a cost recovery measure.

**CARRIED**

- b. Ball Diamond Advertising Agreement (Pakenham & Gemmill Park)

**Resolution No. 142-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Guerard**

**THAT** the Mayor and Clerk be authorized to enter into an agreement with Klirrus Sales and Marketing for fence advertising at the Pakenham and Gemmill Park Ball Diamonds.

**CARRIED**

## **Planning and Development**

- c. Community Official Plan – Proposed Modifications (Part 1)

**Resolution No. 143-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Holmes**

**THAT** Council receive the Community Official Plan - Proposed Modifications (Part 1) Report for information.

**CARRIED**

Council recessed at 8:17 p.m. and resumed at 8:29 p.m.

## **Finance and Administration**

- d. Gemmill Park Funding Options

**Resolution No. 144-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Holmes**

**THAT** Council authorize the Treasurer to proceed with Option 2 to obtain long term financing for the unfunded costs associated with Gemmill Park;

**AND THAT** Council consider Option 3, selling surplus municipal land, to defray the long term debt repayments associated with this project.

**DEFERRED – MARCH 12, 2019**  
(special budget meeting)

- e. 2018 Statement of Reserve Funds (Development Charges)

**Resolution No. 145-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Holmes**

**THAT** Council accept the Treasurer's 2018 Statement of Reserve Funds as presented.

**CARRIED**

- f. 2018 Transfers to Reserves for Capital

**Resolution No. 146-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Ferguson**

**THAT** Council authorize a transfer to reserves of \$367,900 for 2018 capital projects that were incomplete/underspent at year end.

**CARRIED**

ACTION: Treasurer to provide information regarding details as to which reserve accounts the \$367,900 has been transferred into.

g. Water and Sewer Penalty Rate

**Resolution No. 147-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Ferguson**

**THAT** the 2019 Water and Sewer Rate By-law be amended to reflect a one-time 5% penalty on the past due balance of all water and sewer accounts;

**AND THAT** a monthly 1.25% interest charge apply to all water and sewer balances transferred to taxes for non-payment.

**REFERRED TO TREASURER**

ACTION: Treasurer to have proposal reviewed by municipal solicitor

h. Deputy Mayor Appointment – Candidate Questions

**Resolution No. 148-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

**THAT** Council approve the following five (5) questions that will be posed to all Deputy Mayor Candidates during the appointment process:

1. Please address why you would like to be a Member of Council and elaborate on your long and short term visions for the Municipality of Mississippi Mills?
2. What do you see as the immediate challenges facing the Municipality and Lanark County and what are your suggestions as to how to address them?
3. One of the roles of Council is to maintain the financial integrity of the Municipality. How does your experience lend itself to fulfilling this responsibility?
4. Council may make decisions that not all members of the public agree with. Outline how you would address an unhappy citizen and explain how your experiences have equipped you to deal with these types of situations. Please include your thoughts on social media.
5. The position of Deputy Mayor acts as the Mayor in his/her absence. Can you highlight what qualities, attributes and experience you have that demonstrate consensus building and leadership?

**CARRIED**

J. 3 **INFORMATION ITEMS**

- **Mayor's Report**

Mayor Lowry provided an update on the CAO recruitment and the request from the County to establish the hiring panel. The panel will consist of Mayor Lowry, Lanark County CAO Kurt Greaves, Lanark County HR Specialist, and 2 Councillors.

Councillors Ferguson and Holmes agreed to sit on the recruitment panel with Councillor Dalgity as the alternate.

- **County Councillors' Report**

Highlights include: possibility of an increase in the social housing supply in Carleton Place.

- **Mississippi Valley Conservation Report**

[None]

- **Information List 05-19**

**Resolution No. 149-19**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Holmes**  
**THAT** Information List 05-19 be received.

**CARRIED**

- **Meeting Calendars**  
Amendments: None

K. **RISE AND REPORT**

**Resolution No. 150-19**  
**Moved by Councillor Ferguson**  
**Seconded by Councillor Dalgity**  
**THAT** the Committee rise and return to Council to receive the report on the proceedings of the Committee of the Whole.

**CARRIED**

**Resolution No. 151-19**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Dalgity**  
**THAT** the recommendations of the Committee of the Whole for the meeting of March 5, 2019 be adopted as resolutions of Council.

**CARRIED**

**L. BY-LAWS**

**Resolution No. 152-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Ferguson**

**THAT** By-laws 19-20 to 19-22 be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

By-Law 19-20

**Resolution No. 153-19**

**THAT** By-law 19-20, being a by-law to authorize the sale of certain lands described as Part Lot 15, Concession 10, being Lot 25 as identified on the concept plan of the Business Park lands located on the south side of Industrial Drive, Almonte Ward (Part of PIN 05090-0231).

**CARRIED**

By-Law 19-21

**Resolution No. 154-19**

**THAT** By-law 19-21, being a by-law to remove certain lands from the part-lot control provisions of the Planning Act, R.S.O. 1990, Chapter P.13 (the 'Act') for Blocks 14, 18, 19 of Plan 27M-84 (Mill Run 3B).

**CARRIED**

By-Law 19-22

**Resolution No. 155-19**

**THAT** By-law 19-22, being a by-law to establish interim control for certain lands in the Municipality of Mississippi Mills and situate within the Downtown Commercial (C2) Zone of Almonte Ward

**CARRIED**

**M. OTHER/NEW BUSINESS**

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

**Resolution No. 156-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** Council direct 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.

**CARRIED**

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

**Resolution No. 157-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** Council and 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 with media reporters provided the option to request indeterminate permission to record the public portion of a meeting. 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.

**DEFEATED**

3. Community Safety Well-being Plan (CSWB)

**Resolution No. 158-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

**WHEREAS** the Corporation of the Municipality of Mississippi Mills is committed to community safety and well-being for its citizens;

**AND WHEREAS** Part XI of the Police Services Act, which comes into force on January 1, 2019, states that a municipality shall prepare and, by resolution, adopt a community safety and well-being plan;

**THEREFORE BE IT RESOLVED** that the Corporation of the Municipality of Mississippi Mills adopts the community safety and wellbeing plan for Lanark County and Smiths Falls as presented by the Community Plan for Safety and Wellbeing Steering Committee.

**CARRIED**

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS**

- Almonte District High School Basketball Team advances at OFSAA
- March 16th Dance in Pakenham

**P. CONFIRMATORY BY-LAW**

By-law 19-23

**Resolution No. 159-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** By-law 19-23 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 5<sup>th</sup> day of March 2019, be read, passed, signed and sealed in Open Council this 5<sup>th</sup> day of March 2019.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 160-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Ferguson**

**THAT** the meeting be adjourned at 9:25 p.m.

**CARRIED**

---

Christa Lowry  
MAYOR

---

Jeanne Harfield  
ACTING CLERK



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

**Special Council Meeting #10-19**

**MINUTES**

A special meeting of Council was held on Tuesday, March 12, 2019 at 6:00 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 6:00 p.m.

**B. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Jeanne Harfield, Acting Clerk  
Rhonda Whitmarsh, Treasurer  
Guy Bourgon, Director of Roads and Public Works  
Niki Dwyer, Director of Planning (left at 7:00)  
Calvin Murphy, Recreation Manager  
Christine Row, CEO/Chief Librarian  
Karen Kane, Daycare Director

---

**C. APPROVAL OF AGENDA**

**Resolution No. 161-19**  
**Moved by Councillor Dalgity**  
**Seconded by Councillor Holmes**  
**THAT** the agenda be approved as presented.

**CARRIED**

**D. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

[None]

## **E. REPORTS**

### **Finance and Administration**

#### 1. 2019 Budget

The treasurer provided an overview of the changes made to the budget since the first 2019 budget draft was presented.

Items arising from discussion include:

- Monthly accruals – part of strategic plan
- Remove Don Maynard Park (\$100,000) from 2019 budget
- Remove Splash Pad for Augusta Street Park from 2019 budget
- Reallocate \$25,000 from Live Streaming to the Administration Operating Budget for Computer Services

#### 2. Crossing Guards

The report was discussed for information purposes only. Items arising from discussion include:

- No right turn on red signage (during certain times)
- All way stop option (with diagonal crossing)
- CPAC to review to see if any support from OPP for enforcement

#### 3. Gemmill Park Funding Options

##### **Resolution No. 162-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** Council authorize the Treasurer to proceed with Option 2 to obtain long term financing for the unfunded costs associated with Gemmill Park;

**AND THAT** Council consider Option 3, selling surplus municipal land, to defray the long term debt repayments associated with this project.

**CARRIED**

##### **Resolution No. 163-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Maydan**

**THAT** Council direct staff to bring the proposed 2019 Budget forward to a public meeting on Thursday, April 4, 2019 at 6:00 p.m.

**CARRIED**

4. 2019 Water and Sewer Budget

**Resolution No. 164-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Guerard**

**THAT** Council direct staff to bring the proposed 2019 Water and Sewer Budget forward to a public meeting on Thursday, April 4, 2019 at 6:00 p.m.

**CARRIED**

**F. CONFIRMATORY BY-LAW**

By-law 19-24

**Resolution No. 165-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** By-law 19-24, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 12<sup>th</sup> day of March, 2019, be read, passed, signed and sealed in Open Council this 12<sup>th</sup> day of March, 2019.

**CARRIED**

**G. ADJOURNMENT**

**Resolution No. 166-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Holmes**

**THAT** the meeting be adjourned at 7:35 p.m.

**CARRIED**

---

Christa Lowry  
MAYOR

---

Jeanne Harfield  
ACTING Clerk

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

**DATE:** March 19, 2019  
**TO:** Committee of the Whole  
**FROM:** Shawna Stone, Acting Chief Administrative Officer  
**SUBJECT: CAO's Report March 2019**

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

<b>Staffing:</b>
Planning: Maggie Yet – Planner I, April 29 <sup>th</sup> , 2019 start date

<b>Procurement</b>	
Tender 19-01 Victoria Street Rehabilitation - Ottawa Greenbelt Construction Company Ltd	\$3,519,837.00 (HST included)
Tender 19-02 Watermain Looping Concession 11A - R.W. Tomlinson Ltd	\$810,782.73 (HST included)

\*All items awarded within budget.

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

**Department Updates:**

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

CAO / Clerk's		
Item	Comments	Completion
Strategic Plan	Planning to commence following CAO recruitment	Q2/Q3
Long Term HR Plan		Q4
Advisory Committee Structure	Set up training for new committees	Q2
Bill 68 Policy Updates	Ensure compliance with all aspects of Bill 68	Q2
Website Upgrade	Staff to explore upgrade options and present to Council	Q3/Q4

<b>Finance</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Asset Management Policy	Updates required	Q2
Financial Plan	Update required	Q3/Q4
Budget	Draft 2020	Q3/Q4

<b>Roads and Public Works</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Downtown Infrastructure Renewal	Consultant working on design, Public Meeting to follow	Q2
Victoria Street Reconstruction	Tender awarded to Ottawa Greenbelt	Q4
Concession 11A Reconstruction	Tender awarded to Tomlinson	Q4
Spring Street Pumping Station Impellers	OCWA to procure and install	Q2
Pakenham Crosswalks	Presentation to County January	Q3
Howie Road Landfill	Review of Recycle Depot Hours of Operation	Q2

<b>Building and Planning</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Community Official Plan	Growth Strategy and Land Evaluation and Area Review – Options presented March 19	Q1/Q2
Community Official Plan	Consultation – pending approval of COP Amendment 21	Q3/Q4
Heritage Conservation District	Review – staff report presented in April 2019	Q1/Q2
By-law Review and Update	Pools, property standards, site plan, signs – presented in April-May	Q1/Q2
Pakenham Secondary Growth Plan	Undertaking of early stakeholder identification research	Q3/Q4
Affordable Housing	Update – continued monitoring of housing market trends in community and background base line research	Q3/Q4

<b>Recreation and Culture</b>		
<b>Item</b>	<b>Comments</b>	<b>Completion</b>
Mill Run Park	Detailed Design	Q2/Q3
Business Retention and Expansion Project		Q2

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

Respectfully submitted,



Shawna Stone,  
Acting Chief Administrative Officer



**4th Quarter 2018  
Drinking Water Quality Management Standard  
Report to Members of Council**

The purpose of this report is to summarize the activities of the Roads and Public Works Department (water distribution system) for the period of October 1st, 2018 through December 31st, 2018.

*Operational Plan Revisions*

December 6, 2018

- Updated Town of Mississippi Mills to Municipality of Mississippi Mills
- Updated Mayor and Council with Council
- Updated The Water Meter, Distribution and collection Operator title to Lead Hand – Water Distribution and Wastewater Collection
- Adjusted revision numbers in appendixes
- Removed Operational Plan Revision History from pages 3 – 7 Added Appendix N- Revision History Table to the Plan
- Element 6 updated table with 2017 data
- Element 6 –section 6.2 changed estimated population to 6009
- Appendix A – section 5.4 removed word inspector and added auditors
- Table 1 – Added Form Master List Binder to the QMS Internal Audit Checklist
- Appendix B – section 5.7 remove word verified and add reviewed
- Table 2A – removed from the table Distribution Water Break (potential high pressure) and Chlorine Contact Chamber By-Pass Valve (Wells 5 & 6)
- Removed Revision History off page 3, it was a duplicate for this Appendix
- Appendix F – section 5.9 Change QEMS to QMS
- Updated Essential Supplies and Services List
- Appendix J – updated Emergency Contact List
- Appendix K – section 5.1 removed words “on an annual basis” and replaced with “once every calendar year”
- Appendix L – section 5.1 removed words “every 12 months” and replaced with “every calendar year”
- Appendix M – updated Map with Revision 8

December 11, 2018

- Appendix A – Table 1 added the Non Conformance Report
- Appendix B – Section 5.7 removed “reviewed” and replaced with “conducted” in the last sentence.
- Appendix K – Section 5.5 – updated to add “This is done through the completion of an Audit Non Conformance Report Form. Edit to last sentence “The QMS

Representative monitors progress of the non-conformance report until it is fully resolved.

### Internal Audits

---

An Internal Audit took place October 10, 2018. The Auditor found the following two (2) minor non-conformances with review and corrective action to be addressed within the 2019 calendar year.

1. The following items were identified in the 2018 internal audit as not conforming to the DWQMS 2.0 Standard:
  - Element 5, Documents and Records Control – Documents provided have not been updated to the DWQMS 2.0 Standard
  - Element 6, Drinking Water System – No procedure/description provided to maintain disinfection residuals as required by DWQMS 2.0 Standard
  - Element 7, Risk Assessment Outcomes –Mandatory Ministry of Environment Conservation and Parks (MECP) potential hazardous events have not been evaluated as required by DWQMS 2.0 Standard
  - Element 8, Risk Assessment Outcomes – No procedure for reporting deviations from the critical control limits as required by DWQMS 2.0 Standard
  - Element 14, Review and Provision of Infrastructure – Needs to consider the outcomes of the risk assessment as outlined in DWQMS 2.0 Standard.
  - Element 21, Continual Improvement – Procedure does not match DWQMS 2.0 Standard.
2. The Organizational Structure, Roles and Responsibilities - Need to identify the person(s) or group of people responsible for management review.

The Auditor found the following four (4) opportunities for improvement:

- Commitment and Endorsement - May want to consider clarifying how often the plan is endorsed by the owner.
- Risk Assessment – Need to clarify the reliability and redundancy of equipment was considered
- Organizational Structure, Roles, Responsibilities and Authorities – May wish to consider the Director of Public Works is identified as alternate QMS REP and Top Mgmt Rep – May be a potential problem to fulfill both roles at the same time.
- Communications – 1<sup>st</sup> quarterly report was not provided only 2<sup>nd</sup> quarterly report was provided.

### External Audits

---

There were no External Audits during this Quarter.

## Status of License

---

The certificate of full-scope accreditation for our QMS – Operational Plan (OAP-178) currently posted with our sub-system license expires on December 31, 2019.

The Municipality received its Municipal Drinking Water License (MDWL) – Issue #3 that expires on July 19, 2021 and Drinking Water Works Permit (DWWP) – Issue #4 that expires on August 31, 2027.

## Drinking Water Quality

---

### Customer Service Inquiries

During the 4th Quarter of 2018, one (1) inquiry was received relating to water supply and/or quality and are summarized as follows:

- Low pressure – 1

### Adverse Water Quality Incidents

There were no reportable adverse quality incidents in the 4th Quarter (per Ontario Regulation 170/03).

## Management Review

---

There was a management review meeting on October 1, 2018. The Management Review was an overview of all administrative and operational activities throughout 2018, including continuous improvement for 2019. Items addressed included the following:

- Staff changes;
- Personnel coverage;
- Change in Council (2018);
- Source Water Protection;
- Development;

The next management review is scheduled during the 4<sup>th</sup> Quarter of 2019.

## Operational Activities

---

The following operational activities have been initiated or completed during the 4th Quarter:

- October 31/18 – 161 Ottawa St – curb stop repair
- November 15/18 – 123 Marshall St – curb stop repair
- November 27/18 – 135 Thorburn St – curb stop repair
- Construction – Mill Run, Riverfront Estates, Martin Street, State Street

- December – Notices to leave water running
- Meter reading
- Water meter change outs ongoing
- Leak detection activities ongoing
- Hydrant repairs ongoing
- Water main flushing ongoing

#### Water Production Statistics

---

- Refer to attached Table and Graph

#### Upcoming Events / Activities

---

##### January

Training

Main and Service Repairs

##### February

Dead End Flushing

DWQMS External Audit

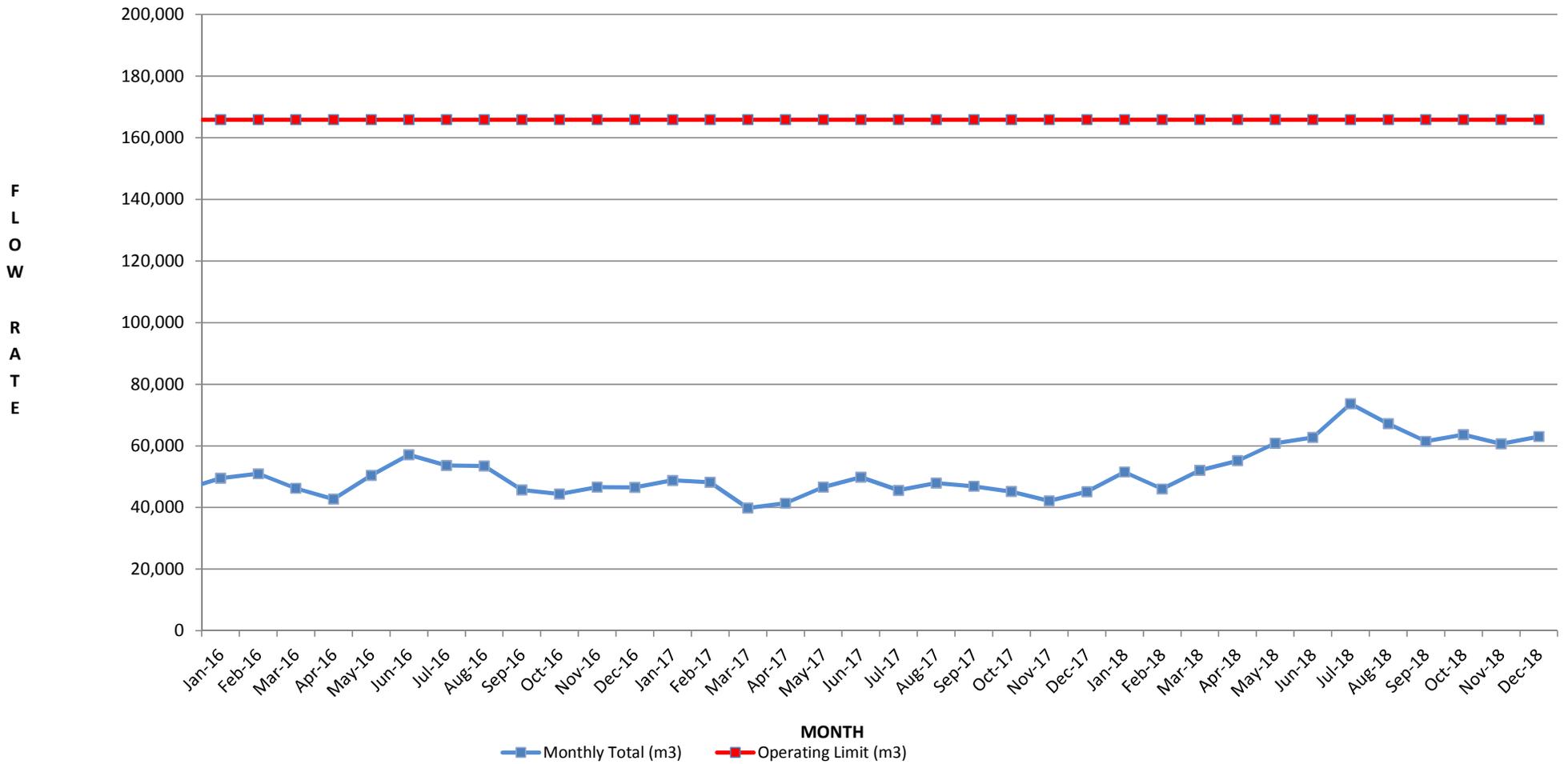
Training

Cc: All Licensed Waterworks Staff



Mississippi Mills

### WTP Treated Water Trending (m3/month)





### WATER TREATMENT PRODUCTION (2018 YEAR TO DATE)

<b>Month/Year</b>	<b>Well 3 Monthly Total (m3)</b>	<b>Well 5 Monthly Total (m3)</b>	<b>Well 6 Monthly Total (m3)</b>	<b>Well 7 Monthly Total (m3)</b>	<b>Well 8 Monthly Total (m3)</b>	<b>Monthly Total (m3)</b>	<b>Operating Limit (m3)</b>
Jan-18	5195.29	5974.24	4321.55	19178.2	16846.41	51515.69	165826.8
Feb-18	6004.61	7650.68	8026.28	23474.66	838.22	45994.45	165826.8
Mar-18	4794.42	6003.12	1994.28	20979.99	18292.62	52064.43	165826.8
Apr-18	4994.74	6310.77	4232.84	21748.11	17869.45	55155.91	165826.8
May-18	5721.28	6581.85	7383.18	22264.49	18893.92	60844.72	165826.8
Jun-18	3121.38	6205.2	236.79	26577.65	26584.62	62725.64	165826.8
Jul-18	7472.31	6872.15	319.65	29419.71	29528.86	73612.68	165826.8
Aug-18	6750.49	5553.28	6851.73	23983.51	24049.26	67188.27	165826.8
Sep-18	5592.90	5094.34	7029.64	21834.26	21900.66	61451.80	165826.8
Oct-18	6160.16	5300.42	6452.18	22809.95	22911.49	63634.2	165826.8
Nov-18	5179.06	5012.18	7058.48	17418.74	25978.06	60646.52	165826.8
Dec-18	1952.86	3893.71	7871.98	24643.28	24641.15	63002.98	165826.8



**Civitan Club of Almonte Incorporated**

500 Almonte Street, Almonte, ON, K0A 1A0

Ph: 613.256.6234 Fx: 613.256.1015

RECEIVED  
FEB -4 2019

January 28, 2019

Dear Mayor Lowry and Members of Mississippi Mills Council

April 7-13 has been declared National Volunteer Week in Canada by Volunteer Canada. The involvement of volunteer activities in Almonte is well known. The time and energy that is given by the citizens contributes immensely to the vitality of Mississippi Mills. It is very appropriate that a week be identified to acknowledge and give credit to the large number of volunteers in Mississippi Mills.

The Almonte Civitan Club will again open its doors on April 11 at 5:00 pm to all volunteers or those that support others that do volunteer. A wine and cheese event, a few speeches of congratulations and thanks in an atmosphere of socializing and celebration is on again this year.

Please accept this letter as a request to declare April 7-13, 2019 as Volunteer Week in Mississippi Mills.

Thank you for your attention to this community building request.

Yours Sincerely

Peter Guthrie

President Almonte Civitan Club 2018-19

Phone 613-256-1102

president@almontecivitan.com



**RECREATION AND CULTURE COST SHARING COMMITTEE  
MINUTES  
Wednesday, February 6<sup>th</sup>, 2019  
10:30 A.M.  
TOWN OF CARLETON PLACE – Council Chambers  
175 Bridge Street**

---

PRESENT:

Mississippi Mills

Mayor Christa Lowry  
John Dalgity, Councillor  
Calvin Murphy, Recreation Manager  
Christine Rowe, Librarian

Carleton Place

Mayor Doug Black  
Linda Seccaspina, Councillor  
Diane Smithson, Chief Administrative Officer  
Joanne Henderson, Manager of Recreation & Culture  
Trisa McConkey, Treasurer  
Meriah Caswell, Manager of Library Services

Beckwith

Sharon Mousseau, Deputy-Reeve  
Ross Trimble, Acting Clerk Administrator

OTHER:

None

Chairperson Mayor Doug Black called the meeting to order at 10:00 a.m.

A. APPROVAL OF AGENDA

**Moved by Mayor Christa Lowry**  
**Seconded by Ross Trimble**

**That the agenda be accepted as presented.**

**CARRIED**

B. DISCLOSURE OF PECUNIARY INTEREST

The Chairperson requested that any member having a pecuniary interest declare it now or at the time of discussion. There were no disclosures by Committee members at this time.

C. APPROVAL OF MINUTES

**Moved by Joanne Henderson**  
**Seconded by Calvin Murphy**

**That the minutes of the meeting held on June 27<sup>th</sup>, 2018 be approved as printed and circulated.**

**CARRIED**

D. DELEGATIONS

None

E. BUSINESS

1. Town of Carleton Place

- Treasurer Trisa McConkey presented the budget for 2019.
- 200<sup>th</sup> Anniversary – staff are busy preparing for the 200<sup>th</sup> Anniversary – events are planned throughout the year with a focus on two weeks in July for the “Come Home to Carleton Place week.
- Max Booking System – staff have been working on implementing the new booking and registration system at the arena and the pool.

2. Town of Mississippi Mills

- Pakenham Arena will be upgraded in 2019 – upgrades include new dasher boards, piping and slab. The total cost of the project is \$883,000 with \$150,000 coming from a Trillium grant.
- Max Booking system – staff are working on the implementation of the new booking system.

- Parks and Recreation Advisory Committee – in the process of advertising for 5-7 members of the Town to sit on the Advisory Committee. A council rep will also sit on the committee.
- Library – the Town of Mississippi Mills library is sharing software with the Town of Carleton Place.
- Budget – working on the 2019 budget which is expected to be passed in April.

3. Township of Beckwith

- Budget – started working on the budget process.
- OVRT – Warden Richard Kidd recently attended a presentation in Toronto where the Ottawa Valley Recreational Trail won the Lieutenant Governor’s Award for Economic Development Excellence.
- March – the Township is busy working on a variety of activities for March such as the March Break Daycamp, March Meltdown, Spring Bucket List, etc.

F. NEW BUSINESS

- Mayor Black introduced the idea of using the OVRT for the Mayor’s challenge in 2019 as well as the organization of a Pow Wow in Riverside Park.

G. MEETING ANNOUNCEMENT

The next meeting will be held on Wednesday, June 12<sup>th</sup>, 2019 at 10:30 a.m., in the Township of Beckwith.

H. ADJOURNMENT

**Moved by           Councillor John Dalgity**  
**Seconded by    Councillor Linda Secasspina**

**That the meeting adjourn at 11:10 a.m.**

**CARRIED**

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

**Wednesday, February 27, 2019 @ 7:00 P.M.**

**Council Chambers, Municipal Office**

PRESENT: Michael Rikley-Lancaster  
Terry Lumsden  
Judith Marsh  
Sandra Moore  
Councillor Jan Maydan  
Sarah More

ABSENT: David Thomson, with regrets

STAFF: Niki Dwyer, Director of Planning  
Roxanne Sweeney, Recording Secretary

---

The meeting was called to order at 7:00 p.m.

**A. APPROVAL OF AGENDA**

**Moved by Terry Lumsden**

**Seconded by Councillor Jan Maydan**

**THAT** the Agenda dated February 27, 2019, be accepted as presented.

**CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST**

None were declared.

**C. APPROVAL OF MINUTES**

**Moved by Michael Rikley-Lancaster**

**Seconded by Terry Lumsden**

**THAT** the Minutes dated September 26, 2018 be accepted as presented.

**CARRIED**

**D. DELEGATIONS/PRESENTATIONS**

Joe Princiotta discussed the signage and exterior renovations that he is proposing to have done at Victoria Woollen Mill, 7 Mill Street.

The committee has no issues or concerns with the proposed three new signs for 7 Mill Street. The committee requested that Joe Princiotta provide drawings of the exterior of the building showing the changes that he is planning.

**E. NEW BUSINESS**

1. Introduction of Committee Members
2. Election of 2019 Heritage Committee Chair  
**Moved by David Thomson**

**Seconded by Judith Marsh**

**That** Chair Rikley-Lancaster accepts the nomination and will be the Heritage Committee Chair for 2019.

**CARRIED**

3. Community Heritage Ontario Membership 2019  
Received for information
4. Draft 2019 Budget was received and reviewed.

**F. INFO/CORRESPONDENCE**

1. National Trust Conference 2019  
  
Received for information

2. Heritage Settlement Signs

Michael Rikley-Lancaster advised that he has donation money available for the next phase of heritage settlement signs. The list of proposed signs will be reviewed at the March 27, 2019 Heritage Committee meeting.

**Moved by Michael Rikley-Lancaster**

**Seconded by Terry Lumsden**

**THAT the Heritage Committee recommends Council support the next phase of heritage settlement signs.**

**CARRIED**

**G. BUSINESS ARISING FROM MINUTES**

1. Almonte Old Hospital - Rosamond Memorial Hospital  
  
Report compiled by Sarah More was received for information.
2. Old Post Office, 77 Mill Street  
  
Discussed for information.

**H. ANNOUNCEMENT**

Next meeting: Wednesday, March 27, 2019

**I. ADJOURNMENT**

**Moved by Terry Lumsden**

**Seconded by Judith Marsh**

**THAT** there being no further business before the Committee, the meeting adjourned at 8:30 p.m.

**CARRIED**

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

**COMMITTEE OF THE WHOLE**

**MEETING:** March 19, 2019

**TO:** Committee of the Whole

**FROM:** Trish Petrie  
Environmental Compliance Coordinator

**SUBJECT: Drinking Water System – 2018 Annual Water Report**

---

**RECOMMENDATIONS:**

**THAT Council receive the 2018 Annual Summary Report for the Mississippi Mills Drinking Water System pursuant to the requirements of Ontario Regulation 170/03 (Safe Drinking Water Act – 2002).**

**BACKGROUND:**

The Ontario Drinking Water System Regulation (O. Reg. 170/03) requires all Municipal Drinking Water System Operating Authorities to submit a copy of the Annual Summary Report to the System Owner (Council) for information purposes. The 2018 Summary Report prepared by the Ontario Clean Water Agency (OCWA) details the compliance status of the Drinking Water System (DWS) and outlines any events during the reporting period that may have caused the DWS to be out of compliance. The report also summarizes the annual quantities and flows from the Municipality's five (5) supply wells, and provides an overview of DWS capability and deficiencies.

**DISCUSSION:**

For ease of review, the below table outlines the annual compliance status of the Mississippi Mills Drinking Water System performed during the reporting cycle for the calendar year January 1, 2018 to December 31, 2018. The report in its entirety may be found appended to this report, as well as on the Municipality's website.

**Table 1** – Reportable Items under O. Reg. 170/03

<i>Date</i>	<i>Comments</i>
July 9, 2018	AWQI # 140350 – Well 3,5,7,8 sodium results over 20mg/l Resample & Test. Notifications provided as per Medical Officer of Health Direction.
August 8, 2018	AWQI # 141445 – Well 6 sodium results over 20mg/l Resample & Test. Notifications provided as per Medical Officer of Health Direction.

**Table 2**- Operational Testing (O. Reg. 170/03 Schedules 7, 8 and 9)

<i>Parameter</i>	<i># Samples</i>	<i>Compliant with O. Reg. 170/03</i>	<i>Comments</i>
Raw Water Turbidity (NTU)	8760	Yes	N/A
Treated Water Free Chlorine (mg/L)	8760	Yes	N/A
Distribution Free Chlorine Residual (mg/L)	8760	Yes	N/A

**Table 3** - Microbiological Testing (O. Reg. 170/03 Schedules 10, 11 and 12)

<i>Parameter</i>	<i># Samples</i>	<i>Compliant with O. Reg. 170/03</i>	<i>Comments</i>
Raw Water	240	Yes	N/A
Treated Water	195	Yes	N/A
Distribution	208	Yes	N/A
Heterotrophic Plate Count	412	Yes	N/A

**Table 4** – Organic / Inorganic Testing (Non-Compliant Parameters Only)

<i>Parameter</i>	<i>Comments</i>
Exceedances for Sodium only	Refer to AWQI 140350 & 141445 in Table 1 above.

**Table 5** – Lead Sampling – Distribution System

<i>Parameter</i>	<i>Comments</i>	<i>Compliant with O. Reg. 170/03</i>
Lead (ug/L) (winter testing - 3 samples summer testing - 3 samples)	0.28 – 1.88 (ug/L)	Yes
Alkalinity (mg/L) (winter testing - 3 samples summer testing - 3 samples)	264 - 295 (mg/L)	Yes
pH Lab (winter testing - 3 samples summer testing - 3 samples)	7.19 – 7.29	Yes

**Table 6** – Permit to Take Water (Rate of Water Taking)

<i>Rate of Water Taking</i>	<i>Comments</i>
July 26, 2018	During the 5 year maintenance at Well 6, the Permit to Take Water was exceeded while the well was being redeveloped during a flow and pressure test. Note that flow was going to waste and primary disinfection was not an issue.

**Table 7** – Action Items (MOE Inspection Report 1-FMDJB – April 17, 2018)

<i>Requirements Not Met</i>	<i>Measures Taken</i>	<i>Status</i>
<p>OCWA's Compliance Binder contained the old PTTW which has been replaced by PTTW #8175-AQPHA8 dated Sept. 8, 2017. The Ministry Inspector provided OCWA with a copy of the new PTTW. Condition 1.6 requires the Permit Holder to keep this Permit available at all times at or near the site of the taking. Condition 4.3 of the PTTW states that the Permit Holder shall ensure that the data collected under the monitoring program (record of all water takings and static water levels) is analysed, interpreted and summarized in an annual report prepared by a Professional Geoscientist or qualified Professional Engineer. This condition is new to the PTTW.</p>	<p>GeoFirma provided a record of water taking and static water levels</p>	<p>Completed</p>
<p>It was noted on April 27, May 2 and June 19, 2017 in the OCWA log book for Well 5, that the operator did not sign in to the log book for the entries made at 14:42 and 22:18 on April 27, at 14:37 on May 2 and at 13:00 on June 9, 2017; the same for log book for Wells 7 &amp; 8 on August 2, 2017; Well 6 on September 18, 2017, November 20, 2017(no shift times) and December 5, 2017 (no name, no OIC, no shift times); and for Well 3 on October 2, 2017 at 14:46. The OIC is to be identified in the log book (OIC to be completed if OIC is not on site) as this was not done on June 29, 2017, July 8, 2017 or November 11, 2017 for Wells 7 &amp; 8 (operator also did not record shift times July 8, 2017).</p>	<p>Operators will receive logbook training at the next compliance meeting. This meeting will cover all aspects of log entries. Date, shift time and identifying the OIC will be reviewed.</p>	<p>Completed</p>
<p>The Municipality's and OCWA's operations manuals need to be updated.</p>	<p>Operations manuals have been updated.</p>	<p>Completed</p>

Treated water samples were last taken for testing of Fluoride on October 20, 2015 and were previously taken on April 10, 2012. The number of days between these sampling dates is 3 years, 6 months, 10 days. Fluoride sampling should occur every 5 years.	Sampling calendar has been updated to reflect the proper sampling schedule for Fluoride. Fluoride sampling was completed April 2018.	Completed
---	--	-----------

**Table 8.1** - Raw Water (Production and Capacity – Average Daily Flow)

<i>Raw Water Location</i>	<i>Average Daily Flow (m3/d)</i>	<i>Rated Capacity (m3/d)</i>	<i>Average Daily Flow (%)</i>
Well 3	171.42	835.2	20.52
Well 5	193.62	817.9	23.67
Well 6	170.04	1958.4	8.68
Well 7	752.06	3862	19.47
Well 8	676.08	3862	17.51

**Table 8.2** - Raw Water (Production and Capacity – Maximum Daily Flow)

<i>Raw Water Location</i>	<i>Highest Max Day Flow (m3/d)</i>	<i>Rated Capacity (m3/d)</i>	<i>Max Day Flow (%)</i>
Well 3	527.3	835.2	63.13
Well 5	420.0	817.9	51.35
Well 6	518.3	1958.4	26.47
Well 7	1205.6	3862	31.21
Well 8	1348.0	3862	34.90

**FINANCIAL IMPLICATIONS**

There are no financial implications.

## SUMMARY

O. Reg. 170/03 requires all Municipal Drinking Water System Operating Authorities to submit an Annual Summary Report to the System Owner (Council) for information purposes prior to March 31<sup>st</sup> of each year. The attached report prepared by Municipal staff and OCWA satisfies all legislated obligations pursuant to this regulation.

The Municipality and OCWA's ongoing commitment to invest in system management, operational improvements and efficiencies, capital investments, and training continues to reflect in system performance.

Respectfully submitted,



Trish Petrie  
Environmental Compliance Coordinator

Reviewed by,



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

## ATTACHMENTS:

1. Mississippi Mills Drinking Water System Annual Report

# Mississippi Mills Drinking Water System

---

Waterworks # 220001290  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: Municipality of Mississippi Mills

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2018

Issued: March 8, 2019

Revision: 1

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

## Table of Contents

<b>Annual Water Report</b> .....	<b>1</b>
<b>Report Availability</b> .....	<b>1</b>
<b>Compliance Report Card</b> .....	<b>1</b>
<b>System Process Description</b> .....	<b>1</b>
Treatment Chemicals used during the reporting year: .....	2
<b>Summary of Non-Compliance</b> .....	<b>2</b>
Adverse Water Quality Incidents.....	2
Non-Compliance .....	2
Non-Compliance Identified in a Ministry Inspection:.....	3
<b>Flows</b> .....	<b>5</b>
Raw Water Flows .....	5
Well 3 .....	5
Well 5 .....	6
Well 6 .....	7
Well 7 .....	8
Well 8 .....	9
System Water Flows .....	10
Monthly Flows.....	10
Annual Total Flow Comparison .....	10
<b>Regulatory Sample Results Summary</b> .....	<b>11</b>
Microbiological Testing.....	11
Operational Testing .....	11
Inorganic Parameters .....	11
Schedule 15 Sampling: .....	13
Organic Parameters .....	14
Additional Legislated Samples .....	19
<b>Major Maintenance Summary</b> .....	<b>19</b>
<b>WTRS Data and Submission Confirmation</b> .....	<b>A</b>

## Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to users at the Municipality of Mississippi Mills Office. Notification will be at the Municipal Office and copies provided free of charge if requested. The Municipality of Mississippi Mills is located at 3131 Old Perth Rd., Almonte, Ontario, K0A 1A0. View the Municipalities website at [www.mississippimills.ca](http://www.mississippimills.ca)

There are no additional drinking water systems that receive drinking water from this system.

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1 Inspection Feb 16 <sup>th</sup> , 2018 – 100% Inspection Rating
Ministry of Labour Inspections	No Inspections for the reporting period
QEMS External Audit	One (1) External On-Site Audit 3 OFI (Opportunity for Improvement) Element 3 - Commitment/Endorsement, Element 8 - Risk Assessment Outcomes and Element 13 – Essential Supplies and Services
AWQI's/BWA	AWQI # 140350 Sodium for Wells 3, 5, 7&8 AWQI # 141445 Sodium for Well 6
Non-Compliance	1 – Exceedence of the PTTW for Well 6
Community Complaints	There were no Community Complaints during the reporting period.
Spills	There were no Spills during the reporting period.

## System Process Description

The Mississippi Mills Drinking Water System consists of 5 drilled wells located throughout the Ward of Almonte. The system supplies water to only the Ward of Almonte and is owned by The Corporation of the Municipality of Mississippi Mills. The Ontario Clean Water Agency is the Operating Authority.

Well 3 is located in the eastern portion of the Town, approximately 60 m north of Ottawa Street and Harold Street. Well 3 is contained in its own brick construction pump house and is equipped with a turbine pump. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Well 5 is located along Almonte Street (County Road 16) near the south west end of Town. Well 5 is contained in its own brick construction pump house and is equipped with a vertical turbine pump. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Well 6 is an artesian well which is located in Gemmill’s Park in the south end of Town, immediately east of Highway 29. Well 6 is contained in its own brick construction pump house and is equipped with a turbine pump. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Wells 7 and 8 are located within a single pump house near the northeast edge of Town, along the north side of Paterson Street. Well 7 and 8 are enclosed within a single brick and aluminum clad vented watertight pump house. Each well is equipped with a vertical turbine pump. The pumps are located directly on top of the well casings. Disinfection is achieved through injection of liquid sodium hypochlorite into the feeder main of each well, prior to the treated water being discharged into a single chlorine contact chamber.

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Sodium Hypochlorite	Disinfection	Brenntag

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
2018-07-09	140350	Well 3,5,7&8	Sodium 20mg/L Exceedence	Well 3 – 47.5 Well 5 – 66.7 Well 7&8 – 43.8	Reg 170/03	Re-sampled each well as per direction from the Health Unit  Well 3 – 42.8  Well 5 – 63.8  Well 7&8 – 42.1
2018-08-08	141445	Well 6	Sodium 20 mg/L Exceedence	Well 6 – 37.2	Reg 170/03	Re-sample Well 6 as per direction from the Health Unit  Well 6 – 38.6

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
PTTW	Flow Exceedence	1 hour	During the 5 year Well 6 maintenance was performed by International Water	Completed

			Supply. As part of the maintenance a flow and pressure test is completed on the well. While performing this test the flow rates were exceeded. It should be noted that flow was going to waste and primary disinfection was not an issue. The pump was then removed from the well in order to facilitate a camera inspection of the well interior.	
--	--	--	--	--

**Non-Compliance Identified in a Ministry Inspection:**

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
PTTW	OCWA's Compliance Binder contained the old PTTW which has been replaced by PTTW #8175-AQPHA8 dated Sept. 8, 2017. The Ministry Inspector provided OCWA with a copy of the new PTTW. Condition 1.6 requires the Permit Holder to keep this Permit available at all times at or near the site of the taking. Condition 4.3 of the PTTW states that the Permit Holder shall ensure that the data collected under the monitoring program (record of all water takings and static water levels) is analysed, interpreted and summarized in an annual report prepared by a Professional Geoscientist or qualified Professional Engineer. This condition is new to the PTTW.	N/A	GeoFirma provided a record of water taking and static water levels	Completed

Reg 170/03	It was noted on April 27, May 2 and June 19, 2017 in the OCWA log book for Well 5, that the operator did not sign in to the log book for the entries made at 14:42 and 22:18 on April 27, at 14:37 on May 2 and at 13:00 on June 9, 2017; the same for log book for Wells 7 & 8 on August 2, 2017; Well 6 on September 18, 2017, November 20, 2017(no shift times) and December 5, 2017 (no name, no OIC, no shift times); and for Well 3 on October 2, 2017 at 14:46. The OIC is to be identified in the log book (OIC to be completed if OIC is not on site) as this was not done on June 29, 2017, July 8, 2017 or November 11, 2017 for Wells 7 & 8 (operator also did not record shift times July 8, 2017).	N/A	Operators will receive logbook training at the next compliance meeting. This meeting will cover all aspects of log entries. Date, shift time and identifying the OIC will be reviewed.	Completed
	The Municipality's and OCWA's operations manuals need to be updated.	N/A	Operations manuals have been updated	Completed
Reg 170/03	Treated water samples were last taken for testing of Fluoride on October 20, 2015 and were previously taken on April 10, 2012. The number of days between these sampling dates is 3 years, 6 months, 10 days.	N/A	Sampling calendar has been updated to reflect the proper sampling schedule for Fluoride.  Fluoride sampling was completed April 2018.	Completed

## Flows

The Mississippi Mills Drinking Water System is operating on average under half the rated capacity.

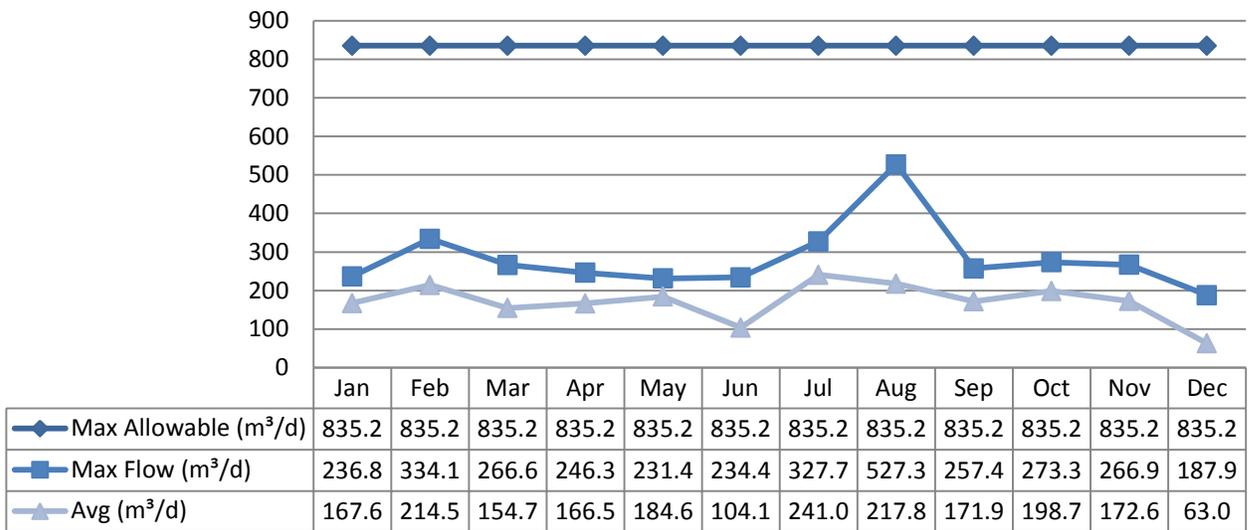
### Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water. 2018 Raw Flow Data was submitted to the Ministry electronically under permit #0568-9LUL2N. The confirmation and a copy of the data that was submitted are attached in Appendix A.

#### Well 3

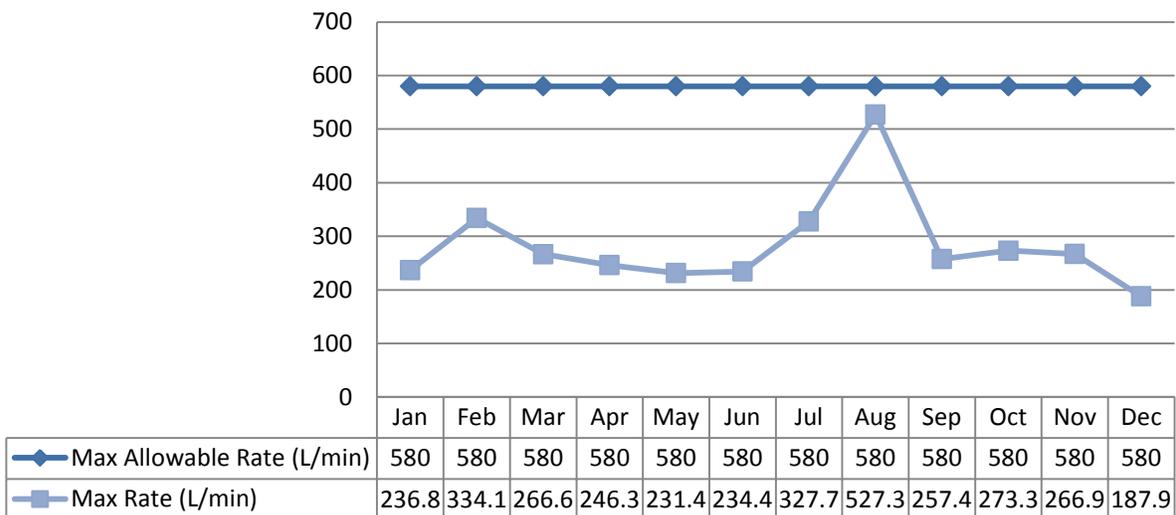
##### Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



##### Monthly Rated Flows (L/min)

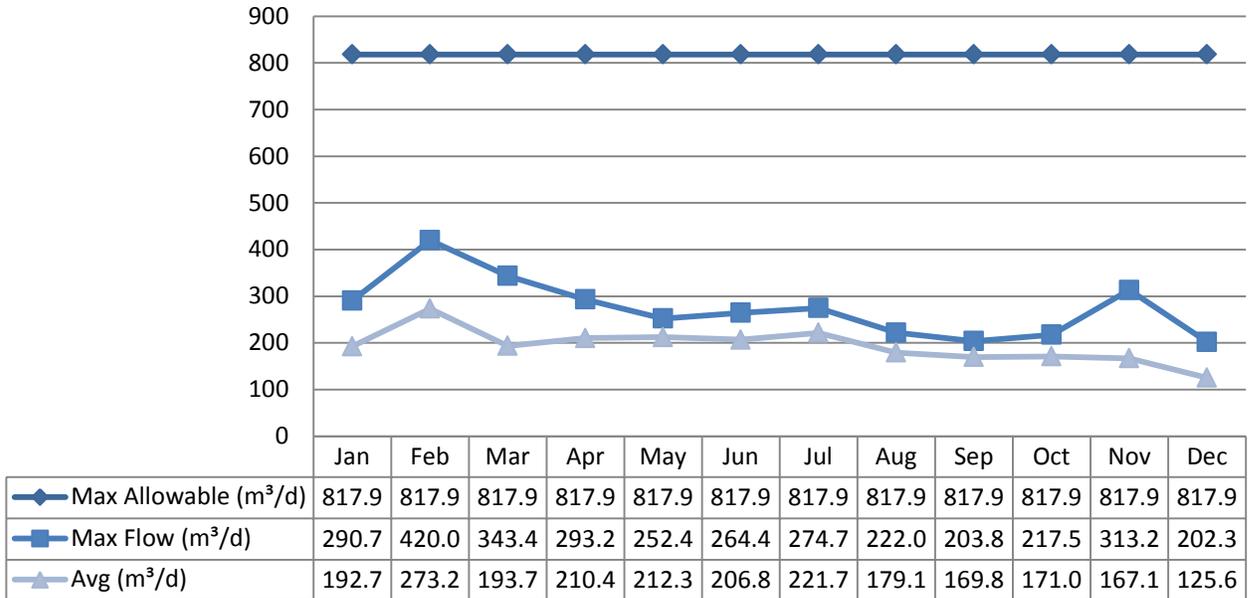
Max allowable rate - PTTW



Well 5

Total Monthly Flows (m<sup>3</sup>/d)

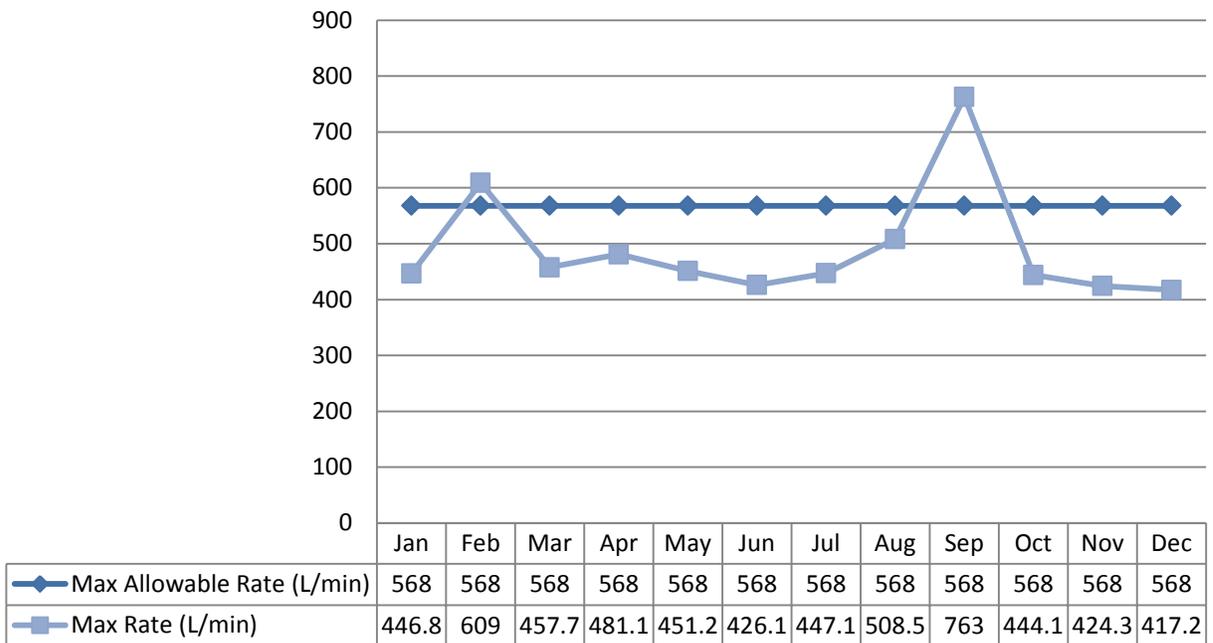
Max Allowable PTTW



Monthly Rated Flows (L/min)

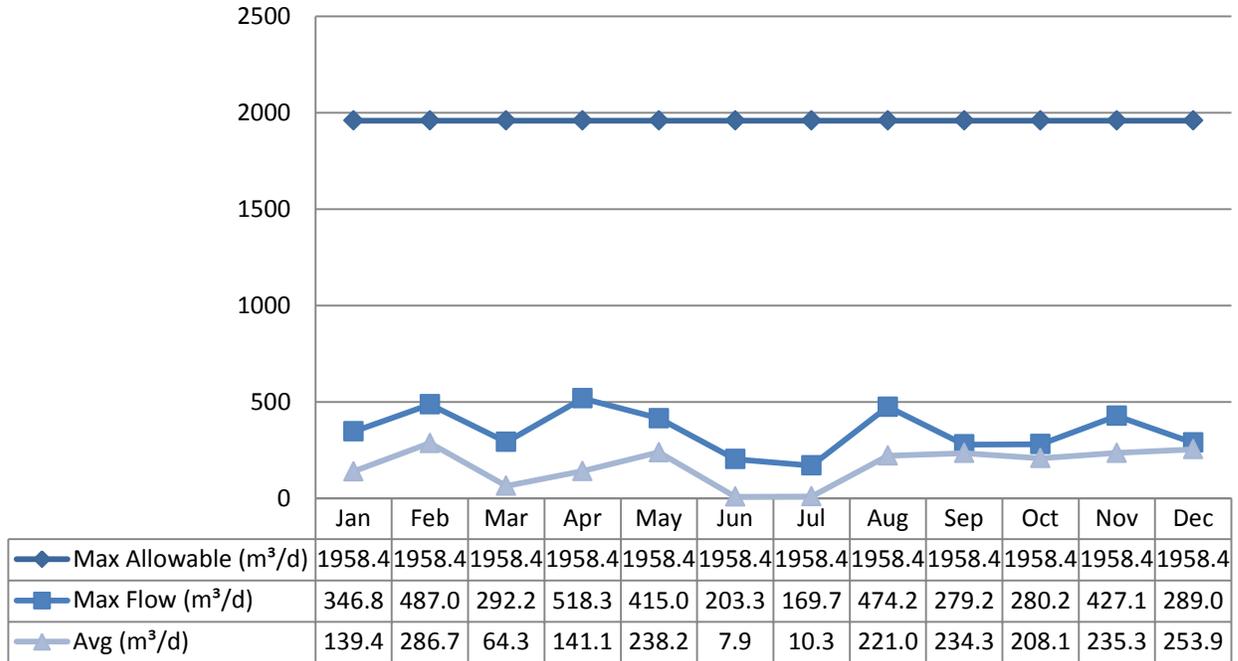
Max allowable rate – PTTW

On September 5<sup>th</sup>, 2018 Well 5 flow spiked at 762.98 l/min for 5 seconds. The month average was 387.36 L/min



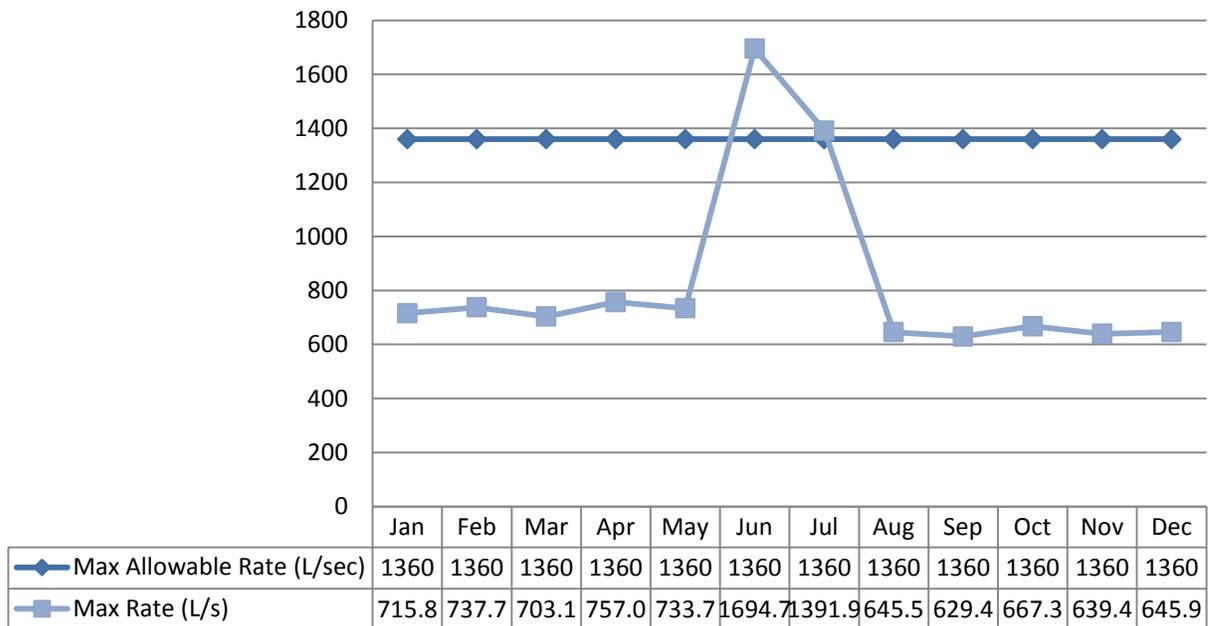
Well 6

Total Monthly Flows (m<sup>3</sup>/d)  
Max Allowable PTTW



Monthly Rated Flows (L/s)  
Max allowable rate – PTTW

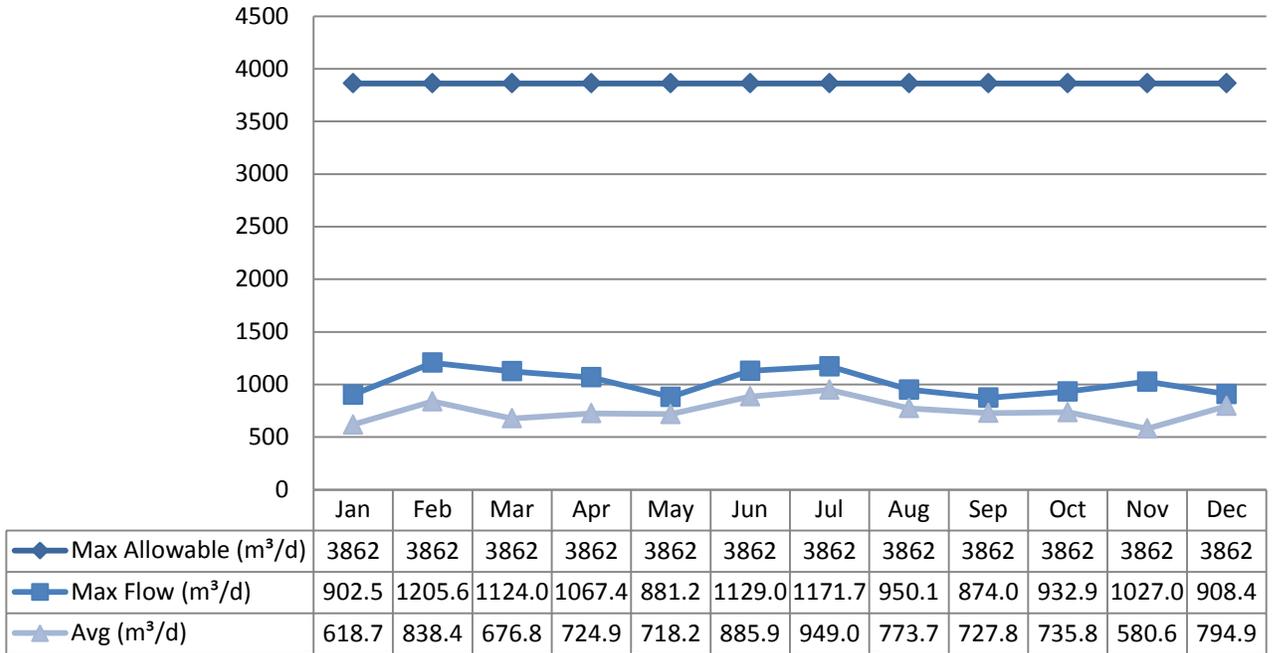
Rated flow exceeded in June for the 5 year Inspection of Well 6. See Non-Comformance section of report.



Well 7

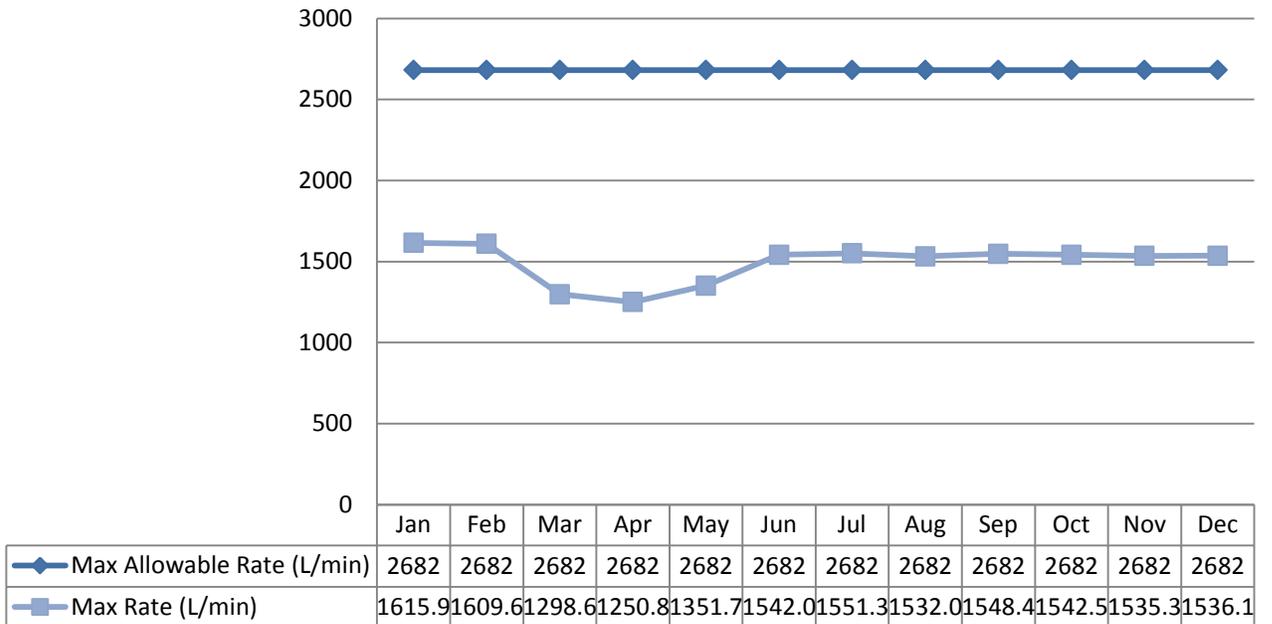
Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



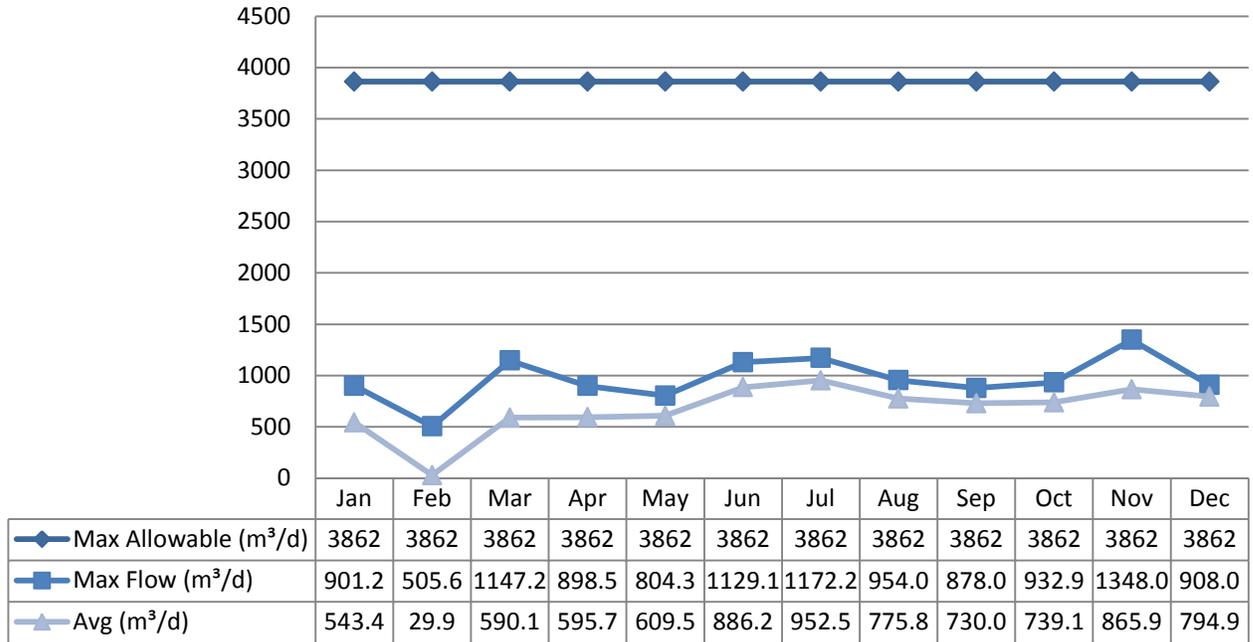
Monthly Rated Flows (L/min)

Max allowable rate - PTTW

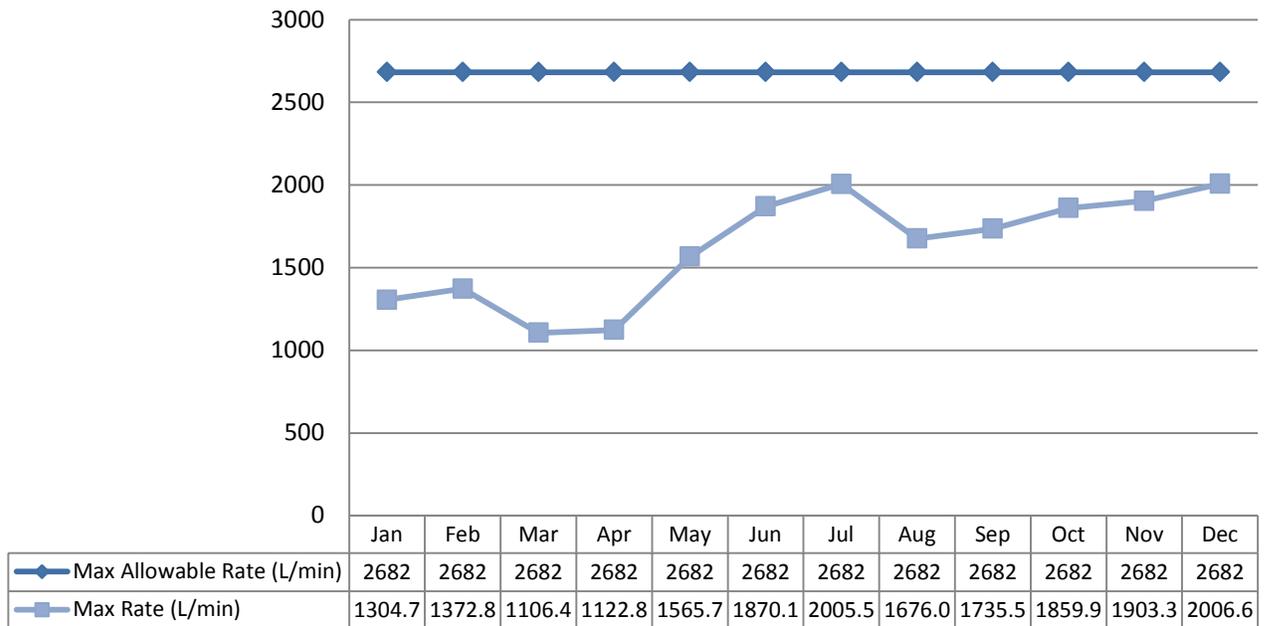


Well 8

Total Monthly Flows (m<sup>3</sup>/d)  
Max Allowable PTTW



Monthly Rated Flows (L/min)  
Max allowable rate - PTTW

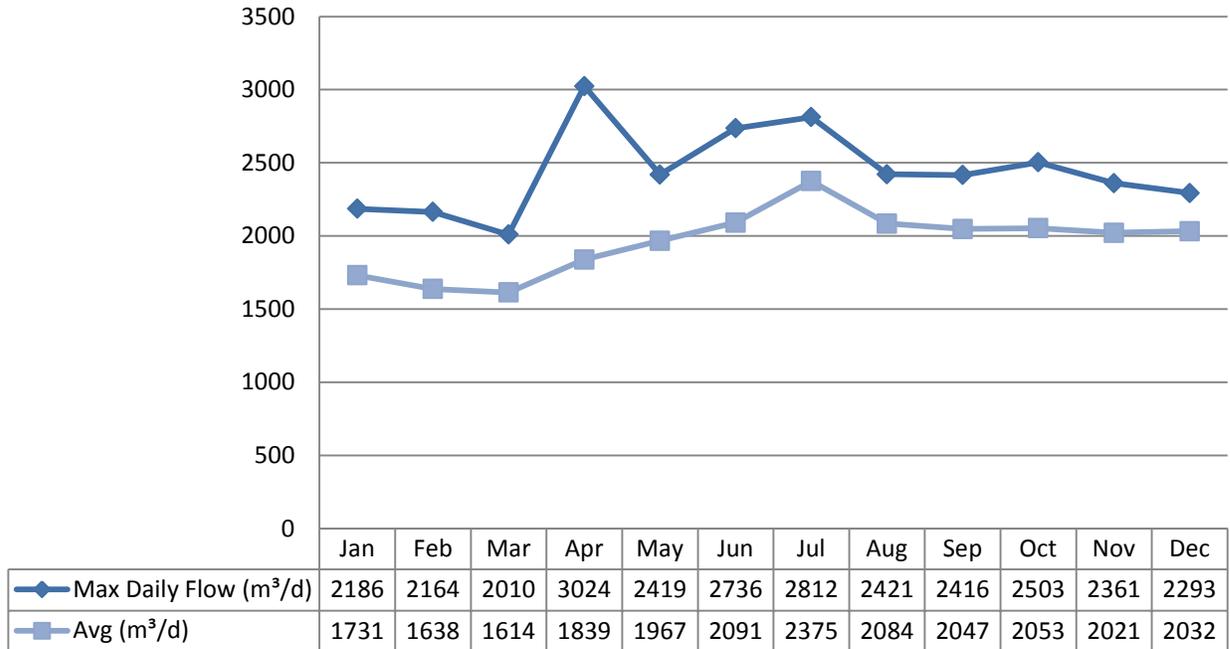


## System Water Flows

The System Water flows are regulated under the Municipal Licence.

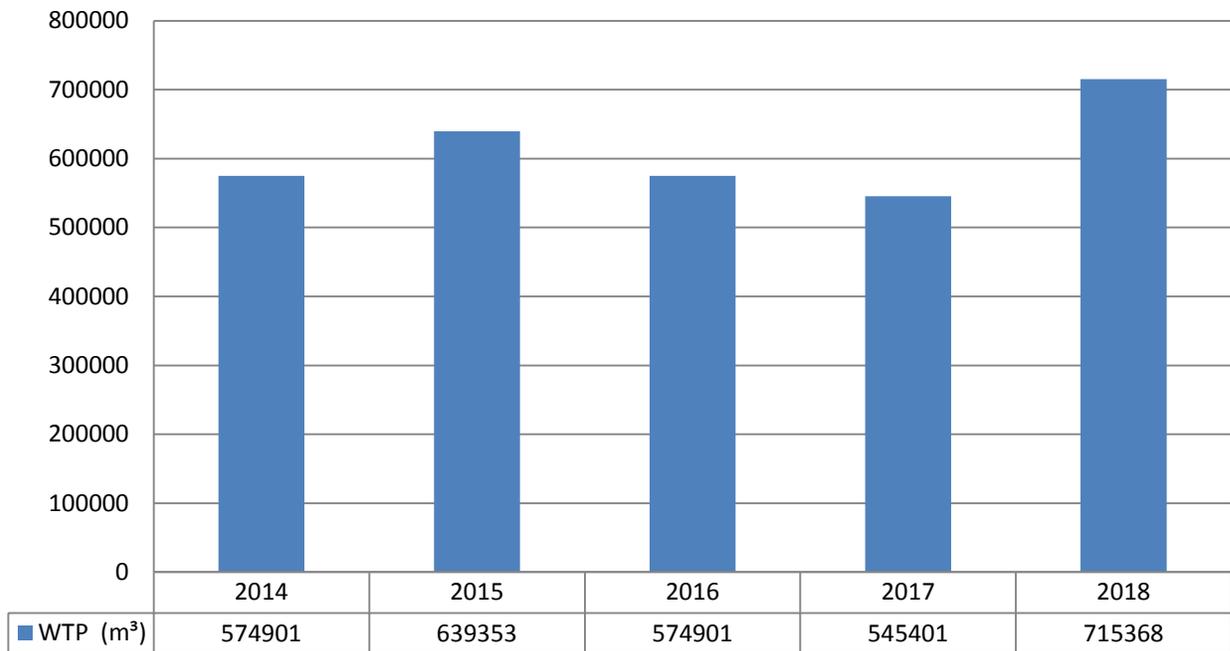
### Monthly Flows

#### *Rated Capacity - MDWL*



### Annual Total Flow Comparison

#### *Total Annual m<sup>3</sup>*



## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		No. of HPC Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
MMills DWS RW Well 3	48	0	0	0	0			
MMills DWS RW Well 5	49	0	0	0	0			
MMills DWS RW Well 6	46	0	0	0	0			
MMills DWS RW Well 7	51	0	0	0	26			
MMills DWS RW Well 8	46	0	0	0	0			
MMills DWS TW Well 3	51	0	0	0	0	52	2	32
MMills DWS TW Well 5	51	0	0	0	0	52	2	78
MMills DWS TW Well 6	47	0	0	0	0	48	2	2
MMills DWS TW Wells 7&8 combined	46	0	0	0	0	52	2	72
Distribution	208	0	0	0	0	208	2	18
* Number of Samples collected varies due to the individual well being Out of Service*								

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, On-Line (NTU) - RW5	8760	0	2.17
Turbidity, On-Line (NTU) - RW6	8760	0	2.26
Turbidity, On-Line (NTU) - RW7	8760	0	2
Turbidity, On-Line (NTU) - RW8	8760	0	2
Free Chlorine Residual, On-Line (mg/L) - TW3	8760	0.16	2.17
Free Chlorine Residual, On-Line (mg/L) - TW5	8760	0.34	2
Free Chlorine Residual, On-Line (mg/L) - TW78	8760	0.54	2
Free Chlorine Residual, On-Line (mg/L) - TW6	8760	0.34	2
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.38	2.387
Free Chlorine Residual, DW Field (mg/L) Lab Upload - DW	208	0.41	2.2

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

### Inorganic Parameters

These parameters are tested as a requirement under 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested every 36 months as required under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- BDL = Below the laboratory detection level

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Antimony: Sb (ug/L) - TW3	2018/09/11	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW5	2018/09/11	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW6	2018/09/11	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW78	2018/09/11	<MDL 0.1	6.0	No	No
Arsenic: As (ug/L) - TW3	2018/09/11	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW5	2018/09/11	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW6	2018/09/11	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW78	2018/09/11	<MDL 0.1	10.0	No	No
Barium: Ba (ug/L) - TW3	2018/09/11	142.0	1000.0	No	No
Barium: Ba (ug/L) - TW5	2018/09/11	157.0	1000.0	No	No
Barium: Ba (ug/L) - TW6	2018/09/11	101.0	1000.0	No	No
Barium: Ba (ug/L) - TW78	2018/09/11	147.0	1000.0	No	No
Boron: B (ug/L) - TW3	2018/09/11	175.0	5000.0	No	No
Boron: B (ug/L) - TW5	2018/09/11	49.0	5000.0	No	No
Boron: B (ug/L) - TW6	2018/09/11	191.0	5000.0	No	No
Boron: B (ug/L) - TW78	2018/09/11	170.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW3	2018/09/11	<MDL 0.02	5.0	No	No
Cadmium: Cd (ug/L) - TW5	2018/09/11	<MDL 0.02	5.0	No	No
Cadmium: Cd (ug/L) - TW6	2018/09/11	<MDL 0.02	5.0	No	No
Cadmium: Cd (ug/L) - TW78	2018/09/11	<MDL 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW3	2018/09/11	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW5	2018/09/11	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW6	2018/09/11	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW78	2018/09/11	<MDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW3	2018/09/11	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW5	2018/09/11	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW6	2018/09/11	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW78	2018/09/11	<MDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW3	2018/09/11	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW5	2018/09/11	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW6	2018/09/11	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW78	2018/09/11	1.0	50.0	No	No
Uranium: U (ug/L) - TW3	2018/09/11	0.98	20.0	No	No
Uranium: U (ug/L) - TW5	2018/09/11	0.69	20.0	No	No
Uranium: U (ug/L) - TW6	2018/09/11	0.79	20.0	No	No
Uranium: U (ug/L) - TW78	2018/09/11	1.01	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW3	2018/10/16	<MDL 0.1	1.5	No	No
Fluoride (mg/L) - TW5	2018/10/16	<MDL 0.1	1.5	No	No
Fluoride (mg/L) - TW6	2018/10/16	<MDL 0.1	1.5	No	No
Fluoride (mg/L) - TW78	2018/10/16	<MDL 0.1	1.5	No	No
Nitrite (mg/L) - TW3	2018/01/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW3	2018/04/04	<MDL 0.1	1.0	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Nitrite (mg/L) - TW3	2018/07/04	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW3	2018/10/16	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2018/01/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2018/04/04	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2018/07/04	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2018/10/16	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2018/01/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2018/04/04	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6 * Well Out of Service*	2018/07/04	-	1.0	No	No
Nitrite (mg/L) - TW6	2018/10/16	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW78	2018/01/03	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW78	2018/04/04	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW78	2018/07/04	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW78	2018/10/16	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW3	2018/01/03	0.2	10.0	No	No
Nitrate (mg/L) - TW3	2018/04/04	0.2	10.0	No	No
Nitrate (mg/L) - TW3	2018/07/04	0.7	10.0	No	No
Nitrate (mg/L) - TW3	2018/10/16	0.6	10.0	No	No
Nitrate (mg/L) - TW5	2018/01/03	0.4	10.0	No	No
Nitrate (mg/L) - TW5	2018/04/04	0.3	10.0	No	No
Nitrate (mg/L) - TW5	2018/07/04	0.3	10.0	No	No
Nitrate (mg/L) - TW5	2018/10/16	0.1	10.0	No	No
Nitrate (mg/L) - TW6	2018/01/03	0.2	10.0	No	No
Nitrate (mg/L) - TW6	2018/04/04	0.3	10.0	No	No
Nitrate (mg/L) - TW6 * Well Out of Service*	2018/07/04	-	10.0	No	No
Nitrate (mg/L) - TW6	2018/10/16	0.6	10.0	No	No
Nitrate (mg/L) - TW78	2018/01/03	1.2	10.0	No	No
Nitrate (mg/L) - TW78	2018/04/04	0.8	10.0	No	No
Nitrate (mg/L) - TW78	2018/07/04	0.7	10.0	No	No
Nitrate (mg/L) - TW78	2018/10/16	0.6	10.0	No	No
Sodium: Na (mg/L) - TW3	2018/07/12	42.8	20*	Yes	Yes
Sodium: Na (mg/L) - TW5	2018/07/12	63.8	20*	Yes	Yes
Sodium: Na (mg/L) - TW6	2018/08/10	38.6	20*	Yes	Yes
Sodium: Na (mg/L) - TW78	2018/07/12	42.1	20*	Yes	Yes

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified mg/L when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under the plumbing exemption. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	3	6	264	295	N/A	N/A

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
pH	3	6	7.19	7.29	N/A	N/A
Lead (ug/l)	3	6	0.28	1.88	10	0

### Organic Parameters

These parameters are tested every 36 months as a requirement under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW3	2018/09/11	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW5	2018/09/11	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW78	2018/09/11	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW6	2018/09/11	<MDL 0.3	5.00	No	No
Azinphos-methyl (ug/L) - TW3	2018/09/11	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW5	2018/09/11	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW78	2018/09/11	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW6	2018/09/11	<MDL 1.0	20.00	No	No
Benzene (ug/L) - TW3	2018/09/11	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW5	2018/09/11	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW78	2018/09/11	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW6	2018/09/11	<MDL 0.5	1.00	No	No
Benzo(a)pyrene (ug/L) - TW3	2018/09/11	<MDL 0.005	0.01	No	No
Benzo(a)pyrene (ug/L) - TW5	2018/09/11	<MDL 0.005	0.01	No	No
Benzo(a)pyrene (ug/L) - TW78	2018/09/11	<MDL 0.005	0.01	No	No
Benzo(a)pyrene (ug/L) - TW6	2018/09/11	<MDL 0.005	0.01	No	No
Bromoxynil (ug/L) - TW3	2018/09/11	<MDL 0.3	5.00	No	No
Bromoxynil (ug/L) - TW5	2018/09/11	<MDL 0.3	5.00	No	No
Bromoxynil (ug/L) - TW78	2018/09/11	<MDL 0.3	5.00	No	No
Bromoxynil (ug/L) - TW6	2018/09/11	<MDL 0.3	5.00	No	No
Carbaryl (ug/L) - TW3	2018/09/11	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW5	2018/09/11	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW78	2018/09/11	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW6	2018/09/11	<MDL 3.0	90.00	No	No
Carbofuran (ug/L) - TW3	2018/09/11	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW5	2018/09/11	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW78	2018/09/11	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW6	2018/09/11	<MDL 1.0	90.00	No	No
Carbon Tetrachloride (ug/L) - TW3	2018/09/11	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW5	2018/09/11	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW78	2018/09/11	<MDL 0.2	2.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Carbon Tetrachloride (ug/L) - TW6	2018/09/11	<MDL 0.2	2.00	No	No
Chlorpyrifos (ug/L) - TW3	2018/09/11	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW5	2018/09/11	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW78	2018/09/11	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW6	2018/09/11	<MDL 0.5	90.00	No	No
Diazinon (ug/L) - TW3	2018/09/11	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW5	2018/09/11	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW78	2018/09/11	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW6	2018/09/11	<MDL 1.0	20.00	No	No
Dicamba (ug/L) - TW3	2018/09/11	<MDL 5.0	120.00	No	No
Dicamba (ug/L) - TW5	2018/09/11	<MDL 5.0	120.00	No	No
Dicamba (ug/L) - TW78	2018/09/11	<MDL 5.0	120.00	No	No
Dicamba (ug/L) - TW6	2018/09/11	<MDL 5.0	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW3	2018/09/11	<MDL 0.1	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW5	2018/09/11	<MDL 0.1	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW78	2018/09/11	<MDL 0.1	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW6	2018/09/11	<MDL 0.1	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW3	2018/09/11	<MDL 0.2	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW5	2018/09/11	<MDL 0.2	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW78	2018/09/11	<MDL 0.2	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW6	2018/09/11	<MDL 0.2	5.00	No	No
1,2-Dichloroethane (ug/L) - TW3	2018/09/11	<MDL 0.1	5.00	No	No
1,2-Dichloroethane (ug/L) - TW5	2018/09/11	<MDL 0.1	5.00	No	No
1,2-Dichloroethane (ug/L) - TW78	2018/09/11	<MDL 0.1	5.00	No	No
1,2-Dichloroethane (ug/L) - TW6	2018/09/11	<MDL 0.1	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW3	2018/09/11	<MDL 0.1	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW5	2018/09/11	<MDL 0.1	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW78	2018/09/11	<MDL 0.1	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW6	2018/09/11	<MDL 0.1	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW3	2018/09/11	<MDL 0.3	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW5	2018/09/11	<MDL 0.3	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW78	2018/09/11	<MDL 0.3	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW6	2018/09/11	<MDL 0.3	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW3	2018/09/11	<MDL 0.1	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW5	2018/09/11	<MDL 0.1	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW78	2018/09/11	<MDL 0.1	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW6	2018/09/11	<MDL 0.1	900.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW3	2018/09/11	<MDL 5.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW5	2018/09/11	<MDL 5.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW78	2018/09/11	<MDL 5.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW6	2018/09/11	<MDL 5.0	100.00	No	No
Diclofop-methyl (ug/L) - TW3	2018/09/11	<MDL 0.5	9.00	No	No
Diclofop-methyl (ug/L) - TW5	2018/09/11	<MDL 0.5	9.00	No	No
Diclofop-methyl (ug/L) - TW78	2018/09/11	<MDL 0.5	9.00	No	No
Diclofop-methyl (ug/L) - TW6	2018/09/11	<MDL 0.5	9.00	No	No
Dimethoate (ug/L) - TW3	2018/09/11	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW5	2018/09/11	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW78	2018/09/11	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW6	2018/09/11	<MDL 1.0	20.00	No	No
Diquat (ug/L) - TW3	2018/09/11	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW5	2018/09/11	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW78	2018/09/11	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW6	2018/09/11	<MDL 5.0	70.00	No	No
Diuron (ug/L) - TW3	2018/09/11	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW5	2018/09/11	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW78	2018/09/11	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW6	2018/09/11	<MDL 5.0	150.00	No	No
Glyphosate (ug/L) - TW3	2018/09/11	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW5	2018/09/11	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW78	2018/09/11	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW6	2018/09/11	<MDL 25.0	280.00	No	No
Malathion (ug/L) - TW3	2018/09/11	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW5	2018/09/11	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW78	2018/09/11	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW6	2018/09/11	<MDL 5.0	190.00	No	No
Metolachlor (ug/L) - TW3	2018/09/11	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW5	2018/09/11	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW78	2018/09/11	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW6	2018/09/11	<MDL 3.0	50.00	No	No
Metribuzin (ug/L) - TW3	2018/09/11	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW5	2018/09/11	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW78	2018/09/11	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW6	2018/09/11	<MDL 3.0	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW3	2018/09/11	<MDL 0.2	80.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Monochlorobenzene (Chlorobenzene) (ug/L) - TW5	2018/09/11	<MDL 0.2	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW78	2018/09/11	<MDL 0.2	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW6	2018/09/11	<MDL 0.2	80.00	No	No
Paraquat (ug/L) - TW3	2018/09/11	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW5	2018/09/11	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW78	2018/09/11	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW6	2018/09/11	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW3	2018/09/11	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW5	2018/09/11	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW78	2018/09/11	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW6	2018/09/11	<MDL 0.05	3.00	No	No
Pentachlorophenol (ug/L) - TW3	2018/09/11	<MDL 0.1	60.00	No	No
Pentachlorophenol (ug/L) - TW5	2018/09/11	<MDL 0.1	60.00	No	No
Pentachlorophenol (ug/L) - TW78	2018/09/11	<MDL 0.1	60.00	No	No
Pentachlorophenol (ug/L) - TW6	2018/09/11	<MDL 0.1	60.00	No	No
Phorate (ug/L) - TW3	2018/09/11	<MDL 0.3	2.00	No	No
Phorate (ug/L) - TW5	2018/09/11	<MDL 0.3	2.00	No	No
Phorate (ug/L) - TW78	2018/09/11	<MDL 0.3	2	No	No
Phorate (ug/L) - TW6	2018/09/11	<MDL 0.3	2	No	No
Picloram (ug/L) - TW3	2018/09/11	<MDL 5.0	190	No	No
Picloram (ug/L) - TW5	2018/09/11	<MDL 5.0	190	No	No
Picloram (ug/L) - TW78	2018/09/11	<MDL 5.0	190	No	No
Picloram (ug/L) - TW6	2018/09/11	<MDL 5.0	190	No	No
Prometryne (ug/L) - TW3	2018/09/11	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW5	2018/09/11	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW78	2018/09/11	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW6	2018/09/11	<MDL 0.1	1	No	No
Simazine (ug/L) - TW3	2018/09/11	<MDL 0.5	10	No	No
Simazine (ug/L) - TW5	2018/09/11	<MDL 0.5	10	No	No
Simazine (ug/L) - TW78	2018/09/11	<MDL 0.5	10	No	No
Simazine (ug/L) - TW6	2018/09/11	<MDL 0.5	10	No	No
Terbufos (ug/L) - TW3	2018/09/11	<MDL 0.3	1	No	No
Terbufos (ug/L) - TW5	2018/09/11	<MDL 0.3	1	No	No
Terbufos (ug/L) - TW78	2018/09/11	<MDL 0.3	1	No	No
Terbufos (ug/L) - TW6	2018/09/11	<MDL 0.3	1	No	No
Tetrachloroethylene (ug/L) - TW3	2018/09/11	<MDL 0.2	10	No	No
Tetrachloroethylene (ug/L) - TW5	2018/09/11	<MDL 0.2	10	No	No
Tetrachloroethylene (ug/L) - TW78	2018/09/11	<MDL 0.2	10	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Tetrachloroethylene (ug/L) - TW6	2018/09/11	<MDL 0.2	10	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW3	2018/09/11	<MDL 0.1	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW5	2018/09/11	<MDL 0.1	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW78	2018/09/11	<MDL 0.1	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW6	2018/09/11	<MDL 0.1	100	No	No
Triallate (ug/L) - TW3	2018/09/11	<MDL 10.0	230	No	No
Triallate (ug/L) - TW5	2018/09/11	<MDL 10.0	230	No	No
Triallate (ug/L) - TW78	2018/09/11	<MDL 10.0	230	No	No
Triallate (ug/L) - TW6	2018/09/11	<MDL 10.0	230	No	No
Trichloroethylene (ug/L) - TW3	2018/09/11	<MDL 0.1	5	No	No
Trichloroethylene (ug/L) - TW5	2018/09/11	<MDL 0.1	5	No	No
Trichloroethylene (ug/L) - TW78	2018/09/11	<MDL 0.1	5	No	No
Trichloroethylene (ug/L) - TW6	2018/09/11	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW3	2018/09/11	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW5	2018/09/11	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW78	2018/09/11	<MDL 0.1	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW6	2018/09/11	<MDL 0.1	5	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW3	2018/09/11	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW5	2018/09/11	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW78	2018/09/11	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW6	2018/09/11	<MDL 10.0	100	No	No
Trifluralin (ug/L) - TW3	2018/09/11	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW5	2018/09/11	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW78	2018/09/11	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW6	2018/09/11	<MDL 0.5	45	No	No
Vinyl Chloride (ug/L) - TW3	2018/09/11	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW5	2018/09/11	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW78	2018/09/11	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW6	2018/09/11	<MDL 0.2	1	No	No
<b>Distribution Water</b>					
Trihalomethane: Total (ug/L) Annual Average - DW	2018/01/01	10.35	100	No	No
HAA Total (ug/L) Annual Average - DW	2018/01/01	4.55		N/A	N/A

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

### Additional Legislated Samples

The two following tables are the sample results from additional sample collected at Well 5:

The first table contains the results of sample collected because the area had once housed transformers. Please note the samples are collected on raw water. There is no MAC / IMAC (Maximum Acceptable Concentration / Interim Maximum Acceptable Concentration) for raw water but the treated water MAC /IMAC have been provided for reference.

The second table contains the results of sample collected because of the wells' proximity to the wastewater treatment lagoons. These results help to assess the integrity of the lagoon cells.

Raw Water: Well 5 Parameter	Unit of Measure	Sample Date	Result Value	ODWS	
				MAC	IMAC
Arsenic	ug/L	July 4, 2018	<0.0001		25.0
Chromium	ug/L	July 4, 2018	<0.002	50	
PCBs (Polychlorinated Biphenyls)	ug/L	July 4, 2018	<0.05		3.0

Treated Water Parameter	Unit of Measure	Treated Water: Well 5 Annual Average 2015
TKN (Total Kjeldahl Nitrogen)	mg/L	0.01
Total Phosphorus	mg/L	0.01
Phosphate (O-PO4)	mg/L	<0.01
Dissolved Reactive Phosphorus	mg/L	0.01
NH3 + NH4 as N	mg/L	0.018

### Major Maintenance Summary

WO #	Description
897153	Capital Surefeed Cl2 Pump Alternation for Wells 3, 5 & 6 MM WT 5676
742490	Capital #1 Blanket Items under \$200 MM WT 5676 (2018)
821759	Capital Garage Door Transition Modification MM WT 5676
898540	Capital Chlorine System Parts MM WT 5676
243779	Deferred Capital Air Relief On Well Systems MMWT 5676 (2017)
641342	Capital Garage Door Transition Modification MM WT 5676
664784	Capital Pocket Colorimeter MM WT 5676 (2018)
700136	Capital Chlorine system parts MM WT 5676
701990	Capital UPS for Distribution Free Cl2 Analyzer MM WT 5676
742817	Capital DWQMS 3rd party audit WT MM 5676

WO #	Description
780594	Capital Tower safety inspection and report MM WT 5676
860904	Capital Well 6 Wire Brushing and well cleaning MMWT 5676
861718	Capital 2017 Annual Well report MM WT 5676
862552	Capital Air Relief On Well Systems MMWT 5676
941422	Air relief for wells (2nd set) MM WT 5676
980554	Capital Well #3 plc power supply MM WT 5676
700634	Capital Distribution Chlorine Analyzer Replacement MM WT 5676
741397	Capital Well 06 video inspection MM WT 5676
740364	Capital New key cylinder Well 6 Mississippi Mills wt 5676
741222	Capital steps for pouring chlorine Mississippi Mills wt 5676
1017787	Capital Well 7 VFD fan failure MM WT 5676
741398	Capital well 06 pump repairs MM WT 5676
640741	Capital Well 8 flow meter failure MM WT 5676
661644	Capital valve regulator replacement Mississippi Mills wt 5676

## Distribution Highlights

Information below provided by the Municipality of Mississippi Mills

### Maintenance and Operations:

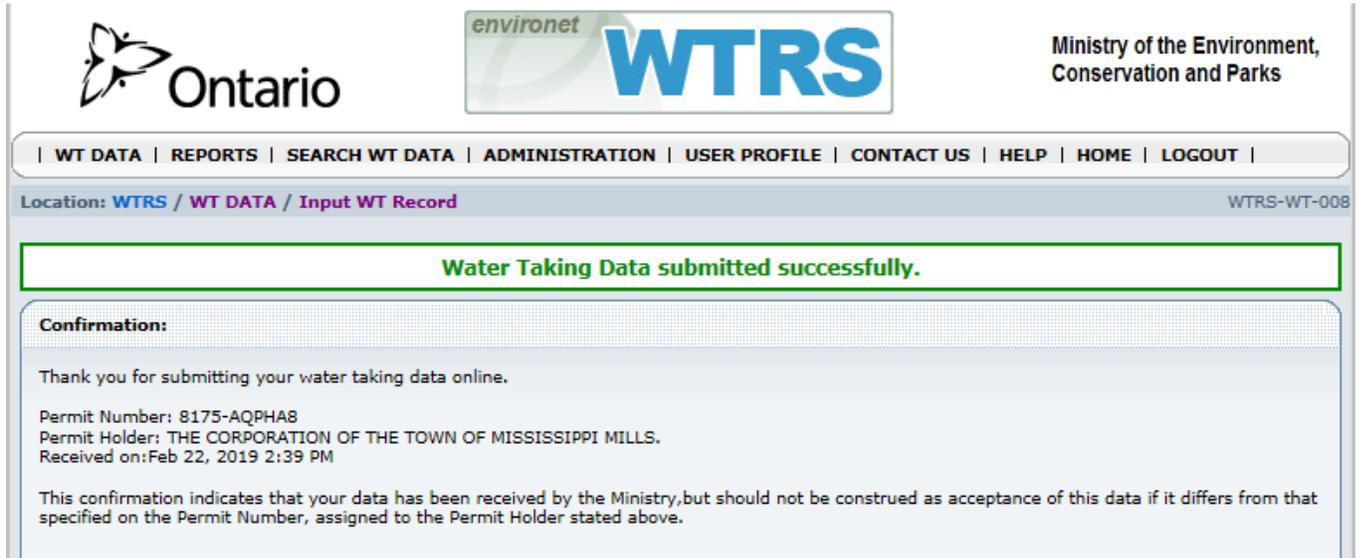
- Water main flushing program completed;
- Valve turning program completed;
- Several repairs – water main breaks, valves, hydrants, services and curb stops;
- Menzie Street water main looping from Ottawa Street to Maude Street;
- State Street and Martin Street easement and water main from Spring Street to Clyde Street;
- New water main commissioned Riverfront Phase 4 Subdivision.

### Planning Initiatives:

- Schedule 'B' Class EA - Water Storage;
- Radio Frequency Meter Upgrades;
- Engineering for future water and sewer works on Victoria Street, Concession 11A looping;
- Annual Infiltration and Inflow Program;
- Completed Water and Wastewater Master Plan update February 2018;
- Well Site Mechanical/Electrical/Instrumentation upgrades in 2019.

# Appendix A

## WTRS Data and Submission Confirmation



The screenshot shows the WTRS submission confirmation page. At the top left is the Ontario logo. In the center is the WTRS logo with 'environet' above it. At the top right is the text 'Ministry of the Environment, Conservation and Parks'. Below the logos is a navigation menu with links: WT DATA, REPORTS, SEARCH WT DATA, ADMINISTRATION, USER PROFILE, CONTACT US, HELP, HOME, and LOGOUT. Below the navigation menu is the breadcrumb trail: Location: WTRS / WT DATA / Input WT Record. On the right side of the breadcrumb trail is the ID: WTRS-WT-008. A green-bordered box contains the message: 'Water Taking Data submitted successfully.' Below this is a 'Confirmation:' section with the following text: 'Thank you for submitting your water taking data online. Permit Number: 8175-AQPHAB Permit Holder: THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS. Received on: Feb 22, 2019 2:39 PM. This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.'

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

**STAFF REPORT**

**DATE:** March 19, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** **Community Official Plan – Proposed Modifications (Part 2)**

---

**RECOMMENDATION:**

**THAT Council receive the Community Official Plan - Proposed Modifications (Part 2) Report for information;**

**AND THAT Staff be directed to proceed with the timeline for information and direction on the modifications to the plan as presented in Report Part 1 (March 9, 2019).**

**BACKGROUND:**

This report is the second compendium presented to Committee respecting proposed modifications to the Community Official Plan by Lanark County.

At the March 9, 2019 Committee meeting, a decision respecting public consultation at this stage of the process was deferred and as a result Staff are requesting that Council provide direction.

The purpose of Part 2 is to review: Population Projections and the Settlement Strategy; Future Expansion Areas; Agricultural Lands. No decision respecting the modifications is required at this meeting, rather a final report with options for Council's consideration will be tabled on April 2, 2019. A complete copy of the list of draft modifications will also be provided at the same time.

**FINANCIAL IMPLICATIONS:**

Staff will identify out of budget expenditures related to the options report to be presented on April 2, 2019.

**PUBLIC CONSULTATION:**

Public comments received from the statutory public consultation process have been summarized in the attachments for Council's consideration. A copy of all public

comments associated with the Official Plan review has also been compiled as public information<sup>1</sup>.

**SUMMARY:**

Members of Council are encouraged to request clarification and ask questions regarding the policy modifications in public session, while members of the public with questions or concerns pertaining to the summary table or the COP are invited to contact the Planning Department or schedule a drop-in session with the Director.

Respectfully submitted by,

Reviewed by:



---

Miki Dwyer, MCIP, RPP  
Director of Planning



---

Guy Bourgon  
Director of Roads and Public Works

Attachments:

1. Population Projections
2. Settlement Strategy
3. Future Expansion Areas
4. Agricultural Lands
5. Residual Growth Analysis
6. JL Richards Agricultural Lands Report

<sup>1</sup> [https://www.mississippimills.ca/uploads/12/Doc\\_636645625177961122.pdf](https://www.mississippimills.ca/uploads/12/Doc_636645625177961122.pdf)

**ATTACHMENT 1 – Population Projections**

<b>Comment Received</b>	Mississippi Mills has determined its own growth allocation (and designating lands to accommodate such allocation) in advance of the County fulfilling its responsibility to identify and allocate growth to its lower tier municipalities. Lanark County has since adopted a projected population of 21,122 by 2038 (an increase of 60% over existing).
<b>Potential Impact of Modification as Request</b>	<b>Medium</b> – The Municipal population projections were estimated to be 17,598 by 2037 (approximately 16% less than the County projection). The increased population allocated by the County will contribute to faster growth within the community but will not directly alter the style, pattern and built form of the community.
<b>PPS Reference</b>	<p>1.2.1 A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:</p> <ul style="list-style-type: none"> <li>g) population, housing and employment projections, based on <i>regional market areas</i>; and</li> </ul> <p>1.2.4 Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:</p> <ul style="list-style-type: none"> <li>a) identify, coordinate and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect <i>provincial plans</i> where these exist;</li> </ul> <p>1.4.2 Where planning is conducted by an upper-tier municipality:</p> <ul style="list-style-type: none"> <li>a) the land and unit supply maintained by the lower-tier municipality identified in policy 1.4.1 shall be based on and reflect the allocation of population and units by the upper-tier municipality; and</li> <li>b) the allocation of population and units by the upper-tier municipality shall be based on and reflect <i>provincial plans</i> where these exist.</li> </ul>
<b>SCOP Policy Reference</b>	<p><u>1.1 Population Projections and distribution</u> Demographic projections developed in support of this Plan provide a breakdown for the County and the constituent municipalities for the next 20 years. It should be noted that these projections are based on total growth of the County with a proportionate allocation to local municipalities. Local conditions, for example the expansion or enhancement of local municipal infrastructure or growth in employment opportunities, could impact these projections. Accordingly it is understood that the population projections and allocations provided in Appendix 2 shall not be used to constrain growth or to prevent or delay local infrastructure improvements or enhancements. Appendix 2, which forms part of this Plan, is intended to assist in monitoring population growth and distribution over the life of this Plan in five year increments.</p> <p>It is also expected that current trends with respect to the population distribution will continue. Across the County it is estimated that seventy percent or more of development takes place in designated settlement areas. This provides for a healthy distribution of residential and non-residential growth between urbanized areas and rural and waterfront communities. This is considered a balanced and desirable approach to future growth and the policies of this Plan supports a continued County based approach to the distribution of growth.</p> <p>It must be noted that these ratios are not intended to impose development quotas on individual municipalities. The growth target ratios represent an objective for the entire planning area and the Plan recognizes that regional differences may emerge. Council will monitor these growth targets and take them into consideration when making decisions on new lot creation, the expansion of existing settlement areas, or the creation of new settlement areas within the County.</p>
<b>Draft COP Policy adopted by Council</b>	2.5.3.1 Consistent with the June 2003 “Mississippi Mills Community Official Plan Growth and Settlement Strategy” approach, Mississippi Mills is projected to grow to 17,598 people by 2037. This population projection represents an averaged compound annual growth rate of 1.39% which is consistent with the County of Lanark’s growth projections for the municipality.
<b>Draft COP Mapping Reference</b>	Not Applicable

<b>Public Comments Received</b>	<p>The majority of the comments received respecting the population projections were simply suggesting that the numbers were inaccurate or not accurate representations of the growth exhibited in the community. This comment stemmed from the belief that Building Permit activity had increased dramatically within the last fiscal year (2017) and the growth projection numbers did not represent this last year of increased activity.</p>
<b>Options</b>	<ol style="list-style-type: none"> <li>1. Adopt the Lanark County population projection of 21,122 persons by 2038 (Recommended)*</li> <li>2. Status quo – Lanark County may require the modification anyways.</li> <li>3. Request consideration for a new population study at a County level in anticipation of higher population numbers (this is an option that is unlikely to be successful)</li> </ol> <p><i>*Note: Staff have based the next series of recommended options on the assumption that the Lanark County population numbers will be used.</i></p>

**ATTACHMENT 2 – Settlement Strategy**

<b>Comment Received</b>	The Settlement Strategy in Section 2.5.3.2.2. (50/30/20) of the COP could be deferred in order to provide the Municipality of Mississippi Mills with an opportunity to reconsider their settlement strategy and settlement area boundaries in accordance with the population projections prepared by Lanark County as part of the County's 5-year review.
<b>Potential Impact of Modification as Request</b>	<b>HIGH</b> – This discussion represents a fundamental policy change that will alter the fashion in which our entire community grows. While there are some general Provincial policies that we must maintain (see below), the local community, through the approval authority, is empowered to determine where and what kind of growth is appropriate.
<b>PPS Reference</b>	1.2.4 Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall: a) identify, coordinate and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect <i>provincial plans</i> where these exist; b) identify areas where growth or development will be directed, including the identification of nodes and the corridors linking these nodes;
<b>SCOP Policy Reference</b>	<u>2.2 Settlement Pattern types</u> Local Official Plans shall include policies addressing the two predominant settlement pattern types which exist in Lanark County. These are: 1. Settlement Areas which can consist of fully serviced Towns and Villages and partially serviced or un-serviced Villages and Hamlets. Policies which address Settlement Areas are included in Part 1 - section 2.0. 2. Dispersed rural and waterfront uses which are or can be developed on existing lots of record or on lots created by plan of subdivision / condominium or by consent. Policies for Rural development are included in Part 1 - section 3.0.
<b>Draft COP Policy adopted by Council</b>	The Settlement Strategy was not amended by the review, the policy was and still projects a 50/30/20 split (Urban/Rural/Village).
<b>Draft COP Mapping Reference</b>	Not Applicable
<b>Public Comments Received</b>	The Settlement Strategy was not originally proposed to be subject to change as part of this review. Nonetheless, staff received frequent comments from the public regarding the settlement strategy which can be summarized as follows: <ul style="list-style-type: none"> <li>• Development does not presently follow the 50/30/20 breakdown;</li> <li>• The 50/30/20 target is unachievable in modern development structures;</li> <li>• There is insufficient land in the rural area to facilitate 30% of the growth;</li> <li>• Estate lots should be permitted in the rural area which would balance the settlement strategy.</li> </ul>
<b>Options</b>	<ol style="list-style-type: none"> <li>1. Take the opportunity to update the settlement strategy to reflect a 70/30 distribution of development (On-services/Off-services) (recommended)*</li> <li>2. Status Quo – continue to make use of the 50/30/20 allocation and direct staff to monitor the target and enforce compliance in development applications.</li> <li>3. Defer the decision to alter the settlement strategy until a more comprehensive review has been undertaken through a separate Official Plan Amendment.</li> </ol> <p><i>*Note: Staff have based the recommended options for the Future Expansion Lands on a 70/30 distribution.</i></p>

### ATTACHMENT 3 – Future Expansion Lands

<b>Comment Received</b>	<p>The PPS does not contemplate “future development areas”, but rather treats lands as either being within a settlement or rural area or designated in a manner that reflects natural heritage features, resources or other land use characteristics.</p> <p>It may therefore be premature to identify certain lands for future inclusion in the Almonte Settlement area in OPA 21. Should a future comprehensive review determine that insufficient land has been designated to accommodate the growth allocated to the area by the County, then the amount of land needed could be determined by the further analysis referenced in section 1.1.3.8 of the PPS.</p> <p>The “Future Expansion Area Almonte Ward” overlay should be deleted on Schedules A and B and the COP policies. Alternatively, the “Future Expansion Areas” could be re-designated as “Development” and the Schedules and policies modified accordingly.</p>
<b>Potential Impact of Modification as Request</b>	<p><b>HIGH</b> – Staff have reviewed, and remodeled the residual growth analysis to determine if there is any possibility to expand the settlement area at this time. With significant policy changes throughout the COP, there appears to be rationale for the expansion of the settlement area to <u>include 50-90 ha of land</u>. However, it should be noted that this comes at the cost of development elsewhere i.e. if we are assigning 70% of development to on-serviced Almonte Ward, there is insufficient demand to warrant making changes to severance policies in the rural areas.</p> <p>A complete list of policies subject to revision in order to facilitate the boundary expansion, are included in Attachment 5. Staff note that the policy revisions each represent sound and sustainable land use planning and growth and in some cases are more akin to the intent of the PPS than we have articulated today.</p>
<b>PPS Reference</b>	<p>1.1.3.8 A planning authority may identify a <i>settlement area</i> or allow the expansion of a <i>settlement area</i> boundary only at the time of a <i>comprehensive review</i> and only where it has been demonstrated that:</p> <ul style="list-style-type: none"> <li>a) sufficient opportunities for growth are not available through <i>intensification, redevelopment</i> and <i>designated growth areas</i> to accommodate the projected needs over the identified planning horizon;</li> <li>b) the <i>infrastructure</i> and <i>public service facilities</i> which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;</li> <li>c) in <i>prime agricultural areas</i>:             <ul style="list-style-type: none"> <li>1. the lands do not comprise <i>specialty crop areas</i>;</li> <li>2. alternative locations have been evaluated, and                 <ul style="list-style-type: none"> <li>i. there are no reasonable alternatives which avoid <i>prime agricultural areas</i>; and</li> <li>ii. there are no reasonable alternatives on lower priority agricultural lands in <i>prime agricultural areas</i>;</li> </ul> </li> </ul> </li> <li>d) the new or expanding <i>settlement area</i> is in compliance with the <i>minimum distance separation formulae</i>; and</li> <li>e) impacts from new or expanding <i>settlement areas</i> on agricultural operations which are adjacent or close to the <i>settlement area</i> are mitigated to the extent feasible.</li> </ul> <p>In determining the most appropriate direction for expansions to the boundaries of <i>settlement areas</i> or the identification of a <i>settlement area</i> by a planning authority, a planning authority shall apply the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.</p>

<p><b>SCOP Policy Reference</b></p>	<p><u>2.4 Settlement Area Boundary Expansions</u>  <u>2.4.1 Information Requirements</u>  When considering expansions to a Settlement Area boundary which would increase the total development potential of the community in question, the local Council shall require sufficient information to allow for a comprehensive review of the proposed expansion and the following studies shall be required in support of the Official Plan Amendment:</p> <ol style="list-style-type: none"> <li>1. demographic projections, pursuant to section 1.1, which demonstrates the need for settlement area expansions to accommodate growth;</li> <li>2. an analysis of the alternatives to settlement area expansion including intensification and redevelopment and an inventory of existing vacant lots of record within the settlement area;</li> <li>3. a study which establishes water, waste water and stormwater servicing requirements on the basis of reviewed population projections and which examines municipal financial impacts and environmental impacts which would result from the proposed expansion. If private or communal water and waste water treatment services are proposed, a study will also be required to determine the capability of the soils to support the safe and long-term use of these systems and to confirm that there is a supply of water of sufficient quality and quantity to support the increase in development capacity without adversely affecting existing development in the community;</li> <li>4. the expansion complies with the requirements of the MDS formulae.</li> </ol> <p>Settlement Area boundaries will be expanded only where existing designated settlement areas in the municipality do not have sufficient land supply to accommodate the growth projected for the municipality.</p> <p>Expansions into prime agricultural areas are permitted only where there are no reasonable alternatives which avoid prime agricultural areas and there are no reasonable alternatives with lower priority agricultural lands in the prime agricultural area.</p> <p>The expansion of a Settlement Area or the creation of a new settlement area shall require an amendment to this Plan. The need to undertake a comprehensive review to expand the boundaries of a settlement area does not require the undertaking of a comprehensive review of this Plan.</p>
<p><b>Draft COP Policy adopted by Council</b></p>	<p>Section 3.9 was introduced to provide a Development Plan review option to consider the inclusion of the “Future Expansion Lands” between comprehensive plan reviews. The Section was added in the Final Adopted draft of the Plan and provided a framework for the submission requirements by a land owner to file for consideration by the Municipality and County.</p>
<p><b>Draft COP Mapping Reference</b></p>	<p><a href="#">Schedule A</a> (Rural Lands) identifies the “Future Expansion Areas”. This mapping has not changed from the original 2006 approved Community Official Plan.</p>
<p><b>Public Comments Received</b></p>	<p>Generally comments from residents regard the “Future Expansion Areas” pertained to the “quickly depleting land supply of Almonte Ward”. Whether a misconception or not, the general public opinion was that the growth generated within Almonte Ward (notably in Mill Run and Riverfront Estates) was going to result in a deficit of land within 2-3 years.</p> <p>Written and verbal comments provided by several of the interested parties (Sonnenburgs, Houchaimi, Doyle Homes, NeilCorp) expressed a strong desire to see the ward boundary expanded as part of the current review to ensure that the momentum established in the current developments carried forward uninterrupted.</p> <p>Written comments were also provided by the Browns, the owner of a large contingent of vacant land within the settlement boundary to express desire to see infill and intensification required before the boundary is expanded.</p>
<p><b>Options</b></p>	<ol style="list-style-type: none"> <li>1. Adjust the population projections, settlement strategy, range of housing types (densities and mixes), redefine low, medium and high densities, and move from net density calculations to gross density calculations. This combination of policy revisions will result in the need for approximately 90 ha of land to be brought into the settlement area. <ol style="list-style-type: none"> <li>a. Expand the settlement boundary to include land holdings A and B, show in Attachment 5. (recommended)*</li> <li>b. Expand the settlement boundary to include another combination of land holdings A, B and/or C.</li> </ol> </li> </ol>

2. Leave all settlement strategy and density policies of the COP as they exist and rename the “Future Expansion Lands”, “Development Lands”. (this is the recommended proposal by Lanark County).
3. Delete the “Future Expansion Lands” references completely (also recommended by Lanark County).
4. Remove reference to Section 3.9 and leave all mapping as it was presented in the 2006 COP. The Mapping is not subject to the amendment application and should not be included in the discussion. Any expansion of the ward boundary would be subject to Comprehensive review.
5. Propose a 1:1 land-swap for vacant residential lands within the settlement boundary for lands within the “Future Expansion Area” (note: these lands would have to be contiguous and logical to remove from the urban setting – i.e. located on the edge of the town and un-serviced)
6. Status quo – move forward with the proposal presented in the adopted draft (Section 3.9 will determine the appropriate timing and phasing to expand the boundary).

*\*Note: the inclusion of land holding B is only possible if the agricultural lands mapping changes.*

## ATTACHMENT 4 – Agricultural Lands

<b>Comment Received</b>	It is recommended that the Prime Agricultural designation on the Rural Land Use ( <a href="#">Schedule A</a> ) to the Community Official Plan be modified to reflect Scenario 2 of the <a href="#">Agricultural Lands Review</a> prepared by JL Richards dated February 2018. It is also recommended that the revised Prime Agricultural designation be supported by an application for amendment to the SCOP to re-designate lands to Agriculture on Schedule “A” Land Use Designations to the SCOP.
<b>Potential Impact of Modification as Request</b>	<b>HIGH</b> – Prime Agricultural Soils (Class 1-3) represents approximately 36% of the geographic area of the Municipality. Agricultural lands make up a significant part of both the economic and socio-identity of Mississippi Mills. As the Province asserts significant oversight and regulation regarding prime agricultural lands (i.e. limited lot creation, buffer of non-compatible uses), it is important to be confident in the mapping and designations used in local policy. Farm land is widely considered to be one of the most threatened and limited resources in rural Ontario and as such, has a significant degree of scrutiny and hierarchy applied to it in land use planning practice.
<b>PPS Reference</b>	<p>2.3.1 <i>Prime agricultural areas</i> shall be protected for long-term use for agriculture.</p> <p style="padding-left: 40px;"><i>Prime agricultural areas</i> are areas where <i>prime agricultural lands</i> predominate. <i>Specialty crop areas</i> shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the <i>prime agricultural area</i>, in this order of priority.</p> <p>2.3.2 Planning authorities shall designate <i>prime agricultural areas</i> and <i>specialty crop areas</i> in accordance with guidelines developed by the Province, as amended from time to time.</p> <p>2.3.5.1 Planning authorities may only exclude land from <i>prime agricultural areas</i> for expansions of or identification of <i>settlement areas</i> in accordance with policy 1.1.3.8.</p>
<b>SCOP Policy Reference</b>	<p><u><i>6.1.1 Identifying Agricultural Resource Policy Areas</i></u> Local Official Plans shall identify agricultural resource lands. The identification of prime agricultural lands should be based primarily on three factors:</p> <ol style="list-style-type: none"> <li>1. soil capability for agriculture, primarily soil classes 1, 2 and 3 (Canada Land Inventory classification system) and associated class 4 to 7 lands where there is a local concentration of farms which exhibit characteristics of on-going agriculture;</li> <li>2. the extent of land fragmentation; and</li> <li>3. the presence of conflicting land uses in the area.</li> </ol> <p>Prime agricultural areas have been identified on Schedule A of this Plan. Any change to the Agricultural designation in local Official Plans will require an amendment to this Plan. Agricultural resources will be protected through designation in the local Official Plan as well as the Lanark County Plan and the implementation of policies for their protection.</p>
<b>Draft COP Policy adopted by Council</b>	<p>3.2.3 General Agricultural Policies</p> <p>4. Council undertakes to complete a review of its prime agricultural lands through an alternative agricultural land evaluation area review (LEAR) approved by the Province including a review of related policies prior to the next Community Official Plan Five Year Review.</p>
<b>Draft COP Mapping Reference</b>	<a href="#">Schedule A</a> – Rural Lands Uses
<b>Public Comments Received</b>	Agricultural mapping changes were subject to a public workshop in November 2016 to seek advice and recommendation from the Agricultural Committee. The Committee recommended that the status quo mapping depicted in Scenario 1 be utilized as the Committee placed a high degree of trust in the accuracy of the mapping created in 2006. The proposal for inclusion in the adopted COP does eliminate the “Locally Significant Agricultural Lands”. Generally the comments held higher regard for the importance of soil composition and less for the environmental factors associated with block size, or fragmentation.

Further written comments were provided by Houchaimi Holdings Inc. who indicated that they preferred the Scenario 2 mapping which would result in the removal of their land holding from the Agricultural designation.

## Options

1. Status Quo – leave Scenario 1 until SCOP is updated by County (recommended)
2. Adopt Scenario 2 as recommended by the County.
3. Commit to completing a LEAR review in conjunction with the County of Lanark, at a time convenient for their review. This recommendation appears to be favoured by OMAFRA who acknowledges that Prime Agricultural Lands are not limited to municipal boundary lines.

**ATTACHMENT 5 – Residual Growth Analysis**

**DRAFT**  
**Municipality of Mississippi Mills**  
**Residual Growth Analysis**

---

*Prepared for Negotiations with Lanark County  
Pertaining to Community Official Plan Amendment No. 21*

*March, 2019*

*Authored by: Andrew Scanlan Dickie  
Edited by: Niki Dwyer, MCIP RPP*

## BACKGROUND

In 2018, the Municipality of Mississippi Mills Council passed amendments to the Community Official Plan (COP). Among the amendments was a population forecast produced by JL Richards (JLR), the consultant hired to aid with the COP update. JLR combined historical growth and historical permits trends to project from 2016 (the last Statistics Canada census period) to 2037. The result was a Mississippi Mills population growth of 4,435 people, totalling 17,598. At 2.37 persons per household and a 50:50 Almonte to Rural (inclusive of Villages) ratio, this population growth equated to an added demand of 944 dwelling units in Almonte over the next 20 years.

Staff calculate that if development continues at current density targets (about 10 units per gross hectare) – as calculated using Geographic Information Systems (GIS) mapping – and maintains the historical permit activity (as outlined by JL Richards) of 61 permits per year in Almonte, the Town could accommodate growth until the year 2041 with the land immediately available within its boundaries. The 61 permits are derived from the average number of permits for new units received annually between 2006 and 2016, multiplied by the percentage of permits associated to the Almonte Ward between that time – an average of 90 units a year multiplied by 68 percent.

However, since passing the COP at local council, Lanark County adopted alternative population targets for 2038. It expects 21,122 people to live in Mississippi Mills – a 20 percent increase from the JLR Richards' figures. This equates to an added demand of 2,351 units over the next 21 years in Almonte. These new population targets provide the Municipality with the opportunity to adjust our settlement strategy targets. Subsequently, Staff have used a 70:30 Almonte to Rural split to reflect 2006-2016 permit trends.

## UNIT DEMAND

To match the projected 2,351-unit Almonte growth, the Municipality would have to sustain a steady permit activity of 112 permits per year (the amount of units divided by 21 years) in the urban area – almost double the 61 permits per year identified as part of the JL Richards original assessment. This means that the generated demand would perfectly meet supply as of year 2037.

However, the County's proposed Almonte demand – calculated using forecasted population growth – does not consider permit activity, nor does it factor in increases in permit activity over time. Consequently, Staff produced the following information to simulate permit activity and its growth until 2038: (1) the average yearly permits issued for new unit construction using 2014 to 2018 data; and (2) the average year-to-year rate of change for permits from 2014 to 2018.

Table 1. Five-year Permit Activity (2014-2018)

		2014	2015	2016	2017	2018
<b>Unit Type</b>	Single-Detached	43	20	40	36	67
	Semi-Detached	6	18	24	36	24
	Townhouse	21	52	26	64	60
	Apartment	2	1	4	0	60
<b>Total Units</b>		72	91	94	136	211
<b>Year-Year % Change</b>			26%	3%	45%	55%
<b>Average Annual Permits</b>		121				
<b>Average % Change</b>		32.4%				

According to Table 1, the Municipality has averaged 121 issued permits annually, complemented by an average growth rate (percent change) of 32.4 percent in the same five-year period. Staff consider this growth to be generous. Consequently, Staff compared the values to the annual rate of housing demand between the 2006, 2011, and 2016 census periods, using the same assumption as JL Richards that the persons per household equates to 2.37 (as per the 2016 census).

Table 2. Change in Population 2006-2016

	2006	2011	2016
<b>Almonte Population</b>	4538	4750	5045
<b># Units (2.37ppl/u)</b>	1915	2005	2129
<b>Yearly % Change</b>		0.92%	1.21%
<b>Average % Change</b>			1.07%

Based on census data from 2006, 2011, and 2016, Staff observed that the Town of Almonte experienced an average yearly population increase of 1.07 percent – which paints a starkly different picture than the 32 percent average yearly increase in issued permits. To account for the difference, Staff elected to average out the two percentages, resulting in a yearly change of 16.7 percent.

Now knowing the average number of issued permits between 2014 and 2018, and an estimated yearly change in said permits, Staff calculated the expected yearly permits in intervals of five years.

Table 3. Adjusted Yearly Permits (5-year Intervals)

	'14-'18	'19-'23	'24-'28	'29-'33	'34-'38
5-year Average Permits	121	141	165	193	225
20-year Average Permits	169				

By adjusting the base period of 2014 to 2018 to each following five-year interval, and then taking the average of said intervals, Staff calculated that the average number of annual permits for new units equalled 169. When multiplied by 20 years, this equates to a total Almonte unit demand of 3,379 – 2,069 more units than originally anticipated by JL Richards. The question therefore becomes whether the Almonte Ward can maintain sufficient supply to meet this increased demand.

Based on the current Almonte gross density (10 units per gross hectare), the amount of land available for development (about 99.3 hectares), and a 70:30 Almonte to Rural split, Staff determined that there is an existing supply of 1,541 units – a deficit of 1,838 compared to demand. Furthermore, the urban area would be depleted of units as of 2025 as it began using up its 10-year unit reserve (as per Provincially Policy Statement requirements) in 2015 (four years ago). This means that the Municipality requires more units to sustain itself. There are three possible ways to do this:

- (1) adjust the Municipality’s density targets to fit more units on less land;
- (2) adjust the boundaries of the Almonte Ward to free up land for development; or
- (3) a combination of both.

#### OPTION #1 – DENSITY INCREASES

By increasing the allowable density of the urban area, the Municipality would permit more units to be built on the same amount of land; thus increasing the efficiency of how available land is used. This does not necessarily mean that the entirety of Almonte increases in density; rather, it would likely translate into particular areas being designated for increased growth (e.g. along major thoroughfares) to mitigate impacts to districts of historically low-density character.

Based on the available land within the Almonte Ward, Staff ran a calculation to determine the density required to meet the 3,379-unit demand without expanding the Ward’s boundaries. The calculation was done using the following assumptions:

- that a high-density category would have to be introduced;
- that the current low-to-medium density ratio of 70:30 is no longer appropriate for modern demands in accordance with the directives of the PPS; and
- that said ratio should be amended to a low-medium-high relationship of 45:40:15.

The result is a density of 37 units per gross hectare – almost four times that of the observed 10 units per gross hectare. Assuming no change in our low- and medium-

density targets (15 and approximately 20, respectively), the Municipality would require at minimum 148 units per gross hectare (or 59.2 units per gross acre) to meet demand. Although this is in line with provincial interests of intensification, it is a stark deviation from the existing character of Almonte. For reference, the highest calculated density in Almonte – in the downtown – is 26.3 units per gross hectare (or 7.5 units per gross acre).

#### **OPTION #2 – BOUNDARY ADJUSTMENT**

Another route for meeting future unit demand is the expansion of the urban settlement area boundary to incorporate additional land that can be developed. At present, there remains approximately 99.3 hectares (245.4 acres) of land available – which is not sufficient. Consequently, Staff calculated how much additional land would be necessary to meet a 3,379-unit demand from now until 2037.

The result is an additional 287.8 hectares (711.2 acres). For reference, Almonte is approximately 602.4 hectares large. Thus, the proposed addition would be equivalent to increasing the Town by almost half.

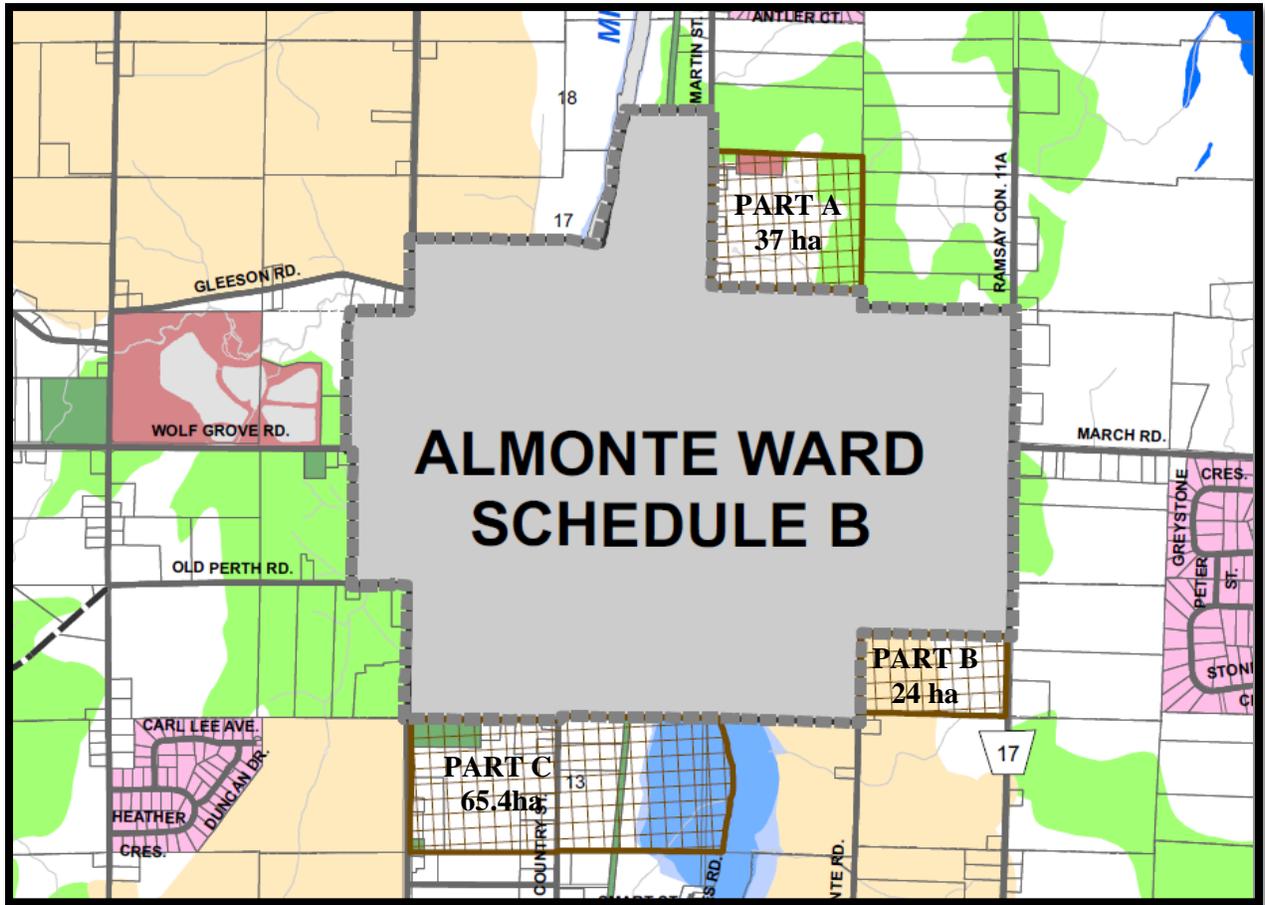
#### **OPTION #3 – DENSITY INCREASE & BOUNDARY ADJUSTMENT**

Proceeding with the combined adjustment requires addressing the matter in two steps: (1) assessing what is an appropriate density increase for the Municipality and then (2) calculating how much land is needed using the new density.

As previously stated, calculations indicate the Municipality's 10-year reserve started depleting as of 2015. Consequently, Staff considered adjusting the density to re-establish the 10-year reserve cut off at 2019. Doing so resulted in a proposed density of 20 units per gross hectare. Though higher than the current 10 units per gross hectare, much of the density would be captured by the high-density areas – which would require a minimum of 35 units gross hectare (or 14 units per gross acre). Using this new density, Staff calculated what amount of land is required to meet the 3,379-unit demand from now until 2037.

The result is an additional 94.6 hectares (233.8 acres) – a more reasonable 15 percent increase in total area for the Almonte Ward. This method would free up land for development while meeting provincial interests of intensification.

# FUTURE EXPANSION AREAS OF ALMONTE WARD



**ATTACHMENT 6 – JL Richards Agricultural Lands Report**

# **AGRICULTURE LANDS REVIEW**

**February 2018**

Prepared for

## **MUNICIPALITY OF MISSISSIPPI MILLS**

P.O. Box 400  
3131 Old Perth Road  
Almonte, Ontario  
K0A 1A0

Prepared by

## **J.L. RICHARDS & ASSOCIATES LIMITED**

Consulting Engineers, Architects & Planners  
864 Lady Ellen Place  
Ottawa, Ontario  
K1Z 5M2

JLR 24473-004.1

# AGRICULTURE LANDS REVIEW

## MUNICIPALITY OF MISSISSIPPI MILLS

---

### - TABLE OF CONTENTS -

1.0	INTRODUCTION.....	1
2.0	AGRICULTURAL LAND IN MISSISSIPPI MILLS.....	2
3.0	FARMS IN MISSISSIPPI MILLS.....	6
4.0	AGRICULTURAL LAND POLICY IN LANARK COUNTY.....	9
4.1	Provincial Policy Statement 2014.....	10
4.2	Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas.....	10
4.3	Minimum Distance Separation Formulae.....	13
5.0	SUMMARY OF POLICY OPTIONS FOR CONSIDERATION.....	15
6.0	RECOMENDATION.....	19

**- LIST OF TABLES -**

<u>Table 1:</u>	Mississippi Mills – Soil Capability for Agriculture .....	3
<u>Table 2:</u>	Mississippi Mills – Farms by Classification .....	7
<u>Table 3:</u>	Mississippi Mills – Farms by Size .....	7
<u>Table 4:</u>	Mississippi Mills – Farm Operators Who Lived on Farm .....	8
<u>Table 5:</u>	Mississippi Mills – Farm Classified by Operating Arrangement .....	8
<u>Table 6:</u>	Categorization of Permitted Uses .....	11-12
<u>Table 7:</u>	Summary of Proposed Scenarios .....	17

**- LIST OF FIGURES -**

<u>Figure 1:</u>	Mississippi Mills – Soil Classes .....	4
<u>Figure 2:</u>	Extent of Prime Agricultural Lands beyond Mississippi Mills .....	5
<u>Figure 3:</u>	Scenario 1: Existing COP designation .....	16
<u>Figure 4:</u>	Scenario 2: OMAFRA APPROACH (as interpreted) .....	18

# AGRICULTURE LANDS REVIEW

## MUNICIPALITY OF MISSISSIPPI MILLS

---

### 1.0 INTRODUCTION

Mississippi Mills is comprised of extensive rural and agricultural areas surrounding a small friendly town and several picturesque villages and hamlets.<sup>1</sup> The agricultural industry found in Pakenham and Ramsay is a major economic and social contributor in Mississippi Mills. Approximately 17,574.2 hectares of land or roughly 36% of the total land base of Mississippi Mills is covered by Classes 1 to 3 soils. This represents roughly 35% of the prime agricultural lands found within Lanark County. Agricultural activities direct approximately \$30 million per year into the local economy based on farm gate sales of \$12.1 million, Mississippi Mills' agricultural industry is one of the largest in Lanark County.<sup>2</sup> The policies of the current Community Official Plan are designed to protect agricultural resources for agricultural use.

The purpose of this report is to examine the land use planning policies and mapping relating to agricultural land in the Municipality of Mississippi Mills. The report will begin with an examination of the quality of agricultural land within the County including a review of the Census of Agriculture with respect to Mississippi Mills. Local policies in support of the agricultural industry will also be reviewed.

In the *Planning Act*, the protection of the agricultural resources of the Province is listed as a matter of provincial interest that municipalities shall have regard to. The Provincial Policy Statement is issued under the authority of section 3 of the *Planning Act* and came into effect on April 30, 2014. In respect of the exercise of any authority that affects a planning matter, section 3 of the *Planning Act* requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act. The PPS is the principal guiding document on land use planning and provides specific policy direction to municipalities. Issues relating to the conformity of the Municipality's land use policies to the PPS will be presented and discussed as will mapping options.

---

<sup>1</sup> Municipality of Mississippi Mills; Community Profile.  
(<http://www.mississippimills.ca/en/live/resources/CommunityProfile2012B.pdf>)

<sup>2</sup> Municipality of Mississippi Mills; Community Official Plan  
(<http://www.mississippimills.ca/en/resourcesGeneral/Community%20Official%20Plan%202006.pdf>)

## 2.0 AGRICULTURAL LAND IN MISSISSIPPI MILLS

The Canada Land Inventory is a system that has been devised to assess the effects of climate and soil characteristics on the limitations of land for the growing of common field crops such as corn, soybeans, small grains and perennial forages. Under this system, mineral soils are evaluated against three general qualities:

1. Their productivity relative to all mineral soils;
2. Their flexibility, or the range of field crops they are capable of producing; and
3. Their management needs with respect to necessary improvements and conservation practices for field crop production.<sup>3</sup>

The Canada Land Inventory has identified seven classes of agricultural land according to capability for common field crops. The soil capability classes, ranked from the highest capability soils to the lowest, are:

**Class 1** Soils in this class have no significant limitations in use for crops

**Class 2** Soils in this class have moderate limitations that reduce the choice of crops, or require moderate conservation practices.

**Class 3** Soils in this class have moderately severe limitations that reduce the choice of crops or require special conservation practices.

**Class 4** Soils in this class have severe limitations that restrict the choice of crops, or require special conservation practices and very careful management, or both.

**Class 5** Soils in this class have very severe limitations that restrict their capability to producing perennial forage crops, and improvement practices are feasible.

**Class 6** Soils in this class are unsuited for cultivation, but are capable of use for unimproved permanent pasture.

**Class 7** Soils in this class have no capability for arable culture or permanent pasture.<sup>4</sup>

More detailed descriptions of each of these soil classes are provided in **Appendix "A"**.

**Table 1** presents information obtained from the Mississippi Mills Geographic Information System on soil capability for agriculture.

<sup>3</sup> Agriculture and Agri-Food Canada; Overview of Classification Methodology for Determining Land Capability for Agriculture. (<http://sis.agr.gc.ca/cansis/nsdb/cli/classdesc.html>)

<sup>4</sup> Ibid.

**Table 1: Mississippi Mills – Soil Capability for Agriculture**

<b>Soil Capability Class</b>	<b>Land Area (hectares)</b>	<b>Percentage of Land Area (%)</b>
Class 1	7,155.8	14.8
Class 2	4,139.1	8.5
Class 3	6,279.3	12.9
<b>Prime Agricultural Lands (Class 1,2 &amp; 3)</b>	<b>17,574.2</b>	<b>36.2</b>
Class 4	417.2	0.9
Class 5	107.7	0.2
Class 6	7,251.2	15.0
Class 7	23,149.8	47.7
<b>TOTALS</b>	<b>48,500.0</b>	<b>100.0</b>

Roughly 36% of the lands within Mississippi Mills are considered to be prime agricultural lands whereas nearly 48% have no capability for arable culture or permanent pasture. The soil capability mapping had been extensively studied as part of the background to the current Community Official Plan.

**Figure 1** demonstrates the location of the prime agricultural lands (Soil Classes 1 to 3), the Class 4 lands and the Class 5, and, the Class 6 and 7 lands which are grouped together accordingly. The Class 4 and Class 5 lands, which comprise only 1.1% of the lands, are dispersed, in small pockets, throughout Mississippi Mills. There are no specific large concentration of the Class 4 and 5 lands; however, these lands are commonly adjacent to prime agricultural lands. Generally, the Class 4 and 5 lands are intermingled with the lands having Class 1 to 3 soil capability. These soil classes predominately form the basis for the *Agriculture* land use designation (including a section of Rural – Agricultural Overlay) in the Mississippi Mills Community Official Plan. Some areas on Figure 1 indicate that there is no data on soil classification (other). Aerial photography interpretation of Mississippi Mills shows the area to be generally forested and crop land.

The Class 6 and 7 lands are generally designated as *Rural* according the Mississippi Mills Community Official Plan. The wetland areas, including the Appleton Swamp, are also in these poorer soil capability classes. Generally, these lands are subject to the *Provincially Significant Wetland* designations in the Community Official Plan or include *Areas of Natural and Scientific Interest* and are subject to policies that restrict or constrain development.

Subsequently, **Figure 2** demonstrates the extent of prime agricultural soils outside of the Mississippi Mills municipal boundary. Provincial policies generally use a 250 hectare benchmark when determining provincially significant agricultural lands.



# CANADA LAND INVENTORY SOIL CAPACITY CLASSIFICATION

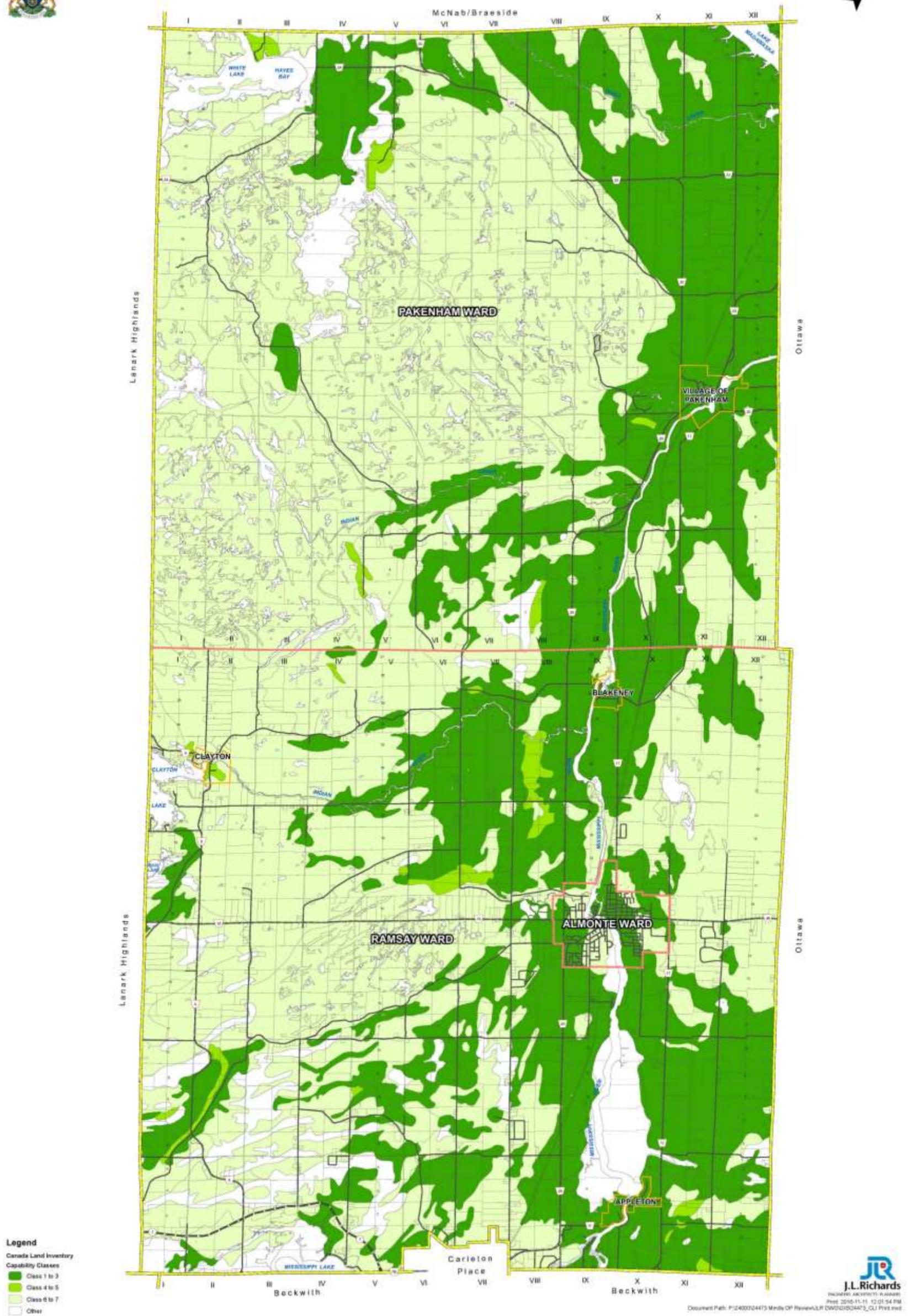


Figure 1: Mississippi Mills – Soil Classes



# CANADA LAND INVENTORY SOIL CAPACITY CLASSIFICATION

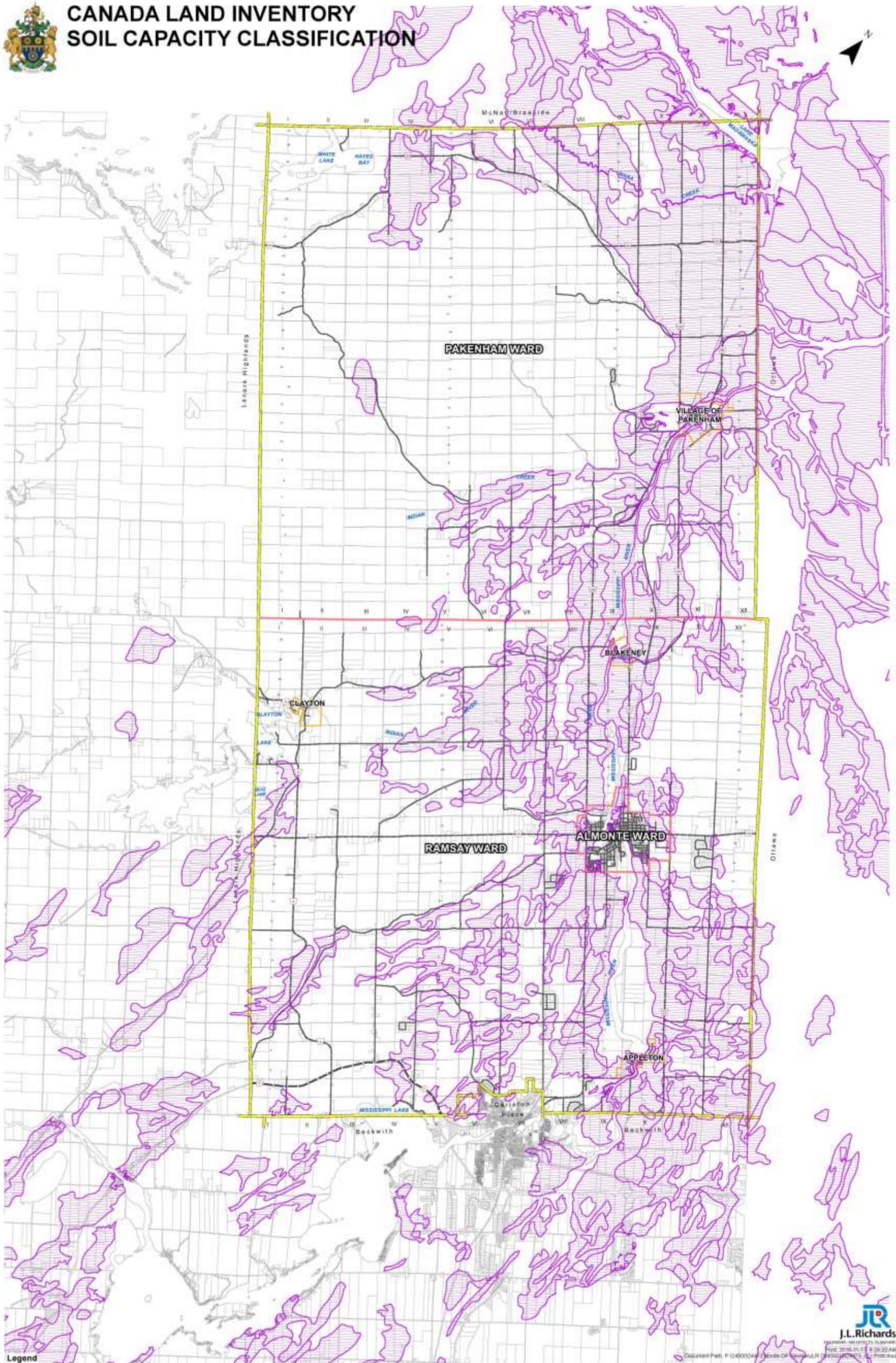


Figure 2: Extent of Prime Agricultural Lands beyond Mississippi Mills

### 3.0 FARMS IN MISSISSIPPI MILLS

Statistics Canada Census of Agriculture data describes the variety of farms classified by the North American Industry Classification System (NAICS). According to the 2011 data, there were 224 farms and a total of 335 farm operators in Mississippi Mills.

Statistics Canada defines census farm as:

‘an agricultural operation that produces at least one of the following products intended for sale: crops (hay, field crops, tree fruits or nuts, berries or grapes, vegetables, seed); livestock (cattle, pigs, sheep, horses, game animals, other livestock); poultry (hens, chickens, turkeys, chicks, game birds, other poultry); animal products (milk or cream, eggs, wool, furs, meat); or other agricultural products (Christmas trees, greenhouse or nursery products, mushrooms, sod, honey, maple syrup products).’

Statistics Canada defines farm operators “as those persons responsible for the day-to-day management decisions made in the operation of a census farm or agricultural operation. Up to three farm operators could be reported per farm.” Also, Statistics Canada notes the count of farm operators is distinct; hence, operators of 2 or more separate farms are included only once in the total.

**Table 2** shows the diversity of farms in Mississippi Mills. Cattle ranching and farming is the most common agricultural activity in the area, comprising roughly 26% of all farms. Other popular farming classes in Mississippi Mills include oilseed and grain farming (counting for 21.4% of farming), and, hay farming (counting for 16.5% of farming).

**Table 2: Mississippi Mills – Farms by Classification**

Farm Classification	Number of Farms (#)	Percentage of all Farms (%)
Cattle ranching & farming	58	25.9
Hog and pig farming	0	0.0
Poultry and egg production	2	0.9
Sheep & goat farming	5	2.2
Apiculture	4	1.8
Horse & other equine production	18	8.0
Other animal production	13	5.8
Oilseed & grain farming	48	21.4
Vegetable & melon farming	7	3.1
Fruit & tree-nut farming	4	1.8
Greenhouse, nursery & floriculture production	3	1.3
Hay farming	37	16.5
Maple syrup and products production	10	4.5
Other crop farming	15	6.7
<b>All farms</b>	<b>224</b>	<b>100.0</b>

Source: Statistics Canada. 2011 Census. Table 004-0200 – Census of Agriculture, farms classified by North American Industry Classification System (NAICS).

**Table 3** presents data on the size of farms in Mississippi Mills. The median farm size in the area is between 130 and 179 acres (52 to 72 hectares). Majority of the farms are in the 70 to 129 acre range (28 to 52 hectares) – mid-point being around 100 acres or 40 hectares. This is fairly consistent with the Provincial recommendation of 40 hectare farm sizes.

**Table 3: Mississippi Mills – Farms by Size**

Farm Size Category	Number of Farms (#)	Percentage of all Farms (%)
Farms under 10 acres	6	2.7
Farms 10 to 69 acres	33	14.7
Farms 70 to 129 acres	64	28.6
Farms 130 to 179 acres	27	12.1
Farms 180 to 239 acres	25	11.2
Farms 240 to 399 acres	33	14.7
Farms 400 to 559 acres	12	5.4
Farms 560 to 759 acres	11	4.9
Farms 760 to 1,119 acres	8	3.6
Farms 1,120 to 1,599 acres	4	1.8
Farms 1,600 to 2,239 acres	1	0.4
Farms 2,240 acres and over	0	0.0
<b>All farms</b>	<b>224</b>	<b>100.0</b>

Source: Statistics Canada. 2011 Census. Table 004-0201 – Census of Agriculture, farms classified by total farm area.

According to the 2011 Census, 91% of farm operators lived on the farm, as indicated in **Table 4**.

**Table 4: Mississippi Mills – Farm Operators Who Lived on Farm**

Where farm operator lived	Number of Farms Operators (#)	Percentage of all Farms Operators (%)
Off farm	30	9
On farm	305	91
<b>All farm operators</b>	<b>335</b>	<b>100</b>

Source: Statistics Canada. 2011 Census. Table 004-0240 – Census of Agriculture, number of farm operators who lived on the farm at any time during the 12 months prior to the census.

**Table 5** describes the farm tenure in Mississippi Mills. Ownership is the pre-dominant form of tenure, with nearly 98% of farms being owned by the operators. However, ownership is often accompanied by other arrangements such as leasing or renting of land.

**Table 5: Mississippi Mills – Farm Classified by Operating Arrangement**

Tenure Type	Number of Farms Reporting (#)*	Percentage of all Farms (%)	Land Area (hectares)	Percentage of Farm Land Area (%)
Owned	219	97.8	16,041	73.7
Leased from governments	4	1.8	n/a**	n/a
Rented or leased from others	72	32.1	6,281	28.9
Crop-shared from others	2	0.9	n/a**	n/a
Other arrangements	12	5.4	n/a**	n/a
Land used by others	40	17.9	800	3.7
<b>ALL FARMS</b>	<b>224</b>		<b>21,769</b>	

Source: Statistics Canada. 2011 Census. Table 004-0204 – Census of Agriculture, tenure of land owned, leased, rented, crop-shared, used through other arrangements or used by others.

\* Total farm area is the difference between the sum of all land tenure minus “Total area used by others.” The “Number of farms reporting” does not equal the sum of the parts because farms reporting more than one category (or activity) are only counted once.

\*\* Suppressed data to meet the confidentiality requirements of the *Statistics Act*.

#### 4.0 AGRICULTURAL LAND POLICY IN LANARK COUNTY

The Lanark County Sustainable Communities Official Plan addresses agricultural land policies in its Section 6 - Resources. In this section of the upper-tier Official Plan, it is prescribed that each local Official Plan – within Lanark County – shall respectfully identify their agricultural resource lands. The identification of their prime agricultural lands should be based on three factors:

- i. soil capability for agriculture, primarily soil classes 1, 2 and 3 (Canada Land Inventory classification system) and associated class 4 to 7 lands where there is a local concentration of farms which exhibit characteristics of on-going agriculture;
- ii. the extent of land fragmentation; and
- iii. the presence of conflicting land uses in the area.

Furthermore, the County Official Plan speaks to the permitted uses, lot areas, lot creation, zoning and development control in respect to agricultural land resources throughout the entire County. The policies in the County Official Plan are based on a foundation of 19 themes that span over the four pillars of sustainability: cultural, environmental, economic and social.

At the local scale, the Mississippi Mills Community Official Plan recognizes the importance of the agricultural industry to the Municipality of Mississippi Mills. The designation of “agricultural” and “rural – agricultural overlay” has been assigned in large part to prime agricultural lands. In the Community Official Plan, a series of agricultural policies have been created, including the permitted uses; minimum distance separation; land stewardship, sustainable operations and nutrient management; residential development; agricultural commercial and industrial development; severance and lot creation; and prime agriculture area redesignation.

The primary goal and objective of the Mississippi Mills Community Official Plan related to agricultural land is the “protect agricultural resources for agricultural uses”.<sup>5</sup>

The Goals and Objectives of the Plan set the context and purpose behind the current Official Plan policies.

As part of the Official Plan Review Work Program, an initial Agricultural Stakeholder Workshop was held on November 16, 2016 followed by a meeting with members of the Agricultural Committee on February 9, 2018. The Workshop and subsequent meeting explored the characteristics and strengths of the current agricultural policies in the Mississippi Mills Community Official Plan.

The following sections of the report will review specific provincial policy documents subject to agriculture and agricultural activities to verify how the Mississippi Mills Community Official Plan addresses them. The documents reviewed include:

---

<sup>5</sup> Municipality of Mississippi Mills, 2006, Mississippi Mills Community Official Plan

- 1) Provincial Policy Statement 2014
- 2) Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas
- 3) Minimum Distance Separation Formulae

#### 4.1 Provincial Policy Statement 2014

The Provincial Policy Statement 2014 (PPS) provides policy direction for appropriate development while protecting resources of provincial interest, such as lands of agricultural importance. The PPS makes a distinction between urban settlement and rural areas which are interdependent to each other in terms of markets, resources and amenities. Settlement areas including cities, towns, villages and hamlets are to be the focus of growth and development. Rural areas may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas and other resource areas. According to the PPS it is essential to leverage rural assets and amenities and to protect the environment as a foundation for a sustainable economy. The PPS contains policies that support the continued agricultural industry viability and to support economic development within rural areas. These policies are consistent with the Provincial interest protecting the agricultural resource base.

Rural lands are different than rural areas and are defined by the PPS as those lands that are outside of settlement areas and which are also outside of prime agricultural areas. In rural lands, recreational, tourism and other economic opportunities, such as resource based uses are to be promoted. Permitted uses include the management and use of resources, resource-based recreational uses including recreational dwellings, limited residential development, home occupations and industries, cemeteries and other rural land uses. Agricultural and other resource-related uses are to be protected.

According to the PPS, prime agricultural areas are to be protected for long-term agricultural use. Prime agricultural areas are where prime agricultural lands predominate. The PPS defines prime agricultural land as Canada Land Inventory Class 1, 2 and 3 lands. Prime agricultural areas are areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture and Foods using guidelines developed by the Province as amended from time to time. A prime agricultural area may also be identified through an alternative agricultural land evaluation system approved by the Province. Prime agricultural areas shall be protected for long-term use for agriculture.

#### 4.2 Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) have developed Guidelines on Permitted Uses in Ontario's Prime Agriculture Areas.

OMAFRA has classified permitted uses as:

- 1) Agricultural Uses
- 2) Agriculture-Related Uses
- 3) On-Farm Diversifies Used

**Table 6** summarizes OMAFRA’s Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas.

**Table 6: Categorization of Permitted Uses**

	<b>Examples of Permitted Uses*</b>	<b>Examples of Non-Permitted Uses</b>
<b>Agricultural Uses</b>	<ul style="list-style-type: none"> <li>▪ Accommodation for full-time farm labour</li> <li>▪ Barns, manure storages and other associated buildings and structures</li> <li>▪ Christmas trees and nurseries</li> <li>▪ Cold storage (for farm’s use)</li> <li>▪ Croplands (all crops including biomass and sod)</li> <li>▪ Feedlot</li> <li>▪ Feed storages (e.g. silos and gravity bins)</li> <li>▪ Fish farm</li> <li>▪ Greenhouse for growing plants</li> <li>▪ Horse farm</li> <li>▪ Machine shed (for farm’s use)</li> <li>▪ Mushroom farm</li> <li>▪ Pastureland</li> <li>▪ Tobacco kiln or smoke barn</li> <li>▪ Washing, sorting and grading (for farm’s products)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dog kennels</li> <li>▪ Green dryers or mechanical garages serving several producers/customers</li> <li>▪ Greenhouses used for retailing plants</li> <li>▪ Landscape businesses</li> <li>▪ Off-season vehicle storages</li> <li>▪ Recreational facilities such as campsites, golf courses, fairgrounds, racetracks or ball parks</li> <li>▪ Restaurants</li> </ul>

\* Provided all PPS criteria are met

<b>Agriculture-Related Uses</b>	<ul style="list-style-type: none"> <li>▪ Abattoir processing and selling local meat</li> <li>▪ Agricultural research centre</li> <li>▪ Apple storage and distribution centre</li> <li>▪ Auction for local produce</li> <li>▪ Farm equipment repair shop</li> <li>▪ Farm input supplier (e.g. feeds, seeds, fertilizer)</li> <li>▪ Farmers' market selling local produce</li> <li>▪ Flour mill for local grain</li> <li>▪ Food processing plant for local produce</li> <li>▪ Grain dryer servicing several local farmers</li> <li>▪ Livestock assembly yard or stock yard for local farmers</li> <li>▪ Winery using local grapes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Antique businesses</li> <li>▪ Art or music studios</li> <li>▪ Automobile wrecking yards</li> <li>▪ Conference centres, hotels, guest houses or restaurants</li> <li>▪ Equipment or vehicle dealerships</li> <li>▪ Furniture makers</li> <li>▪ Institutions such as school or clinics</li> <li>▪ Landscaping businesses</li> <li>▪ Large food processing plants or micro-breweries that are high-water-use facilities and are better suited to locations with full urban services</li> <li>▪ Paint or building suppliers</li> <li>▪ Recreational facilities, campgrounds or fairgrounds</li> <li>▪ Seasonal storage of boats, trailers or cars</li> <li>▪ Small animal veterinary clinics</li> <li>▪ Trucking yards</li> </ul>
<b>On-Farm Diversified Uses</b>	<ul style="list-style-type: none"> <li>▪ Agri-tourism uses (e.g. farm vacation suite, bed and breakfast, hay rides, petting zoo, equine events, wine tasting)</li> <li>▪ Café/small restaurant, cooking classes, food store</li> <li>▪ Home industries (e.g. sawmill, welding or woodworking shop, equipment repair, seasonal storage, biomass pelletizer)</li> <li>▪ Home occupations (e.g. professional office, land surveyor, art studio, daycare, veterinary clinic, kennel, hairdresser)</li> <li>▪ Retail uses (e.g. farm market, antique business, seed supplier, tack shop)</li> <li>▪ Value-added uses (e.g. processor, packager, winery, cheese factory, bakery, abattoir)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Institutional uses (e.g. churches, schools, nursing homes, cemeteries)</li> <li>▪ Large-scale equipment or vehicle dealerships, hotels, landscape businesses, manufacturing plants, trucking yards</li> <li>▪ Large-scale recreational facilities such as golf courses, soccer fields, ball diamonds or arenas</li> <li>▪ Uses with high water and sewage needs and/or that generate significant traffic (e.g. food processors, distribution centres, full-scale restaurants, banquet halls)</li> </ul>

These OMAFRA Guidelines are in accordance to the PPS. The intent of the PPS and these guidelines is to allow uses in *prime agricultural areas* that ensure:

- agriculture remains the dominant use and is safeguarded for future generations
- land taken out of agricultural production, if any, is minimal
- regard is given to the long-term (multi-generational) impact on *prime agricultural areas*

- *normal farm practices* are able to continue
- local agricultural character and heritage are maintained as much as possible
- there is compatibility between nearby uses
- the uses make a positive contribution to the agricultural industry, either directly or indirectly
- servicing requirements (e.g. water and wastewater) fit with the agricultural context.

These guidelines aim to increase the consistency of municipal approaches to permitted uses in prime agricultural areas across the province. To maintain the wide variety of uses that the PPS permits, municipalities are encouraged to adopt policies that explicitly reflect PPS policies and the criteria identified in this document.

#### 4.3 Minimum Distance Separation Formulae

The Lanark County Sustainability Communities Official Plan and the Municipality of Mississippi Mills Community Official Plan rely on the minimum distance separation (MDS) formulae, established by the Ontario Ministry of Agriculture and Food (OMAFRA), as a tool to avoid or minimize conflicts and complaints from odour between existing or planned livestock and manure storage facilities and other sensitive land uses. The MDS formulae do not deal with other potential complaints relating to noise or dust.

The MDS is comprised of two separate but comparable formulae:<sup>6</sup>

- MDS I:** provides the minimum distance separation between proposed new development and existing livestock facilities and/or permanent manure storages located in areas where the keeping of livestock is permitted.
- MDS II:** provides the minimum distance separation between proposed new, enlarged or remodelled livestock facilities and/or permanent manure storages and existing or approved development located in areas where the keeping of livestock is permitted.

The MDS formulae are based on the following factors:

- The type of livestock
- The number of livestock housed
- An increase in the size of the operation (if expanding)
- The type of manure system and storage
- The type encroaching land use.

---

<sup>6</sup> Ontario Ministry of Agriculture, Food and Rural Affairs: Minimum Distance Separation (MDS) Formulae Review, 2015 ([http://www.omafra.gov.on.ca/english/landuse/mds\\_review.htm](http://www.omafra.gov.on.ca/english/landuse/mds_review.htm))

The application of the formulae results in the calculation of a minimum setback distance between the new or expanding livestock facility and existing or approved development and road allowances. It is the responsibility of municipalities to determine that the MDS setbacks are met when reviewing land use planning applications, such as lot creation applications, and building permits.

OMAFRA has recently conducted a review of the MDS formulae and their application. A number of changes to the MDS Formulae and Implementation Guidelines have been made. While a number of the changes are administrative and technical in nature, some have a direct impact on land use planning, including the following:

- Inclusion of a requirement for municipalities to apply MDS to development on existing lots of record unless they adopt zoning by-law provisions to exempt this requirement;
- Clarifying that MDS does not apply to extraction of minerals aggregates and petroleum resources, infrastructure, and landfills, and,
- Clarifying that MDS setbacks for agriculture-related uses and on-farm diversified uses are applied at the discretion of a municipality, through appropriate zoning by-law provisions.

The Lanark County Sustainable Communities Official Plan prescribes that all uses permitted within the agricultural resource areas shall be subject to the appropriate Minimum Distance Separation calculation. Further, the permitted uses are subject to the Municipality of Mississippi Mills Comprehensive Zoning By-law.

The Municipality of Mississippi Mills Comprehensive Zoning By-law makes reference to the MDS formulae in its Section 6 – General Provisions for All Zones. In this section, the interests of the PPS and the community official plan in regards to the MDS are withheld. In addition to these setbacks, the Mississippi Mills Community Official Plan requires specific separation distances as well. For example:

“The establishment of new non-farm buildings and structures on lands adjacent to the Agricultural designation shall maintain a setback of 150 metres from the boundary of the Agricultural designation.”

“The establishment of new non-farm buildings shall maintain a setback of 30 metres from lands which are being utilized as part of an active agricultural operation.” (Rural – Agricultural Overlay)

“Within the Almonte and Pakenham village... Under no circumstance shall the subdivision design result in residential dwellings being located closer than 30 metres to the boundary of the Agriculture designation.”

## 5.0 SUMMARY OF POLICY OPTIONS FOR CONSIDERATION

During the Five Year Official Plan Review of the Mississippi Mills Community Official Plan, agricultural land use policies will be evaluated.

Various scenarios were created as a result of mapping and GIS exercises using data from the Municipality of Mississippi Mills, Canada Land Inventory, Municipal Property Assessment Corporation and Ontario Ministry of Agriculture, Food and Rural Affairs.

The following scenarios were developed for consideration in the current Official Plan review.

### Scenario 1:

In this Scenario, no changes are proposed to the existing lands designated as Agricultural and Rural – Agriculture Overlay in the Community Official Plan. Remaining at a status quo would retain all 11,723 hectares of the lands currently designated as agriculture in use. **Figure 3** shows the current extent of the agricultural lands as described in the 2005/2006 Community Official Plan.



**AGRICULTURE MAPPING  
SCENARIO 1: EXISTING OP DESIGNATION**

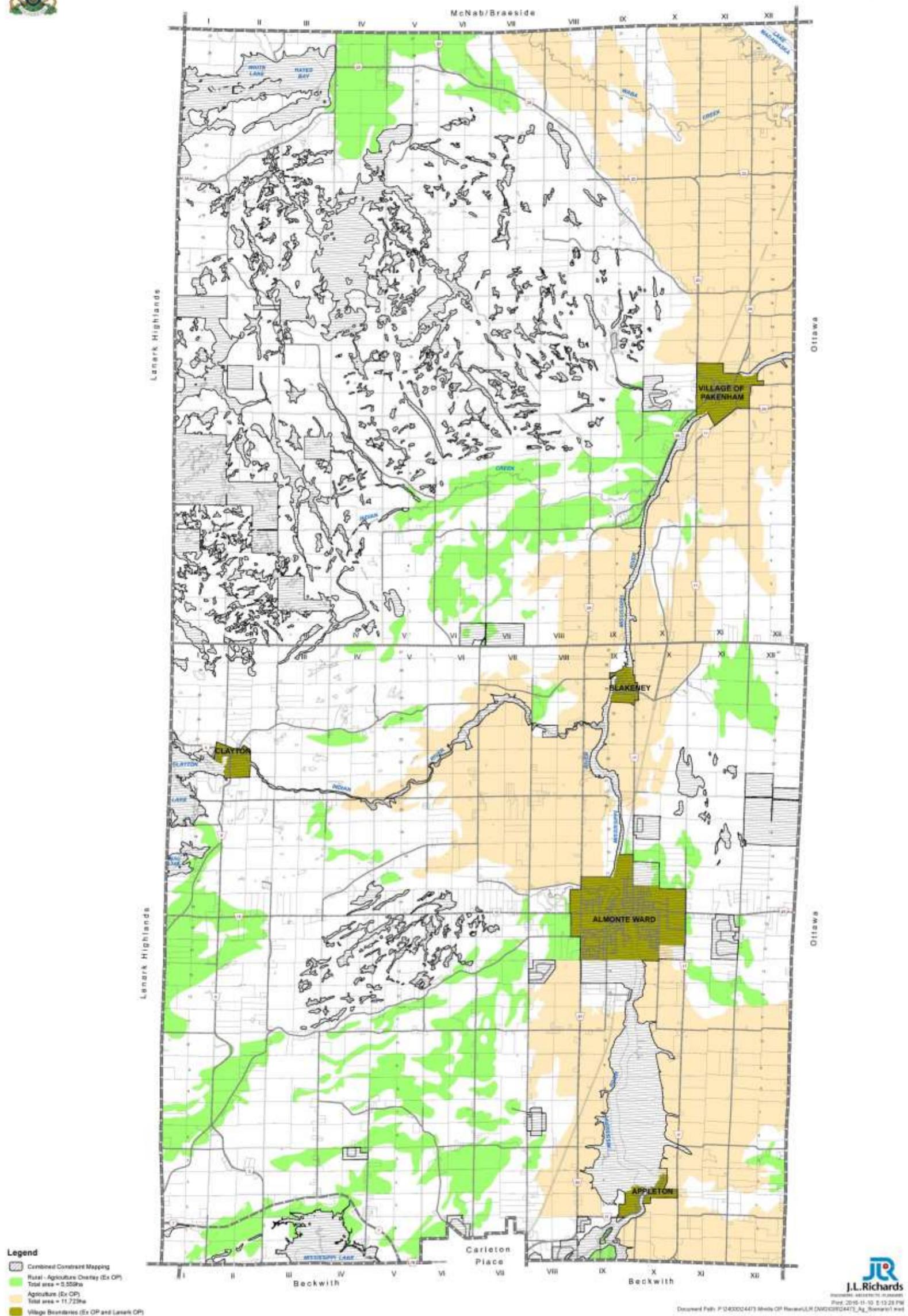


Figure 3 – Scenario 1: Existing OP designation

Scenario 1 includes predominantly Class 1 to 3 soils, however, does not include the adjacent lands or additional areas where there is a local concentration of farms.

#### Scenario 2:

The second option for consideration extends the agricultural designation from what exists in the current Community Official Plan. In this Scenario, the lands to be included as agricultural extend to the entirety of all parcels that contain 50% or more prime agricultural land (Class 1, 2 or 3 soils) with some exclusions based on our interpretation of the Ontario Ministry of Agriculture, Food and Rural Affairs' (OMAFRA) prescribed parameters.

According to OMAFRA's approach:

*when mapping a prime agricultural area, designations should be established by utilizing common identification and delineation practices. Aspects of these practices typically include having approximately 250 hectares of generally contiguous area where prime agricultural area characteristics predominates in order to justify the establishment of a prime agricultural area and conversely requiring approximately 250 hectares of generally contiguous area where non-prime agricultural area characteristics predominates in order to justify the exclusion of lands that are surrounded by a prime agricultural area. Further when identifying the Agricultural area they should be delineated to an identifiable boundary such as a lot line road way or watercourse. To assist with the mapping of the Agricultural area, it is recommended that the Canada Land Inventory (CLI) agricultural capability mapping be obtained. This can be found through Land Information Ontario (LIO).*

**Table 7: Summary of Proposed Scenarios**

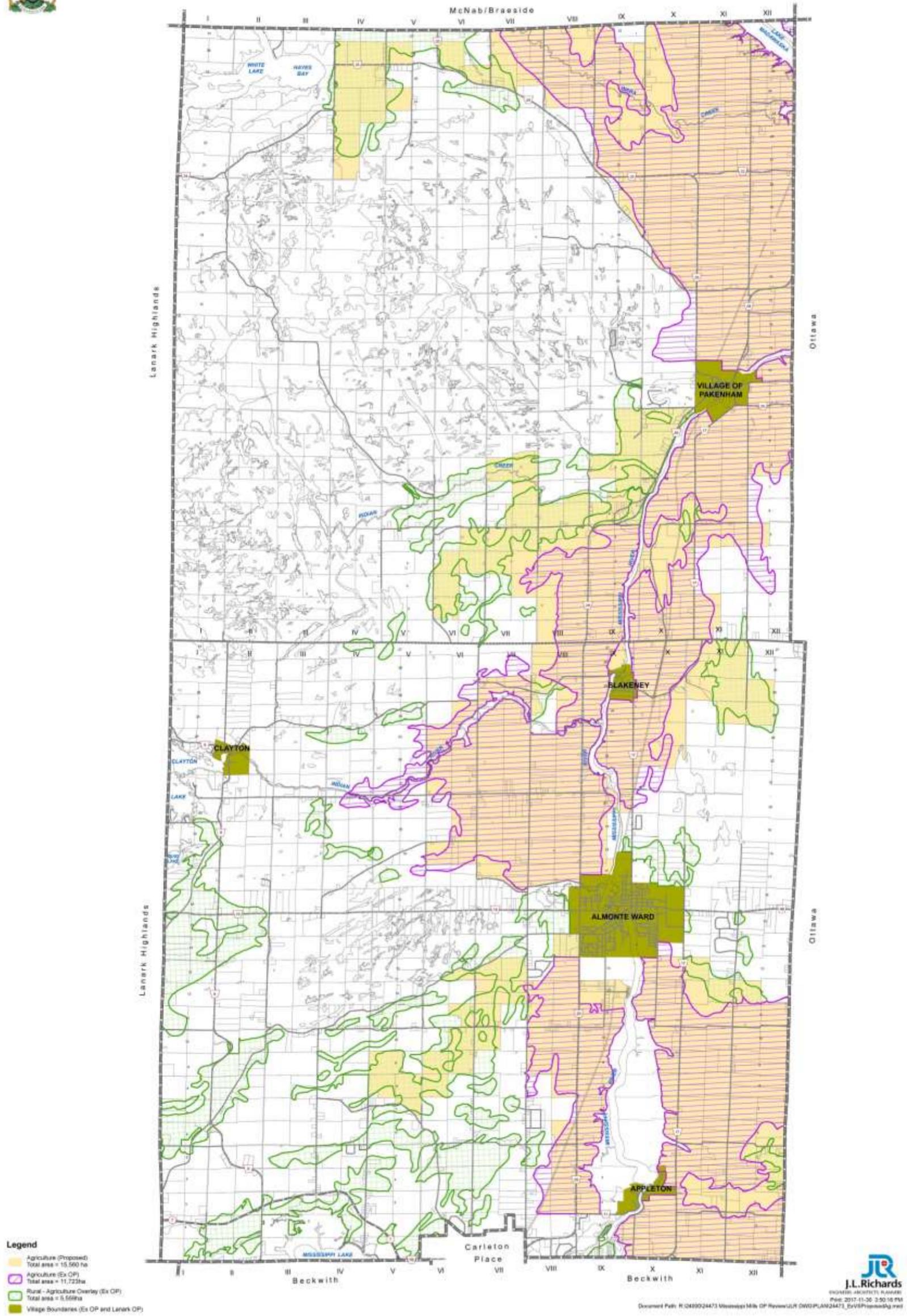
Options	Area of Designated Agriculture Lands	Increase in Total Area of Designated Agriculture Lands	Relative Increase of Designated Agriculture Lands
Scenario 1	11,723 hectares	No increase	No increase
Scenario 2	15,560 hectares	+ 3,837 hectares	↑ +/- 33 %

\*However removes the Rural – Agricultural Overlay

This option would increase the total area of agriculture lands to 15,560 hectares, roughly 3,837 hectares larger than the existing area. However this scenario removes the 5,559 hectares of Rural – Agricultural Overlay from the existing COP. **Figure 4** demonstrates this proposed option. Note the existing Agriculture and Rural – Agriculture Overlay has been added to this option to illustrate the change in boundaries.



**AGRICULTURE MAPPING  
EXISTING OP AGRICULTURE VS PROPOSED AGRICULTURE DESIGNATION**



**Figure 4 – Scenario 2: OMAFRA APPROACH (as interpreted)**

## 6.0 RECOMMENDATION

A public workshop regarding agricultural land use policies in Mississippi Mills was held on November 16<sup>th</sup>, 2016 followed by discussions with the Planning Department. A meeting was held on February 9, 2018 with the Agricultural Committee. At this meeting, it was recommended that Scenario 1 – status quo be maintained as part of the current Community Official Plan Review. Furthermore, it was recommended that prior to the municipality's next Community Official Plan Five Year Review, the municipality undertakes to complete a review of its prime agricultural areas through an alternative agricultural land evaluation system approved by the Province including a review of related policies.

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:



Marc Rivet, MCIP, RPP  
Senior Planner

Reviewed by:



Tyler Duval, M.Pl.  
Planner

## APPENDIX A

The seven (7) identified classes of agricultural land according to The Canada Land Inventory.

- Class 1 Soils in this class have no significant limitations in use for crops. The soils are deep, are well to imperfectly drained, hold moisture well, and in the virgin state were well supplied with plant nutrients. They can be managed and cropped without difficulty. Under good management they are moderately high to high in productivity for a wide range of field crops.
- Class 2 Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices. The soils are deep and hold moisture well. The limitations are moderate and the soils can be managed and cropped with little difficulty. Under good management they are moderately high to high in productivity for a fairly wide range of crops.
- Class 3 Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices. The limitations are more severe than for class 2 soils. They affect one or more of the following practices: timing and ease of tillage, planting and harvesting, choice of crops, and methods of conservation. Under good management they are fair to moderately high in productivity for a fair range of crops.
- Class 4 Soils in this class have severe limitations that restrict the range of crops or require special conservation practices, or both. The limitations seriously affect one or more of the following practices: timing and ease of tillage, planting and harvesting, choice of crops, and methods of conservation. The soils are low to fair in productivity for a fair range of crops but may have high productivity for a specially adapted crop.
- Class 5 Soils in this class have very severe limitations that restrict their capability to producing perennial forage crops, and improvement practices are feasible. The limitations are so severe that soils are not capable of use for sustained production of annual field crops. The soils are capable of producing native or tame species of perennial forage plants, and may be improved by use of farm machinery. The improvement practices may include clearing of bush, cultivation, seeding, fertilizing, or water control.
- Class 6 Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible. The soils provide some sustained grazing for farm animals, but the limitations are so severe that improvement by use of farm machinery is impractical terrain may be unsuitable for use of farm machinery, or the soils may not respond to improvement, or the grazing season may be very short.
- Class 7 Soils in this class have no capability for arable culture or permanent pasture. This class also includes rock land, other non-soil areas, and bodies of water too small to show on the maps.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** March 19, 2019  
**TO:** Committee of the Whole  
**FROM:** Jennifer Russell, Acting Deputy Clerk  
**SUBJECT:** Delegated Authority for AGCO Requests

---

### RECOMMENDATION:

**That** Council approve the amendment to the Delegated Authority By-law 13-18 to include Section C – Specified Staff Authorities, item 11:

*The Clerk to approve requests for Municipally Significant Event letters for all AGCO liquor licence and outdoor event applications, after obtaining approval from the following: Roads and Public Works, Fire, Building and Planning, Public Health inspector, and notification to OPP.*

### BACKGROUND:

For many years, applying for liquor licences was done through a paper-based application process at designated Liquor Control Board of Ontario (LCBO) stores. Recently the Alcohol and Gaming Commission of Ontario (AGCO) changed this policy to require all applications to be made through the AGCO online portal, with the LCBO no longer accepting applications. As part of this change the AGCO requires individuals requesting specific liquor licences to obtain a designation of Municipal Significance either by municipal resolution or a letter from a delegated municipal official from the Municipality where the event is being held.

### DISCUSSION:

The current Delegated Authority By-law states that department heads have authority for:

*“Designation of Community Festivals for LCBO sale permits e.g. Canada Day and Celtfest. \*\*\*Designations for new events will require Council approval and once approved by Council, authority is delegated to the Department Head for ongoing annual events.”*

A Municipally Significant Event letter or resolution must be obtained by the applicant for certain events before their liquor licence can be approved through the AGCO process.

The following are examples of events or licences that must obtain authority from the Municipality before being approved by the AGCO:

- **Temporary Extension** of hours for the sale and service of alcohol during events of municipal, provincial, national or international significance (ex. Canada day, World Cup)
- **Special Occasions** Permit, a one-time liquor licence request for a special occasion when alcohol is served anywhere other than in a licensed establishment or a private place (ex. weddings, fundraisers, parking lots)
- **By-the-glass** licence allowing wineries (including cider), breweries, and distilleries the ability to serve their alcohol in prescribed serving sizes at their manufacturing sites

Previously when approving a request, the Clerk's department circulated the event details including the location, date and time of event, number of occupants, indoor or outdoor venue, structures (including site plan), food served, and safety provisions to the following departments for their review and approval:

- Roads and Public Works
- Fire Department
- Building and Planning Department
- Public Health inspector
- OPP

Any concerns from these departments would need to be addressed before the application is approved and a letter from the Clerk's department designating the event as "municipally significant" is provided.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

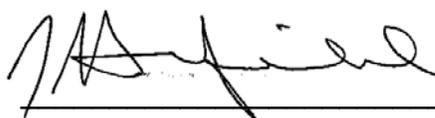
#### **SUMMARY:**

In order to streamline the application process for specific liquor licences requiring a Municipally Significant Event letter or resolution it is requested that the Delegation of Authority By-law be revised to include authority for the Clerk to approve these requests.

Respectfully submitted,

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

Reviewed by,

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

Approved by,

  
\_\_\_\_\_  
Guy Bourgon, Director of Roads and Public Works

ATTACHMENTS:

1. Delegation of Authority By-law 13-18

ATTACHMENT 1 – Delegation of Authority By-law

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

**BY-LAW NO. 13-18**

**CONSOLIDATED**

**Amended by 13-35, 13-53, 13-107, 15-127, 16-16, 18-15, 18-66**

**BEING** a by-law to delegate authority to staff.

**WHEREAS** Section 5 (3) of the Municipal Act 2001 S.O. Chapter 25 as amended states that the powers of a municipality shall be exercised by by-law;

**AND WHEREAS** Section 23.1 of the Municipal Act 2001 S.O. Chapter 25 as amended authorize a municipality to delegate its powers and duties to a person or body;

**AND WHEREAS** Section 11(1) of the Municipal Act, 2001 S.O. 2001, c.25 as amended authorizes a municipality to provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** it is deemed expedient to delegate certain authority to senior staff;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of the Town of Mississippi Mills enacts as follows:

1. **THAT** Council delegates its authority to staff in accordance with Schedule A.
2. **THAT** this By-Law will come into effect on the day of its passing.
3. **THAT** By-law No. 13-07 shall be and is hereby repealed.

**BY-LAW READ**, passed, signed and sealed in open Council this 5<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
Garry Dalgity, Acting Mayor

\_\_\_\_\_  
Robert Tremblay, Town Clerk

## SCHEDULE "A" TO BY-LAW 13-18

### A. DELEGATED AUTHORITY TO THE CAO

The CAO has authority to approve the following without Council approval:

1. Tender/quote awards
  - within budget, over \$25,000 and offered to the lowest bidder **(18-15)**

\*\*\* Tenders that will be awarded prior to the finalization of the budget will require pre-budget approval.
2. Salary pay scale step increases
3. Hiring Summer Students
  - within budget
  - approve step commencement
4. Hiring Part-time Employees
  - within budget
  - approve step commencement
5. To enter into agreements with the Upper Canada District School Board and Catholic District School Board of Eastern Ontario for the purposes of operating a licensed Before and After School Program. **(13-53)**
6. Adjustments to tax and water accounts and other receivables up to \$500. **(13-107)**
7. With the Mayor, enter into new agreements that are operational in nature including, but not limited to, Canteen Agreement, Pro-Shop Agreement, Daycare funding agreement or extensions to existing agreements. **(15-127)**
8. Award Requests for Proposals that are within budget up to \$100,000 in value
9. Release final securities for development agreements based on recommendations from the respective Department Heads. **(15-127)**
10. With the Mayor, enter into contracts with various Federal, Provincial or other agencies i.e. Trillium Foundation for grant purposes. **(15-127)**
11. Hiring Full-Time Employees below the level of Department Head. **(15-127)**
  - within budget
  - approve step commencement

12. Approve operational policies for the Corporation. **(15-127)**
13. Quote awards
  - within budget, but offered to a bidder other than the lowest bidder. Bid being awarded can be no more than 25% higher than the lowest bid. **(18-15)**
14. The Statutory Officers consisting of the CAO, the Clerk and the Treasurer, acting as a collective, shall have the authority to take action, where necessary, on certain restrictions listed in Section 275 (3) of the Municipal Act, 2001 during a “lame duck” period: **(18-15, 18-66)**
  - The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
  - The hiring or dismissal of any employee of the municipality; and
  - Making any expenditure or incurring any other liability which exceeds \$50,000.

\*\*\* The CAO may consult with the Municipal Solicitor, where appropriate, prior to exercising that delegated authority; and the CAO on behalf of the group will advise Council in writing prior to exercising that delegated authority.

## **B. DEPARTMENT HEAD DELEGATED AUTHORITY**

The Department Heads have the authority to approve the following without Council approval:

1. Tenders/quote awards
  - within budget, less than \$25,000 and offered to the lowest bidder **(18-15)**

Tenders that will be awarded prior to the finalization of the budget will require pre-budget approval.
2. Road closures, toll bridges and parking bans
  - for all annual ongoing festivals & events
  - toll bridges
  - tag days

Adding new road closures for existing events. **(15-127)**
3. Rental fee refund for events on arena slab/hall that generate a net bar profit equal to or greater than \$4,000.
4. Waste Reduction Week Sale 25% off

5. Scheduling of Large Item Day, Exchange Weekend, Pitch In, opening of landfill and Leaf and Yard Waste Collection and participating in Household Hazardous Waste Collection
6. All allowable tax adjustments under the Municipal Act including Section 354 after an unsuccessful tax sale. **(15-127)**
7. Road signage – non legal e.g. “child at play”
8. Temporary signs for festivals and events
9. Designation of Community Festivals for LCBO sale permits e.g. Canada Day and Celtfest

\*\*\*Designations for new events will require Council approval and once approved by Council, authority is delegated to the Department Head for ongoing annual events.

### **C. SPECIFIED STAFF AUTHORITIES**

1. The Treasurer to adjust mileage rates for Council and staff upon an annual review of the Canada Revenue Agency’s lower mileage amount (rate over 5,000 km).
2. The Clerk and Mayor to enter into site plan agreements on behalf of the Town upon approval by Committee of the Whole of the site plan.
3. The Planner to submit comments to the County of Lanark on behalf of the Town for consent applications that meet the intent and policies of the Town’s Community Official Plan and Zoning By-law with a requirement for annual reporting to Committee of the Whole.
4. The Planner to undertake initial review of Part Lot Control applications and bring forward the necessary by-laws for Council approval. **(13-35)**
5. The Treasurer to approve tax refunds under the Heritage Tax Relief By-law that are recommended by the Heritage Committee in accordance with the provisions of the By-law. **(15-127)**
6. The Clerk to exercise the powers and duties as head under the *Municipal Freedom of Information and Protection of Privacy Act* (section 3, subsection 49(1)). **(16-16)**
7. The Planner to approve Development Agreements that implement decisions from the Committee of Adjustment. **(18-15)**

8. The Planner to approve Development Agreements for minor site plan approvals. **(18-15)**
9. The Planner to approve the clearance of subdivision conditions. **(18-15)**
10. The Treasurer has the authority to sign and execute minutes of settlement between the Municipality and the Municipal Property Assessment Corporation and/or the Assessment Review Board. **(18-15)**

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

**STAFF REPORT**

**DATE:** March 19, 2019  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield – Acting Clerk  
**SUBJECT: Road Closure Request – Scavenger Hunt Films Inc.**

---

**RECOMMENDATION:**

**THAT Council approve a rolling closure of the intersection of Mill St. and Little Bridge St. and from 61 Mill St. to 73 Mill St on Tuesday, March 26<sup>th</sup> from 6:00 a.m. to 8:00 p.m.**

**BACKGROUND:**

Scavenger Hunt Films Inc. is filming a Christmas movie titled Christmas Scavenger Hunt in Mississippi Mills and surrounding areas between March 19<sup>th</sup> and April 5<sup>th</sup>. The movie is about woman returning to her small home town where she rekindles a romance with an old flame while competing in a scavenger hunt to raise money for a local landmark.

Filming locations include: Almonte Old Town Hall (interior and exterior), the White Owl (interior and exterior), Cafe Postino's (interior and exterior), exterior shots between the White Owl and Café Postino's, 170 Church Street (interior and exterior) and 190 Church Street (interior and exterior), and Cedar Hill Tree Farm (286 Strathburn).

On March 12, 2019, the Location Manager, Sara Goncalves, formally requested a rolling road closure for the intersection of Mill Street and Little Bridge St. and portions of Mill Street for March 26<sup>th</sup>.

**DISCUSSION**

The film's production crew were required to obtain written consent from affected businesses regarding the road closure. Sara Goncalves received consent from the impacted businesses' owners on Thursday, March 14<sup>th</sup>.

Municipal staff will ensure that the Fire Department, Public Works Department, Lanark County Ambulance and OPP have been notified.

## FINANCIAL IMPLICATIONS

The Location Manager has communicated with me her commitment to supporting local business (such as catering, security and property rental) wherever possible. They have currently spent \$45,000 in Almonte and surrounding areas and will likely spend more during the filming period.

## SUMMARY

It is recommended that Council approve the request for a rolling road closure of the Mill St. and Little Bridge St. intersection and portions of Mill Street on Tuesday, March 26<sup>th</sup>, for a movie production.

Respectfully submitted,



---

Jeanne Harfield  
Acting Clerk

Reviewed by,



---

Guy Bourgon  
Director of Roads and Public Works

# OFFICE OF THE MAYOR



**Mayor Christa Lowry**

**March 19, 2019**

## **CAO Recruitment**

Chief Administrative Officer (CAO) applications are now closed. Lanark County HR has received a number of promising applications on our behalf and are moving forward in the interview process with a short list of applicants. The hiring committee will begin the interview process this week.

## **Lanark Transportation Association**

On March 12<sup>th</sup> I met with Marilyn Bird, Executive Director of Lanark Transportation Association, a non-profit organization providing transportation options through Lanark County, to discuss services they provide. We discussed a potential pilot project in Mississippi Mills that could see a transportation loop throughout the Municipality. Marilyn will be reaching out to staff to schedule a delegation before Council to discuss the existing program and the potential pilot project.

## **Delegation with the Honourable Bernadette Jordan, Federal Minister of Rural Economic Development**

A delegation comprised of representatives from Mississippi Mills, Lanark County, Storm Internet and Valley Heartland will meet with Minister Bernadette Jordan on Monday March 18<sup>th</sup> to discuss broadband in rural Ontario. I will provide a verbal update following the delegation.

## **John Gleeson – Public Works Leadership Development Program Completion**

I would like to recognize John Gleeson for successfully completing the Association of Ontario Road Supervisors (AORS) Public Works Leadership Development Program. This comprehensive 8 module program features education on municipal governance, leadership, customer service, financial management, hiring, retention and succession planning, process development, change management, and communications. John completed the day long modules over the past several years in working towards his Certified Road Supervisor professional designation. Congratulations John!

**Mississippi Valley Conservation Authority report to Council**  
**March 19, 2019**  
**Councillor Holmes**

On Wednesday, February 20<sup>th</sup> I attended orientation and my first meeting of the Mississippi Valley Conservation Authority (MVCA), as a representative from Mississippi Mills.

The orientation provided an overview of the purpose of the Authority which is to organize and deliver programs and services that further the conservation, restoration, development and management of natural resources in the Mississippi Valley watershed starting at its headwaters at Mazinaw Lakes and flowing into the Ottawa River near Fitzroy Harbour.

The meeting, which was the 51<sup>st</sup> annual meeting was also attended by Mayor Lowry as current Mississippi Mills representative and former councilors Alex Gillis and Duncan Abbott, outgoing chair of the Authority.

Highlights:

- Approval of 2019 Budget and Work Plan. The Authority is in the process of completing its Asset Management Plan focusing on high risk assets such as water control structures, buildings and public use areas. A ten year financing plan is proposed to address significant infrastructure investment needs, beginning in 2019. As a result their capital budget increased 4.8 percent.

Their operating budget increased 2.4% as a result of a variety of issues such as wage adjustment, consulting fees and recruitment for Secretary-Treasurer and salary review.

**Taking in account both capital and operating budgets, Mississippi Mills levy will increase by approximately \$6,700.**

- The current General Manager, Paul Lehmon, is retiring and will be replaced by Sally MacIntosh.
- Water shed conditions include a concern with frazil ice at Ferguson Falls and Appleton. Frazil ice is formed by super cooling of open aerated water which causes ice crystals to form and sink to the bottom of the river. This causes a dam which remains until there is enough water pressure behind it to flush the dam away.
- At the time of the meeting it was too early to make a long term prediction in terms of flooding but there was potential depending on the total amount of snow fall, rain fall and wind.

# OFFICE OF THE MAYOR

Mayor Christa Lowry

March 19, 2019



## **Rural Ontario Municipal Association AGM and Conference Sheraton Centre, Toronto January 27-29, 2019**

I attended the 2019 Rural Ontario Municipal Association (ROMA) Conference as a member of the Lanark County Delegation along with approximately 1,200 other elected officials and staff. ROMA is the rural arm of the Association of Municipalities of Ontario (AMO) and promotes, supports and enhances strong and effective rural governments through policy, research and advocacy activities. Leadership is provided by the Chair and the Board of Directors who meet approximately eight times a year at the AMO offices in Toronto. Mississippi Mills belongs to Zone 8 and is represented by Ottawa City Councillor Eli El-Chantiry who is Second Vice Chair.

There are many presentations, training opportunities and provincial updates occurring simultaneously throughout the conference. Three seminars I attended which provided timely and very relevant information include:

### *Government Relations*

*Pat Vanini, AMO Executive Director*

Ms. Vanini shared specifics as to how to leverage the advocacy and actions AMO can take on behalf of Ontario's 444 municipalities. Ms. Vanini also provided insight into how to achieve the best outcomes for your municipality when appearing as a delegation or engaging with upper tiers of government through "the art of being persuasive versus being coercive," looking for stakeholder alignment and encouraging ways to be nimble and deal with surprises.

### *Asset Management Plan: Getting Prepared*

*Donna Herridge, Municipal Finance Officer Association Executive Director*

*Sam Sidawi, Asset Management Ontario Chair*

*Sal Zafar, Federal Gas Tax Fund (AMO) Program Advisor*

This seminar provided an excellent overview of the timeline and requirements for the province's new Asset Management Plan regulations. Speakers challenged the tendency to fix assets when they fail instead of planning ahead to the end of their useful life cycles via repair inspections and prioritization of high risk assets. Asset management is about providing consistent service delivery and putting in place initiatives that reach council's vision, providing best value to taxpayers' money.

### *Speaker: Honourable Steve Clark, Minister of Municipal Affairs & Housing*

The Honourable Steve Clark shared the priorities of his ministry in a speech to delegates. His priorities include:

- Extending natural gas lines in rural Ontario
- Broadband connectivity
- Fiscal balance and efficient ministerial service delivery
- Increasing housing supply
- Simplifying growth planning
- Putting rural concerns front and centre
- Working with Ministries of Agriculture and Natural Resources to provide accurate mapping

**ROMA 2019**  
**Councillor Holmes**  
**March 19, 2019**

I attended the Rural Ontario Municipal Association (ROMA) conference along with Mayor Lowry and Councillor Gerard. It was a 3 day conference from January 27 to 29 held in the Toronto Sheraton Centre.

The agenda was full starting first thing in the morning with breakfast being held in conjunction with a presentation and concluding usually about 6 p.m. in the evening. I learned a lot at this conference.

My top 3 takeaways:

- The diversity of the people in attendance and the areas they represented; from Ottawa, a growing city with a large rural population, to northern areas with sparse and decreasing populations. Northern communities are struggling with lack of growth as young people move away to find work, leaving an aging population on fixed incomes, who cannot afford to pay more taxes. One mayor spoke about the closing of a mine and a forestry industry which resulted in a severe decrease in population. As a result about 37 kilometers of paved road which required repairs may have to be degraded to a gravel road.
- One regions solution to providing public transit over a large geographical region. The CAO of the town of Innisfil gave a presentation of how their area partnered with Uber to develop an app specific for their region.
  - The app allowed people in their area to call for an uber car.
  - Based on the destination determined what portion the rider would pay and what portion to bill the municipality.
  - Provide statistics which allows the municipality to analyze and determine the effectiveness of this service and how it might be expanded and/or improved. Over 30% of their rides are pooled which saves money.

They have determined that providing this service is more cost effective than having a public transit system. At present they are looking at using school buses before and after school transportation times to be part of the uber system.

- An overview of natural gas expansion in rural Ontario presented by Allan Fogwill, President and CEO of the Canadian Energy Institute. The message, loud and clear, was that Ontario is an excellent example of how to mismanage electrical power. Our hydro rates are going to have to increase to service the huge debt load which has been incurred and this will have a significant impact for years to come. Natural gas is more affordable as long as there is sufficient population

density to support bringing it to the area. He noted that the USA have greatly increased their production of oil with the advent of “fracking” and have now gone from needing Canadian oil to being able to supply their own needs. He also predicts that propane will become more expensive as there is a growing overseas market which will compete with our home market.

## INFORMATION LIST #06-19 March 19, 2019

The following is a list of information items received as of March 14, 2019.

<b>Item #</b>	<b>Date</b>	<b>Originator</b>	<b>Subject</b>
1	09-Feb-19	MPP Randy Hillier & Volunteer Fire Fighters	Summary of Recruitment and Retention Round Table
2	27-Feb-19	Carleton Place & District Memorial Hospital	Media Release re: The Exchange Thrift Shop Supports the Hospital
3	01-Mar-19	Carleton Place & District Memorial Hospital	Media Release re: Heritage Community Fitness Support for Local Hospital
4	14-Mar-19	Ministry of Infrastructure	Letter re: Update on Infrastructure Funding
5	14-Mar-19	Ministry of Finance	Letter re: Release of the 2019 Ontario Municipal Partnership Fund (OMPF) allocations



**Volunteer Fire Fighters  
Recruitment and Retention Round Table  
February 9, 2019  
Perth, Ontario**

## **Executive Summary**

This was a meeting facilitated by MPP Randy Hillier at the request of a local fire department to discuss the challenges they face with a specific eye towards volunteer firefighter retention and recruitment. The meeting was held at the Dufferin Board Room on Saturday, February 9, 2019.

**Participants included:**

Darcy Knott, Fire Chief, South Frontenac  
Casey Cuddy, Fire Chief, Addington Highlands  
Eric Korhonen, Fire Chief, North Frontenac  
Ron Closs, Councillor, Lanark Highlands  
Greg Saunders, Fire Chief, Drummond/North Elmsley Tay Valley  
Brian Campbell, Reeve, Tay Valley Township  
Scott Granahan, Fire Chief, Mississippi Mills  
Pascal Meunier, Fire Chief, Carleton Place  
Christa Lowry, Mayor, Mississippi Mills  
Doug Black, Mayor, Carleton Place  
Pat Publow, Deputy Chief, Perth  
Greg Robinson, Fire Chief, Central Frontenac  
Ron Higgins, Mayor, North Frontenac  
Randy Hillier, MPP, Lanark-Frontenac-Kingston  
David Shostal, Chief of Staff, Randy Hillier, MPP

This summary begins with the recommendation drawn from the discussions, followed by the concerns that were discussed.



Queen's Park Office  
Room 438 - Main Legislative Building  
111 Wellesley St W  
Toronto, ON M7A 1A8  
Tel: 613-267-8239 Fax: 613-267-7398

Perth Office  
Unit 1  
105 Dufferin Street  
Perth, ON K7H 3A5

E-mail: [info@randyhillier.com](mailto:info@randyhillier.com)

## **Recommendation/Proposals**

- 1) Provincial funding should include the Public Safety Network as part of EORN's proposed expansions
- 2) The provincial government should examine a policy to create a firefighter apprenticeship program and/or apprenticeship incentives, and consider a policy to create post secondary/internship programs (Examine the "work involvement programs" being implemented in BC and AB)
- 3) The provincial government should evaluate the benefits of creating income tax credits similar to what the feds provide (Feds provide a \$1000 tax credit to volunteers, to a max of \$3000 with proof of more than 200 hours of service/annum)
- 4) The provincial government should examine tax credits for businesses who employ volunteer firefighters
- 5) The provincial government ought to consider the benefits of participating in shared advertising costs for fire fighter recruitment
- 6) The provincial government should examine a policy of education training subsidies
- 7) There ought to be greater flexibility in training options that relate more directly to the service being provided by individual volunteers

## **Communications**

- 1) The OPP Fleetnet system is 40 years old, and tenders have been issued to replace the system, however costs are prohibitive for municipal participation
- 2) Dispatch concerns
  - a) There are multiple dispatch services between police, fire and EMS that are inefficient, create complexities, and do not cover regions completely
  - b) Fire fighters receiving too many medical calls for a variety of differing reasons from jurisdiction to jurisdiction

## **Recruitment and Retention**

The average service period for a volunteer is down to 5 years. The days of having a firefighter with twenty or thirty years' experience has become less common for many volunteer fire companies.

- 1) Location matters; recruitment and retention challenges increase the more rural you are. Areas with higher rates of economic development and residential growth have fewer difficulties with recruitment and retention.
  - a) Lack of young families in rural communities
  - b) Employment is in major centres, and have shifted from agricultural jobs to service-oriented jobs; often the volunteers are working too far away from their community to provide an adequate response
  - c) Many employers feel a disincentive to have volunteer fire fighters on their staff



Volunteer Fire Fighters  
Recruitment and Retention Round Table  
February 9, 2019  
Perth, Ontario

- d) Many volunteer fire departments lack adequate personnel to respond to calls during daytime hours
- 2) Training
- a) Approx. 80 hours NFPA1000 + approx. 80 hours online; around the table agreement was that training averages about 150 hours for a new firefighter
  - b) Training is not flexible either to the types of fires encountered in smaller rural communities or requiring medical training for volunteers who will not respond to medical calls
  - c) Departments generally provide some small compensation for basic training costs
  - d) There seemed to be agreement around the table that the County training model is the most effective model
  - e) Basic training is on weekends, meaning a recruit will be away from family for up to 3 months of weekends, lessening desirability

**Other Observations and Challenges**

- 1) WSIB is very slow on presumptive claims
- 2) Agreement that training standards are good and necessary, but very expensive and time consuming
- 3) The high volume of medical calls put significant pressure on retention and recruitment
- 4) There is a need for a more effective and efficient dispatch system; improved, more timely and effective ambulance/EMS services would reduce medical calls, which are a disincentive to recruitment
- 5) Provincial downloading by previous governments have been an impediment, imposing additional costs that take away from other municipal obligations and constraining municipal authorities.



Queen's Park Office  
Room 438 - Main Legislative Building  
111 Wellesley St W  
Toronto, ON M7A 1A8  
Tel: 613-267-8239 Fax: 613-267-7398

Perth Office  
Unit 1  
105 Dufferin Street  
Perth, ON K7H 3A5

E-mail: [info@randyhillier.com](mailto:info@randyhillier.com)

February, 2019

## **THE EXCHANGE THRIFT SHOP SUPPORTS THE HOSPITAL**

A wonderful donation was made to the Physiotherapy Department at the Carleton Place & District Memorial Hospital (CPDMH) from the proceeds of sales made at the Exchange Thrift Shop this past year!

The \$1,000 donation will be used to purchase a needed laptop for the Physiotherapy Department. The laptop will be used to provide immediate direct access to patient's medical information, images of x-rays and ultrasounds and test results from our hospital as well as other hospitals within the Champlain LHIN. It will allow physiotherapy staff to bring the images directly to the patient's bedside which furthers patient education and management strategies.

"The laptop will also be brought to weekly rounds for in-patient care as well as to meetings and presentations within the community" adds Nadine O'Sullivan, CPDMH physiotherapist. "We are so grateful for this donation from the Exchange and look forward to using it in assisting our patients!"

The physiotherapy team at CPDMH assess over 200 new 'in-patients' (patients admitted at the hospital) and 500 new 'out-patients' (community members) per year. In-patients are seen and treated daily and out-patients are assessed on average 1-2 times per week.



*Pictured above are physiotherapists, Katrina Ayling (blue coat at back) and Nadine O'Sullivan (pink shirt at right in second row) joined by Exchange volunteers: Colly Scullion, June McNeely, Wanda-Lee Morrison, Mary Brazeau, Beth Thompson, Kathy Ball, Marb MacDonald and Anne Bowes. Missing from the photo are Julie McNeely and Judy Beck.*

-30-

Media Contact:  
**Robyn Arseneau**  
613-257-GIVE (4483)  
rarseneau@carletonplacehosp.com

## About Carleton Place & District Memorial Hospital (CPDMH) Foundation

Established 25 years ago in 1994, the Carleton Place & District Memorial Hospital (CPDMH) Foundation is a registered charity dedicated to raising funds for the Carleton Place & District Memorial Hospital in support of providing the best healthcare possible to the residents of Carleton Place and the surrounding communities. Each year the CPDMH Foundation commits to purchasing modern and up-to-date patient care equipment which is needed for the hospital. In addition to providing vital equipment, the CPDMH Foundation also raises funds to support staff education and training, high school bursaries, various special equipment and program needs and upgrades to the hospital facility. For more information, please contact Robyn Arseneau, Executive Director at **613-257-GIVE** (4483) or 613-257-2200 x856, email [foundation@carletonplacehosp.com](mailto:foundation@carletonplacehosp.com) or visit [cpdmhfoundation.ca](http://cpdmhfoundation.ca).

Charitable Registration No. 86610 5398 RR0001



March, 2019

## **HERITAGE COMMUNITY FITNESS SUPPORT FOR LOCAL HOSPITAL**

Heritage Community Fitness in Carleton Place donates \$598.90 from staff led “two-hour spin & cardio challenge” and “learn to lift” events to the Carleton Place & District Memorial Hospital (CPDMH) Foundation. The funds are directed towards the purchase of needed patient care equipment at the hospital.

“Since Heritage Fitness opened in 2007, we regularly hold events and workshops that raise funds for the Hospital Foundation”, says Redeana Villeneuve, Heritage Fitness General Manager. “Access to hospital care in our community is not something to be taken for granted... [so] we actively support the hospital in every way we can.”

To date, Heritage Community Fitness has donated over \$54,000 to the CPDMH Foundation through annual donations and fundraising events. They host fitness-oriented fundraising events such as their two-hour spin challenge and health-related workshops on a variety of topics including mobility, weight lifting, and foam rolling.

The CPDMH Foundation is so very appreciative of Heritage Community Fitness’ support. “What a magnificent way to create awareness for our local hospital and to have fun at the same time!” states Robyn Arseneau, Executive Director of the CPDMH Foundation. “Thank you Heritage Fitness for hosting events to raise money for our local hospital and for working together to make our community a healthier place to live work and play!”

To learn more about Heritage Fitness and their fundraising events, sign up to their monthly newsletter at [heritagefitness.ca/contact-us](http://heritagefitness.ca/contact-us). *See the leaders of this initiative below:*



*Pictured above from Left to Right:  
Beth Hollihan – Chair of the CPDMH Foundation;  
Stephen Tunks – Director of the CPDMH Foundation;  
Robyn Arseneau –Executive Director of the CPDMH Foundation;  
Nick Mosco - Physiotherapist at Heritage Community Fitness;  
Diane Walker - Spin Instructor at Heritage Community Fitness;  
Norma Hamilton - Director of the CPDMH Foundation;  
Rachel Schumacher - Community Outreach Specialist at Heritage Community Fitness;  
Flora Neave Director of the CPDMH Foundation.*

-30-

Media Contact:

**Krista Simpson**

**613-257-GIVE (4483)**

[ksimpson@carletonplacehosp.com](mailto:ksimpson@carletonplacehosp.com)

**About Carleton Place & District Memorial Hospital (CPDMH) Foundation**

**From:** Minister of Infrastructure <[Minister.MOI@ontario.ca](mailto:Minister.MOI@ontario.ca)>

**Date:** March 14, 2019 at 11:03:25 AM EDT

**To:** Minister of Infrastructure <[Minister.MOI@ontario.ca](mailto:Minister.MOI@ontario.ca)>

**Subject:** Message from the Minister of Infrastructure / Un message du Ministre de l'Infrastructure

Dear Mayor/Chief:

As the Minister of Infrastructure, I would like to provide an update about some important actions our government is taking to ensure we provide predictable, secure infrastructure funding to address community needs, while reducing the administrative burden on local governments.

As part of this plan, I am pleased to announce the launch of the first stage of the Investing in Canada Infrastructure Program (ICIP) in Ontario. The ICIP is a 10-year federal-provincial infrastructure program that will invest up to \$30 billion in combined federal, provincial and other partner funding to critical local and regional infrastructure needs. The program will support public transit, green, community, culture and recreation, and rural and northern infrastructure investments. It will bring major infrastructure investments to communities across Ontario. It will grow our economy, ensuring Ontario is open for business and open for jobs. By leveraging funding from the federal government, the ICIP will help us deliver on our commitment to a balanced, fiscally-responsible plan that includes smart infrastructure investments and meets the needs of the people.

I am pleased to announce that the first intake for the ICIP, the Rural and Northern stream, will launch in days. An intake for the remaining Public Transit stream will open in the coming weeks, while intakes for the Community, Culture and Recreation stream and Green stream will launch later this year.

In cooperation with my colleague the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, the initial intake of the Rural and Northern stream will open on March 18, 2019. Communities will have up to eight weeks to submit applications for provincial review and nomination to the federal government.

This intake will prioritize projects that improve transportation infrastructure through investments in road, bridge, air and/or marine infrastructure. Municipalities and First Nations with populations of 100,000 or less will be eligible to apply. Projects that will be considered must have a total cost of less than \$5 million, though municipalities and First Nations could submit joint applications for larger projects, such as shared county roads. Future intakes may prioritize other specific asset types eligible under ICIP, like broadband.

More information about the Rural and Northern stream can be found at: [www.grants.gov.on.ca/GrantsPortal/en](http://www.grants.gov.on.ca/GrantsPortal/en), by clicking on Grant Opportunities.

I would also like to provide an update on the Ontario Community Infrastructure Fund. As you may be aware, the government committed, through a recent line-by-line review, to make all government spending more effective. As a first step, we will be confirming the 2019 OCIF formula allocations with eligible communities, with formula funding confirmed at \$200 million for 2019. Moving forward, the province will be undertaking a re-design of the Ontario Community Infrastructure Fund (OCIF) to ensure funding is targeted to where it is needed most. Our government will work with the Association of Municipalities of Ontario and municipalities to develop this re-focused OCIF.

Projects that were submitted to the 2018 top-up application intake were reviewed and evaluated based on the criteria outlined in the program guidelines. While no funding will be provided through the 2018 OCIF application intake, it is our intent to nominate a number of road and bridge projects – that would have been successful under the program – for federal funding under the Rural and Northern stream on an accelerated basis. Nomination is subject to municipal agreement and the submission of further information to ensure compliance with federal eligibility criteria. Ministry officials will be in contact shortly to provide a more detailed update on the OCIF and to outline next steps for those municipalities whose ICIP applications will be fast-tracked.

Thank you for your support as we continue to fund better infrastructure for the people, making smarter infrastructure investments throughout all municipalities and Indigenous communities across Ontario. I look forward to working with you to invest in and address the infrastructure needs of your community.

Sincerely,

[original signed by]

Monte McNaughton  
Minister of Infrastructure

c: The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing

March 14, 2019

Dear Head of Council:

We are writing to announce the release of the 2019 Ontario Municipal Partnership Fund (OMPF) allocations.

As communicated in February, the government is maintaining the current structure of the OMPF for 2019. This means the program is the same as it was in 2018, while allowing for annual data updates and related adjustments.

Consistent with prior years, Transitional Assistance will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

As in prior years, Transitional Assistance continues to adjust in 2019 as fewer municipalities require this funding. As a result, the 2019 OMPF will provide a total of \$505 million to 389 municipalities across the province.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2019 OMPF. This information and other supporting materials will be posted online at <http://www.fin.gov.on.ca/en/budget/ompf/2019>.

We look forward to consulting with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. We are committed to announcing the 2020 allocations well in advance of the municipal budget year so you have appropriate time to plan.

../cont'd

Working together, we can protect the public services that matter most to Ontario families and build a responsible and sustainable path forward for communities across our province.

Sincerely,

*Information Copy*  
*Original signed by*

Vic Fedeli  
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

**Ontario Municipal Partnership Fund (OMPF)  
2019 Allocation Notice**



**Town of Mississippi Mills  
County of Lanark**

0931

In 2019, the Province is providing the Town of Mississippi Mills with \$863,300 in funding through the OMPF, which is the equivalent of \$150 per household.

<b>A</b>	<b>Total 2019 OMPF</b>	<b>\$863,300</b>
----------	------------------------	------------------

1. Assessment Equalization Grant	-
2. Northern Communities Grant	-
3. Rural Communities Grant	\$759,700
4. Northern and Rural Fiscal Circumstances Grant	\$103,600
5. Transitional Assistance	-

**B Key OMPF Data Inputs**

1. Households	5,755
2. Total Weighted Assessment per Household	\$348,608
3. Rural and Small Community Measure	99.7%
4. Farm Area Measure	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index	1.8
6. 2019 Guaranteed Level of Support	85.0%
7. 2018 OMPF (Line A from 2018 Allocation Notice)	\$848,200

*Note: See line item descriptions on the following page.*

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice

---

Town of Mississippi Mills  
County of Lanark

0931

### 2019 OMPF Allocation Notice - Line Item Descriptions

---

- A** The OMPF grants are described in detail in the 2019 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2019>
- 
- A5** If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding shifts.
- 
- B1** Measure of households based on the 2018 returned roll from the Municipal Property Assessment Corporation (MPAC).
- 
- B2** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- 
- B3** Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2019 OMPF Technical Guide.
- 
- B4** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2019 OMPF Technical Guide.
- 
- B5** Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. For additional information, see the 2019 OMPF Technical Guide.
- 
- B6** Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.
- 
- B7** 2018 OMPF allocation

*Note: Grant components are rounded up to multiples of \$100.*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6pm Council	6	7	8	9
10	11	12 6pm Budget	13	14	15	16
17	18	19 6pm Council	20	21	22	23
24 31	25 6pm Sp Council	26	27 2:30pm Library 7pm Heritage	28 6pm Sp Council	29	30

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

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 19-25

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

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

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

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

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

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

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

6. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on the date of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 19<sup>th</sup> day of March, 2019.

---

Christa Lowry, Mayor

---

Jeanne Harfield, Acting Clerk

**SCHEDULE "A" TO BY-LAW 19-25**

**FEE AND CHARGES**

<b>ADMINISTRATION</b>	
<b>AFFIDAVITS</b>	
Commissioning of Oaths	• ..... \$15.00
<b>GENERAL</b>	
Photocopies	• ..... (per page) \$0.20 plus HST
Community Maps	• ..... (each) \$5.35
Municipal Pins	• ..... (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	• ..... \$30.00
Tax Certificate	• ..... \$50.00
Water Certificate	• ..... \$50.00
Municipal Office Room Rental	• during business hours ..... \$25.00/hour plus HST • outside office hours ..... \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• ..... \$100.00 plus HST
Election Signs Removal Fee	• ..... \$25.00/sign
<b>ACCESS TO INFORMATION (FOI)</b>	
FOI Requests (fees regulated by Province)	• application fee ..... \$5.00 • record preparation and search time ..... (per ¼ hr) \$7.50 • photocopies ..... (per page) \$0.20 • computer programming time ..... (per ½ hr) \$60.00 • diskettes and CDs ..... (per disk) \$10.00 • other fees charged (e.g. courier costs) ..... as invoiced • fees estimated over \$100.00 ..... 50% deposit
<b>VITAL STATISTICS</b>	
Burial Permits	• ..... (each) \$10.00
Marriage License	• ..... \$150.00
<b>LICENCING</b>	
Liquor License Board of Ontario - Municipal Clearance	• ..... \$35.00
Lottery (fees regulated by AGCO)	• Bingo (per event) ..... 3% of prize value • Raffle (per event) ..... 3% of prize value • Nevada (per box) ..... 3% of prize value

<b>ADMINISTRATION</b>
-----------------------

Mobile Canteen	<ul style="list-style-type: none"> <li>•License ..... \$750.00</li> <li>•Transfer ..... \$50.00</li> <li>•Special Event (maximum 3 days) ..... \$75.00/day</li> </ul>
Refreshment Cart	<ul style="list-style-type: none"> <li>•License ..... \$375.00</li> <li>•Transfer ..... \$50.00</li> <li>•Special Event (maximum 3 days) ..... \$50.00/day</li> </ul>
Seasonal Stand (Fresh Produce)	<ul style="list-style-type: none"> <li>•License ..... \$500.00</li> <li>•Each Additional License ..... \$150.00</li> <li>•Transfer ..... \$50.00</li> </ul>
Taxi	<ul style="list-style-type: none"> <li>•Operator License ..... \$100.00</li> <li>•Vehicle License ..... \$100.00</li> <li>•Driver License ..... \$50.00</li> <li>•License Transfer ..... \$10.00</li> <li>•License Plate Replacement ..... \$15.00</li> </ul>

<b>CANINE CONTROL</b>
-----------------------

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

<b>PUBLIC WORKS (plus applicable HST)</b>
---

Entrance Permit Fee	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> </ul>
Property Identification Sign/Post	<ul style="list-style-type: none"> <li>• ..... \$125.00</li> </ul>
Property Identification Post Replacement	<ul style="list-style-type: none"> <li>• ..... \$40.00</li> </ul>
Property Identification Sign Replacement	<ul style="list-style-type: none"> <li>• ..... \$75.00</li> </ul>
Tile Drainage Inspection Fee	<ul style="list-style-type: none"> <li>• ..... \$200.00</li> </ul>
Water Connection Inspection (new development)	<ul style="list-style-type: none"> <li>• ..... \$50.00</li> </ul>
Sewer Connection Inspection (new development)	<ul style="list-style-type: none"> <li>• ..... \$50.00</li> </ul>
Turn water on or off (seasonal or outside business hours)	<ul style="list-style-type: none"> <li>• ..... \$50.00</li> </ul>
Bulk Water Sales	<ul style="list-style-type: none"> <li>• ..... \$15.00 per 1,000 gallons plus \$30 connection fee</li> </ul>
Water Meter	<ul style="list-style-type: none"> <li>•5/8" x 3/4" meter (\$424.78 plus HST) ..... \$480.00</li> </ul>

	<ul style="list-style-type: none"> <li>• 3/4" meter (\$469.03 plus HST) ..... \$530.00</li> <li>• 1" meter (\$570.80 plus HST) ..... \$645.00</li> <li>• 1.5" meter positive displacement(\$911.51 plus HST) ..... \$1,030.00</li> <li>• 2" meter positive displacement(\$1,070.80 plus HST) ..... \$1,210.00</li> </ul>
<b>GARBAGE AND RECYCLE</b>	
Garbage Tags	• ..... (each) \$2.00
Composter	• ..... \$40.00
Blue Box	
• new residents and replacements	• ..... no charge
• to purchase	• ..... \$8.00

<b>FIRE</b>	
<b>All rates are subject to HST.</b>	
Compliance Letters Fire Reports (non-property owners/tenants)	<ul style="list-style-type: none"> <li>• ..... \$65.00</li> <li>• ..... \$65.00</li> </ul>
Inspections	<ul style="list-style-type: none"> <li>• Special Occasion Permit ..... \$65.00</li> <li>• Liquor License ..... \$65.00</li> <li>• Home Daycare ..... \$65.00</li> <li>• Mobile Canteen / Seasonal Stand ..... \$65.00</li> </ul>
<p>Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants)</p> <ul style="list-style-type: none"> <li>• ..... current MTO rates</li> </ul>	
<p>Vehicle fire, danger of fire extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation</p> <ul style="list-style-type: none"> <li>• ..... at cost and supported by invoices</li> </ul>	
<p>Hazardous Materials Spill/Clean Up</p> <p>Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial Ministry.</p> <ul style="list-style-type: none"> <li>• ..... current MTO rates</li> </ul>	
<p>Open Air Burning</p> <p>Fires resulting from contravention of the Open Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per vehicle charge and labour costs.</p>	

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

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

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

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

**POLICE**

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

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

**PLANNING**

<b>Official Plan Amendment</b>	• ..... \$3,500.00
<b>Zoning</b>	
Amendment	• ..... \$3,500.00
Temporary Use Extension	• ..... \$2,000.00
Lift of Holding Provision	• ..... \$650.00
<b>Joint Official Plan &amp; Zoning Amendment</b>	• ..... \$4,500.00

<b>Minor Variance</b>	• ..... \$800.00
<b>Site Plan Control</b>	
Major	• ..... \$2,600.00
Minor	• ..... \$1,600.00
Red Line Amending	• ..... \$1,600.00
<b>Land Division</b>	
Consent	• ..... \$875.00
Plan of Subdivision	• ..... \$4,000.00
Plan of Condominium	• ..... \$3,000.00
Redline Change	• ..... \$1,000.00
Lifting Part Lot Control	• ..... \$1,000.00
Lifting of 1 ft. Reserves	• ..... \$1,000.00
Extension of Draft Approval	• ..... \$800.00
<b>Cash-in-lieu of Parking</b>	• .....\$3,000.00/space
<b>Agreements</b>	
Encroachments	• ..... \$800.00
Private Road	• ..... \$1,000.00
Secondary Dwelling	• ..... \$800.00
Miscellaneous Development (condition of approval)	• ..... \$800.00
Pre-Servicing	• ..... \$800.00
<b>Zoning Compliance Report</b>	• ..... \$200.00
<b>Zoning Certificate</b>	• ..... \$100.00
<b>File Reactivation Fee</b> (inactive for more than 12 months)	• .....50% of the Original Fee
<b>Green Energy Applications</b>	• ..... \$1,500.00
<b>Additional Expenses</b>	
Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi	

Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.

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

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

## BUILDING

<b>Minimum Building Permit Fee</b>	•.....\$125.00
------------------------------------	----------------

### RESIDENTIAL BUILDING FEES

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

Dwellings over the prescribed maximum will be subject to additional charges	•..... \$0.50/sq. ft.
---	-----------------------

<b>Accessory Dwellings</b>	
Coach House	•..... \$2,500.00
Apartment Unit (or second dwelling in a house)	•..... \$1,500.00

<b>Structures</b>	
<b>Accessory Building (new or additions)</b>	
No foundation	•..... \$150.00
Below Grade Foundation	•..... \$250.00
<b>Garage (attached/detached)</b>	
Heated	•..... \$250.00
Unheated	•..... \$300.00
<b>Deck/Landing</b>	
≤ 600 mm from grade	•..... \$150.00
> 600 mm from grade	•..... \$200.00
With foundation/piers	•..... \$250.00
<b>Covered Deck/Porch</b>	
	•..... \$300.00

<b>Alterations</b>	
Additions-New Above Grade Living Space (foundation/plumbing,/HVAC/Insulation extra)	• ..... \$1.00/sq. ft.
Basement Finishing	• ..... \$200.00
Basement Finishing with Plumbing	• ..... \$325.00
Foundation (new)	• ..... \$500.00
Foundation (structural repair)	• ..... \$175.00
Plumbing	• ..... Minimum Fee
HVAC or Solid Fuel Burning Device	• ..... Minimum Fee
Renovation to existing building	• ..... 2% of the Value of Construction
<b>COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES</b>	
Buildings new or additions (Group A, B, D, E, & F Occupancies)	• ..... \$0.80/sq. ft.
Fabric/Coverall Buildings	• ..... 2% of the Value of Construction
Air Support Structure/Dome	• ..... \$4,500.00
<b>Alterations</b>	
Plumbing	
HVAC, Heating System, Solid Fuel Burning Device	
Renovation/Interior Fit Up to existing building	• ..... 2% of the Value of Construction
<b>Pre-Fab Storage/Warehouse Structures</b>	
<1,500 sq. ft.	• ..... \$600.00
1,500-2,999 sq. ft.	• ..... \$800.00
>3,000 sq. ft.	• ..... \$1,200.00
C-Can or Repurposed Vehicle (not modified)	
No Foundation	• ..... \$150.00
Below Grade Foundation	• ..... \$250.00
C-Can or Repurposed Vehicle (Modified)	• ..... See Pre-Fab Structure
<b>AGRICULTURAL BUILDING FEES</b>	
Conventional Barns/sheds/grain bins	
≤ 592 sq. ft.	• ..... \$125.00
>592 sq. ft.	• ..... \$250.00
Manure Storage/Digesters	• ..... \$300.00
Engineered Farm Buildings	
≤2,690 sq. ft.	• ..... \$300.00
>2,690 sq. ft.	• ..... \$500.00
<b>MISCELLANEOUS BUILDING FEES and CHARGES</b>	
Conditional Building Permit	• ..... \$200.00

Demolition Permit	• ..... 2% of the Value of Construction
Private Pool or Hot Tub	• ..... \$200.00
Change of Use Permit (Group A, B, C, D, E, F Occupancies)	• ..... 2% of the Value of Construction
Renewal of Permit	• ..... \$125.00
Occupancy/Use Certificate Inspection	• ..... \$125.00
Alterations/Revisions to Permits or Submitted Plans	• ..... \$75.00
Inspection booked – (unable to complete)	• ..... \$75.00
Inspections over and above 3	• ..... \$75.00
Permit Transfer to new Owner	• ..... \$125.00
Work without a Permit	
Major	• ..... \$1,000.00 maximum
Minor	• ..... \$500.00 maximum
<b>SIGN PERMIT FEES</b>	
Fascia / Awning/ Banner/ Sidewalk	• ..... \$125.00
Sidewalk sign (annual renewal)	• ..... \$60.00
Billboard sign	• ..... \$500.00
Portable / Trailer sign	• ..... \$300.00
Ground mount pedestal sign	• ..... \$125.00
Sign Variance	• ..... \$250.00

<b>DAY CARE (fee per day)</b>	
<b>Infant Program</b>	
Full-time	• ..... \$62.00
Part-time	• ..... \$67.00
<b>Toddler Program</b>	
Full-time	• ..... \$52.00
Part-time	• ..... \$57.00
<b>Preschool Program</b>	
Full-time	• ..... \$44.00
Full-time half day	• ..... \$34.00
Part-time	• ..... \$47.00
Part-time half day	• ..... \$37.00
<b>Kindergarten Program</b>	

Before & After School	• .....	\$23.00
Before or After School	• .....	\$18.00
Before & After School – Part-time	• .....	\$25.00
Before or After School – Part-time	• .....	\$20.00
Full Day	• .....	\$36.00
P.A. Half Day	• .....	\$26.00
<b>School Age Program</b>		
Before & After Full Time	• .....	\$21.00
Before or After Full Time	• .....	\$16.00
Before & After Part Time	• .....	\$23.00
Before or After Part Time	• .....	\$18.00
Full Day	• .....	\$34.00
P.A. Half Day	• .....	\$24.00

**ALMONTE OLD TOWN HALL**

**AUDITORIUM**  
All rates are subject to HST.

Rental Fees Resident/Community Group	
<b>Morning 8:00 a.m. – 12 noon</b> Monday – Sunday	• ..... \$36.75
<b>Afternoon 12 noon – 4:00 p.m.</b> Monday – Sunday	• ..... \$67.00
<b>Evening 4:00 p.m. – 1:00 a.m.</b> Monday- Thursday and Sunday	• ..... \$98.00
Friday and Saturday	• ..... \$128.00
	• ..... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event )
	• ..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events

Rental Fees Non Resident	
<b>Morning 8:00 a.m.– 12 noon</b> Monday – Sunday	• ..... \$55.00
<b>Afternoon 12 noon – 4:00 p.m.</b> Monday – Friday	• ..... \$75.00
Saturday and Sunday	• ..... \$110.00
<b>Evening 4:00 p.m. – 1:00 a.m.</b> Monday – Wednesday	• ..... \$100.00

Thursday Friday and Saturday Sunday	<ul style="list-style-type: none"> <li>• ..... \$125.00</li> <li>• ..... \$185.00</li> <li>• ..... \$100.00</li> <li>• ..... + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event )</li> <li>• ..... + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events</li> </ul>
Wedding Reception/ Private Function	<ul style="list-style-type: none"> <li>• ..... \$650.00</li> </ul>
Equipment Rental  Stage Lights Spot Light Panels & Track Lights Projector and Screen Sound Equipment – Full Complement Sound Equipment Small Sound Set-up	<ul style="list-style-type: none"> <li>• ..... \$100.00</li> <li>• ..... \$25.00</li> <li>• ..... \$100.00</li> <li>• ..... \$25.00</li> <li>• ..... \$250.00</li> <li>• ..... \$100.00</li> </ul>
<b>MULTI-PURPOSE ROOM</b>  Resident Community/ Affiliate Group  Private/Commercial Function (e.g. wedding, reception, meeting, staff function)	<ul style="list-style-type: none"> <li>• ..... \$15.00/ hour (minimum 3 hr rental)</li> <li>• ..... \$25.00/ hour</li> </ul>

**RECREATION**

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

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

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

Monday – Thursday	• .....\$39.00/hr
Friday – Sunday Rec Bar/no alcohol	• .....\$64.00/hr
Friday – Sunday Client Bar	• .....\$118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	• .....\$482.00/booking
Service Club/Non-Profit Client Bar	• .....\$656.00/booking
Resident – Rec Bar/no alcohol	• .....\$482.00/booking
Resident – Client Bar	• .....\$803.00/booking
Non Resident – Rec Bar/no alcohol	• .....\$566.00/booking
Non Resident – Client Bar	• .....\$1,048.00/booking

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

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

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

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

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

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

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

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

**COMMUNITY AND ECONOMIC DEVELOPMENT**

**BANNER INSTALLATION**

**Per sign subject to HST**

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

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

**BY-LAW NO. 19-26**

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

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

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

**AND WHEREAS** Council has resolved to remove parking restrictions on Sadler Drive north of Honeyborne Street as per Resolution No. 156-19;

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

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

**NO PARKING**

<b>HIGHWAY/ STREET</b>	<b>HIGHWAY DIRECTION</b>	<b>FROM</b>	<b>TO</b>	<b>SIDE</b>
Sadler Drive	North and South	Honeyborne Street	175 m North of Honeyborne Street	West Side

2. By-law 02-27 is hereby amended.
3. This by-law shall come into force on March 19, 2019.

**BY-LAW** read, passed, signed and sealed in open Council this 19<sup>th</sup> day of March, 2019.

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

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

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

**BY-LAW NO. 19-27**

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

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

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 2, Plan 27M-43, in order to accommodate the development of one (1) block of six (6) freehold townhome dwelling units;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-43, Block 2, described as Parts 1 through 12, inclusive on Reference Plan 27R-11206, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 19<sup>th</sup> day of March, 2021, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 19<sup>th</sup> day of March, 2019.

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

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

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

**BY-LAW NO. 19-28**

**BEING** a by-law to amend Delegation of Authority By-law 13-18.

**WHEREAS**, Section 5 (3) of the Municipal Act 2001 S.O. Chapter 25 as amended states that the powers of a municipality shall be exercised by by-law;

**AND WHEREAS**, Section 23.1 of the Municipal Act 2001 S.O. Chapter 25 authorizes a municipality to delegate its powers and duties to a person;

**AND WHEREAS** it is deemed expedient to delegate authority to staff;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Mississippi mills enacts as follows:

1. **THAT** Schedule A, Section C of By-law 13-18 Specified Staff Authorities be amended to read as follows:
  11. The Clerk to approve requests for Municipally Significant Event letters for all AGCO liquor licence and outdoor event applications, after obtaining approval from the following: Roads and Public Works, Fire, Building and Planning, Public Health inspector, and notification to OPP.
2. **THAT** this By-law will come into effect on the day of its passing.
3. **THAT** By-law 13-18 shall be and is hereby amended.

**BY-LAW READ**, passed, signed and sealed in open Council this 19<sup>th</sup> day of March, 2019.

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

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



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**March 19, 2019**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Community Official Plan (COP) Registry	Planning	Quarterly Updates	March
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arranged following CAO recruitment	TBD