



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, June 5, 2018

6:00 p.m.

Council Chambers, Municipal Office

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

A. CALL TO ORDER (5:00 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Update on HR Matters – personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)) and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (*Municipal Act* s. 239 2(e))
2. Sale of Business Park Lot 24 - proposed or pending acquisition or disposition of land by the municipality or local board (*Municipal Act* s. 239 2(c))
3. Update on Ramsay Landfill Buffer Land Acquisition - proposed or pending acquisition of land by the municipality or local board (*Municipal Act* s. 239 2(c))

REGULAR SESSION (6:00 p.m.)

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST

G. APPROVAL OF MINUTES

Council Minutes dated May 15 and 22, 2018

Pages 6-18

H. PUBLIC MEETINGS

1. Zoning Amendment: Tuffin – 158 Mountain View Rd., Pakenham

Pages 19-23

2. Zoning Amendment: Aselford Development - 36 Main St. E, Almonte

Pages 24-33

I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Andrew Grunda, Watson and Associates Pages 34-46
Re: Development Charges Background Study and By-law

Recommendation:

That the deputation by Andrew Grunda, Watson and Associates, be received;

And that the Development Charges Background Study and By-law for the Corporation of the Municipality of Mississippi Mills be received.

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

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

Motion to receive:

- Environmental Advisory – April 9 & May 7, 2018 Pages 47-50
- CEDC – April 17 & May 1, 2018 Pages 51-57

(J.2) REPORTS**Recreation**

- a. Curling Club Agreement Pages 58-73

Recommendation:

That Council authorize the Mayor and Clerk to enter into a two (2) year agreement with the Almonte Curling Club for the lease of the Almonte Curling Facility for the 2018-2020 curling seasons.

Planning and Development

- b. Site Plan Control – Lyle Greenhouse, 4546 March Rd, Almonte Pages 74-79

Recommendation:

That Council approve site plans for Robert and Steven Lyle for the property described as 4546 March Road subject to their revision to the satisfaction of the Municipality's Roads & Public Works and Planning departments;

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

- c. Minor Variance – Doyle Homes, 852, 864, 865 Jack Dalgity St, Almonte Pages 80-81

Recommendation:

That Council pass a resolution to Lift the Moratorium on minor variance applications in the Residential First Density Subzone I Zone specifically for the properties known municipally as: 852, 864 and 865 Jack Dalgity Street.

- d. Site Plan Control – McIntosh Homes, 113 Carss St, Almonte Pages 82-88

Recommendation:

That Council approve the site plans for McIntosh Homes Inc. for the property described as 113 Carss Street subject to their revision to the satisfaction of the Municipality's Roads & Public Works and Planning departments;

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

Finance and Administration

- e. **Proposed Use of Pakenham Reserves- Walking Trail Enhancement** Page 89

Recommendation:

That Council authorize the use of \$5,000.00 from Pakenham reserves to fund the purchase of stone dust to enhance the existing walking trail along the river from the beach house to the base of the Ottawa Valley Recreation Trail (OVRT) in Pakenham and provide two stands for the benches that have been donated by the Pakenham Business and Tourism Association.

- f. **Water and Sewer Rates – Administrative Amendments** Pages 90-92

Recommendation:

That Council repeal By-law 18-33 and pass a new Water and Sewer Rate By-law for 2018.

- g. **Council Compensation Review** Pages 93-141

Recommendation:

That the annual salary be established for the Mayor at \$34,140, the Deputy Mayor at \$20,678 and Councillors at \$17,435, effective December 1, 2018;

And that a discretionary fund be established for the Deputy Mayor in the amount of \$2,100 and Councillors in the amount of \$1,260 each, subject to an approved expenditure policy;

And that the Deputy Mayor be provided with a cell phone funded by the Municipality;

And that the Association and Convention budget for Council be established at \$3,000 per member effective January 1, 2019;

And that Council agrees to implement an In Lieu of Benefits account for Council with an annual up set limit of \$500 per Member for health care and dental expenses;

And that the administration of the In Lieu of Benefits will be the responsibility of the Treasurer expenses will be reimbursed on submitted receipts.

h. The Hub - Request to Waive Building Permit Fees

Pages 142-143

Recommendation:

That Council provide a grant to The Hub, equivalent to the amount of the building permit fees, up to a maximum of \$5,000, to be funded from reserves.

(J.3) INFORMATION ITEMS

- | | |
|---|---------------|
| • Mayor's Report | None |
| • County Councillors' Report | Pages 144-147 |
| • Mississippi Valley Conservation Authority | Page 148 |
| • Information List | None |
| • Meeting Calendar (<i>June</i>) | Page 149 |

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of June 5, 2018 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 18-57 to 18- 58 be taken as read, passed, signed and sealed in Open Council.

- | | |
|--|---------------|
| 18-57 Sale of Business Park Lots 26, 27, 28
Bloorguard Investment Ltd. In Trust | Pages 150-151 |
| 18-58 Water and Sewer Rates | Pages 152-153 |

M. OTHER/NEW BUSINESS

1. Proposed OVRT Bypass Option 3

Pages 154-155

Recommendation:

That Council endorse the Ottawa Valley Rail Trail (OVRT) Bypass Option 3;

And that the recommendation be forwarded to Lanark County Council for approval.

N. NOTICE OF MOTION**O. ANNOUNCEMENTS AND INVITATIONS****P. CONFIRMATORY BY-LAW – 18-59****Q. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #11-18

MINUTES

A regular meeting of Council was held on Tuesday, May 15, 2018 at 5:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor McLaughlin called the meeting to order at 5:03 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 247-18

Moved by Councillor Abbott

Seconded by Councillor Ferguson

THAT Council enter into an in camera session at 5:03 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (Municipal Act s. 239 2(b)) – Update on HR Matter, and proposed or pending acquisition of land by the municipality or local board (*Municipal Act s. 239 2(c)*) - Sale of Business Park Lots 26, 27, 28.

CARRIED

Resolution No. 248-18

Moved by Councillor Abbott

Seconded by Councillor Watters

THAT Council return to regular session at 5:40 p.m.

CARRIED

Council recessed at 5:40 p.m. and reconvened at 6:00 p.m.

Rise & Report

1. Update on HR Matter

Staff direction was provided in camera.

2. Sale of Business Park Lots 26, 27, 28

Staff direction was provided in camera.

C. O CANADA

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

D. ATTENDANCE**PRESENT:**

Mayor Shaun McLaughlin
Councillor Denzil Ferguson
Councillor Alex Gillis
Councillor Duncan Abbott
Councillor Christa Lowry
Councillor Jill McCubbin
Councillor Paul Watters
Councillor Val Wilkinson

ABSENT:

Councillor Amanda Pulker-Mok
Councillor Jane Torrance
Councillor John Edwards

Ken Becking, CAO
Shawna Stone, Clerk
Jennifer Russell, Acting Deputy Clerk
Rhonda Whitmarsh, Treasurer (left at 6:26 pm)
Guy Bourgon, Director of Roads and Public Works
Niki Dwyer, Director of Planning
Andrew Scanlan-Dickie, Junior Planner

E. APPROVAL OF AGENDA**Resolution No. 249-18****Moved by Councillor Ferguson****Seconded by Councillor McCubbin****THAT** the agenda be approved as amended, with the deletion of Item J.2.e.**CARRIED****F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

G. APPROVAL OF MINUTES**Resolution No. 250-18****Moved by Councillor Abbott****Seconded by Councillor Gillis****THAT** the Council Minutes dated May 1, 2018 be approved as presented.**CARRIED****H. PUBLIC MEETINGS**

[None]

I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**1. Lanark County Truck Roadeo - John Gleeson 1st Place, Ben Kipp - 2nd Place**

The Mayor congratulated John Gleeson and Ben Kipp on their success at the Lanark County Truck Roadeo.

**2. Howard Allan, Allan and Partners Chartered Accountants
Re: 2017 Financial Statements**

Mr. Allan provided an overview of the 2017 Financial Statements for the Corporation of the Municipality of Mississippi Mills and addressed questions from Council. He stated that the Municipality is following the Financial Plan and investing in capital replacement; the tax rate is competitive when compared with similar urban-rural mix municipalities; and tax arrears are at a five-year low.

Resolution No. 251-18**Moved by Councillor Gillis****Seconded by Councillor Lowry****THAT** the deputation by Howard Allan, Allan and Partners Chartered Accountants, be received;**AND THAT** the 2017 Financial Statements for the Corporation of the Municipality of Mississippi Mills be received.**CARRIED****J. COMMITTEE OF THE WHOLE****Resolution No. 252-18****Moved by Councillor Ferguson****Seconded by Councillor McCubbin****THAT** Council resolve into Committee of the Whole, with Councillor Lowry in the Chair.**CARRIED****J.1 CONSENT ITEMS****CAO Report – May 2018****Resolution No. 253-18****Moved by Councillor McCubbin****Seconded by Councillor Wilkinson****THAT** the CAO Report – May 2018 be received.**CARRIED**

Proclamation National Access Awareness Week 2018

Resolution No. 254-18**Moved by Councillor McCubbin****Seconded by Councillor Wilkinson****WHEREAS** National Access Awareness Week was first established in 1988 to promote better community access for people with disabilities; and**WHEREAS** the week was created in response to a request from Rick Hansen following his 40,000 km Man in Motion World Tour, organized to raise awareness about the need for accessibility for people with disabilities; and**WHEREAS** the week celebrates achievements made by and for people with disabilities; and**WHEREAS** it promotes access for people with all disabilities who encounter barriers that prevent full participation in day-to-day activities.**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 27 – June 2, 2018 as National Access Awareness Week in an effort to raise awareness of the importance of equal access and full participation of persons with disabilities.**CARRIED**

Advisory Committee Minutes

Resolution No. 255-18**Moved by Councillor Ferguson****Seconded by Councillor Abbott****THAT** the minutes of the following committees be received:

- CEDC – March 20, 2018
- Beautification – March 22, 2018
- Heritage – March 28, 2018
- MRPC – March 28, 2018

CARRIED

Heritage

Appointment to Community Heritage Ontario (CHO)

Resolution No. 256-18**Moved by Councillor Gillis****Seconded by Councillor Wilkinson****THAT** Council approve Ian MacLean, a resident of the Municipality and former upstanding and long-serving member of this Committee be eligible for appointment to the Board of Directors of Community Heritage Ontario (CHO), subject to a vote at the Annual General Meeting of CHO in June 2018. In this role, Mr. MacLean will provide the Heritage Committee with regular feedback on Ontario heritage matters.**CARRIED**

J.2 STAFF REPORTS

Planning and Development

- a. Zoning Amendment - Pakenham Golf and Country Club Subdivision

Resolution No. 257-18

Moved by Councillor Ferguson

Seconded by Councillor Watters

THAT Council provide direction to staff to commence a municipally-led zoning amendment to recognize the lands in the Pakenham Golf and Country Club Subdivision as Rural Residential (RR).

CARRIED

- b. Land Transfer – Gemmill Street, Conc 2 Ramsay Ward

Resolution No. 258-18

Moved by Councillor Watters

Seconded by Councillor Wilkinson

THAT Council support the acquisition of the lands at the end of the Gemmill Street road allowance known as Concession 2, Southwest ½ Part Lot 23, Plan 26R-1343, Part 4, Ramsay Ward, Municipality of Mississippi Mills from the land owner of Concession 2, Southwest Part Lot 23, Plan 248, Lots 41 to 47, Lots 59 to 64, Lots 119 to 125, Part Lots 40, 48, 58, 65, 118, Parts of Queen Street, Raglan Street, and Louis Street (closed by court order – INST No. RS199763), Ramsay Ward, Municipality of Mississippi Mills to establish frontage for two lots within the Village of Clayton Settlement Area and serve as a municipal turnaround.

CARRIED

- c. Consent Authorization – 106 Stonehome Crescent, Ramsay Ward

Resolution No. 259-18

Moved by Councillor Abbott

Seconded by Councillor Watters

THAT Council support Option A regarding a potential lot creation for the property legally known as Concession 11, East Part Lot 14, Plan 77, Lot 1, Ramsay Ward, Municipality of Mississippi Mills.

CARRIED

- d. Site Plan Control – Manion Single Detached Infill, Glass St, Almonte

Resolution No. 260-18

Moved by Councillor Ferguson

Seconded by Councillor Gillis

THAT Council approve the site plans for the property described as Plan 6262, Cameron Section, Lot 27 subject to their revision to the satisfaction of the Municipality's Department of Roads & Public Works;

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

CARRIED

Finance and Administration

e. 2018 Water and Sewer Rate By-law – Administrative Revisions

Item removed.

J. 3 **INFORMATION ITEMS**

- **Mayor's Report**

[None]

- **County Councillors' Report**

[None]

- **Mississippi Valley Conservation Report**

[None]

- **Information List 08-18**

Resolution No. 261-18

Moved by Mayor McLaughlin

Seconded by Councillor Wilkinson

THAT Information List 08-18 be received.

CARRIED

- **Meeting Calendars**

May and June 2018

Amendments: Beautification rescheduled to May 24 at 8am; EAC June 11 at 1pm.

K. **RISE AND REPORT**

Resolution No. 262-18

Moved by Councillor Abbott

Seconded by Councillor McCubbin

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

CARRIED

Resolution No. 263-18

Moved by Councillor Ferguson

Seconded by Councillor Abbott

THAT the recommendations of the Committee of the Whole for the meeting of May 15, 2018 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Councillor Abbott declared a pecuniary interest on By-laws 18-51 and 18-52 as he owns property on Snedden Farm Road and owns a share in a property on Honeybourne. He was not present during discussions and did not vote on the matter.

By-Law 18-51

Resolution No. 264-18

Moved by Councillor Watters

Seconded by Councillor Wilkinson

THAT By-law 18-51, being a by-law to change the name of a municipal road allowance for a municipal addressing system within the Municipality of Mississippi Mills from Snedden Road to Snedden Farm Road.

CARRIED

Resolution No. 265-18

Moved by Councillor Ferguson

Seconded by Councillor Watters

THAT By-laws 18-52 to 18-54 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 18-52

Resolution No. 266-18

THAT By-law 18-52, 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'), registered Plan of Subdivision 27M-80, Block 2, described as Parts 1 and 2 on Reference Plan 27R-11050, Almonte Ward, municipally known as Mill Run Subdivision Apartments on Honeyborne Street.

CARRIED

By-Law 18-53

Resolution No. 267-18

THAT By-law 18-53, being a by-law to authorize the purchase of certain lands described as Concession 2, Southwest Part Lot 23, Plan 26R-1343, Part 4, Ramsay Ward, Municipality of Mississippi Mills for the purposes of extending the Gemmill Street road allowance in the Village of Clayton for a municipal turnaround and an increase in road frontage for adjacent properties.

CARRIED

By-Law 18-54

Resolution No. 268-18

THAT By-law 18-54, being a by-law to appoint Ken Backing as Chief Administrative Officer for the Corporation of the Municipality of Mississippi Mills.

CARRIED

M. OTHER/NEW BUSINESS

1. Bernard Cameron Memorial Fountain

Resolution No. 269-18

Moved by Councillor Ferguson

Seconded by Councillor Gillis

THAT Council approve an additional \$4,000 for the installation of the Cameron Memorial Fountain;

AND THAT Staff be approved to proceed with Munro Electrical with work to be funded from the Special Circumstances account.

CARRIED

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

[None]

P. CONFIRMATORY BY-LAW

By-law 18-55

Resolution No. 270-18

Moved by Councillor Lowry

Seconded by Councillor Wilkinson

THAT By-law 18-55, 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 15th day of May 2018, be read, passed, signed and sealed in Open Council this 15th day of May 2018.

CARRIED

Q. ADJOURNMENT

Resolution No. 271-18

Moved by Councillor Ferguson

Seconded by Councillor Gillis

THAT the meeting be adjourned at 6:53 p.m.

CARRIED

Shaun McLaughlin
MAYOR

Shawna Stone
CLERK



The Corporation of the Municipality of Mississippi Mills

Special Council Meeting #12-18

MINUTES

A special meeting of Council was held on Tuesday, May 22, 2018 at 6:00 p.m. at the Almonte Old Town Hall.

A. CALL TO ORDER

Mayor McLaughlin called the meeting to order at 6:04 p.m.

B. ATTENDANCE

PRESENT:

Mayor Shaun McLaughlin
Councillor Alex Gillis
Councillor Duncan Abbott
Councillor Christa Lowry
Councillor Jill McCubbin
Councillor Paul Watters
Councillor Val Wilkinson

ABSENT:

Councillor Amanda Pulker-Mok
Councillor John Edwards
Councillor Denzil Ferguson
Councillor Jane Torrance

Ken Becking, CAO
Cynthia Moyle, Acting Clerk
Niki Dwyer, Director of Planning
Andrew Scanlan-Dickie, Junior Planner

C. APPROVAL OF AGENDA

Resolution No. 273-18
Moved by Councillor Lowry
Seconded by Councillor Abbott
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST

[None]

E. PUBLIC MEETINGS

1. Community Official Plan (COP) Review

The Mayor stated that this is a statutory public meeting for the purpose of giving the public the opportunity to make representations in respect to the proposed amendments to the Community Official Plan (COP).

The Director of Planning stated that notice has been given in accordance with the *Planning Act*.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the by-law is passed, the person or public body is not entitled to appeal the decision of Council to the Land Planning Appeals Tribunal and may not be added as a party to the hearing of an appeal before the Land Planning Appeals Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Any person wishing to be advised of Council's decision with respect to the application was requested to leave their name and address on the appropriate notification sheet located on the table at the entrance.

Marc Rivet, JL Richards, provided an overview of the review process including special Council meetings, public consultations, background study, comprehensive review and proposed amendments to the Community Official Plan.

The Mayor called upon members of the public to make submissions in the order they signed in (Public Meeting Sign-in Sheet), with each person being allotted three to five minutes speaking time. The following members spoke:

- Jan Maydan – locally significant objecting to the use of the term in reference to wetlands; environmental impact studies/assessment requirements – EIS requirement; heritage resources need to be reviewed; agricultural land – preservation of rural character; economic development – Ottawa Valley Recreational Trail (OVRT); and future expansion areas, Almonte ward.
- Steve Maynard - 5% parkland in lieu; heritage designated resources OVRT; COP needs goals and objectives for affordable housing and special needs housing; natural heritage, Council still maintains authority to designate; no definition of site alteration; and Council job to protect farmers and agricultural community.
- John Levi - background study population, based on 2003 stats; growth management, 90 units per year, low estimate closer to 150; number of infill lots overstated; and COP review should be on hold and take more time to get it right.
- Tineke Kuiper - environmentally sensitive lands, important to recognize stewardship of land owners; and ANSI Burnt Lands important that subdivisions do not have a place in ANSI.
- Ken Laframboise - public not involved in the Official Plan; protecting agricultural land - stronger wording; and not required to have on mapping Wild Fire Hazards.
- Brian Gallagher, PRATAC - Natural Heritage System, plan does not interfere with farming operation; boundary expansion of Almonte; planned expansion of hydro, gas, parks, bicycle routes; and rural services, septic systems have changed.
- James Bradley - definitions of woodlands, wetlands, fire hazards expanded.

- John O’Darce – public comments ignored; COP needs to allow flexibility; protect natural heritage systems, land stewardship.
- Bryant Cogle - land designation changed to industrial to residential; and additional affordable housing, special housing.
- Herman Schroeder - which Official Plan version is being modified; and his comments not included in summary report.
- Jackie Brophy - waste or wastewater master plan unchanged.
- Trevor Doyle - Almonte boundary needs to expand, more developable land; consultation with major builders/developers.
- Paul Hurd - rural lot development, change 1973 requirement.
- Allison McLean - rural lot severance and provincially significant wetland constraints.
- Bill Duncan - Pakenham settlement area, growth in rural community; tile drain land shown as a wetland on map; woodlot designation on property not accurate; and hold amendment for the next Council.
- Connie Jackson - additional affordable and seniors housing.
- Tim Sonnenburg – settlement areas.
- Michael MacPherson – support for Natural Heritage System.
- Ian Edmison - small cluster development, rules and regulations make it prohibited to develop.
- Keith Wigner - postpone adoption of amendment.
- Ken Laframboise - clarification on which section of Belmany Mills Road is in heritage designation; and sewage capacity size based on growth projection.
- John Levi - expansion of Almonte ward.
- Gloria Leonard - use of municipal parks as infill lots.
- Steve Maynard - site alteration definition.
- Allison McLean - forced trespass road definition.
- Steve Maynard – parkland in lieu 2% not exceeding 5% conveyance.
- Kim Curran - land stewardship, onus on landowners and compensation.

The Mayor thanked those in attendance for their comments. Residents with additional comments/questions were invited to contact the Planning Department. The COP Amendment will be discussed by Council on June 19th and if supported by Council a by-law will be brought forward on June 26th.

F. CONFIRMATORY BY-LAW

By-law 18-56

Resolution No. 274-18

Moved by Councillor Gillis

Seconded by Councillor Wilkinson

THAT By-law 18-56, 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 22nd day of May 2018, be read, passed, signed and sealed in Open Council this 22nd day of May 2018.

CARRIED

G. ADJOURNMENT

Resolution No. 275-18

Moved by Councillor Lowry

Seconded by Councillor Watters

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

CARRIED

Shaun McLaughlin
MAYOR

Cynthia Moyle
ACTING CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: June 5, 2018

TO: Committee of the Whole

FROM: Andrew Scanlan Dickie, Junior Planner

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-02-18
Concession 10, Part Lot 1
Pakenham Ward, Municipality of Mississippi Mills**

KNOWN AS: 158 Mountain View Road, Pakenham

OWNER: William & Miriam Tuffin

BACKGROUND

In summer 2017, a lot addition Consent application – B17/046 – was submitted to the County of Lanark and the Municipality of Mississippi Mills for the property legally known as Concession 10, Part Lot 1, Pakenham Ward. The intent of the application was to transfer land south of the bisecting creek. Those lands receiving the transfer are legally known as Concession 10, Part Lot 1, Plan 27R-6285, Part 1. The following figures illustrate the lot lines before and after the proposed boundary adjustment.

Figure 1 – Before Lot Addition



Figure 2 – After Lot Addition



The quantity of land to be conveyed was based on the presence of the creek and its associated slopes, which limit the ability to access Panmure Road via a driveway. As such, the subject property's existing dwelling (built around 1900) has historically accessed Mountain View Road.

Although the property maintains access to a municipal road and shares the same Roll Number as the lot directly abutting Mountain View, its legal frontage remains along Panmure. The removal of this frontage through the lot addition, coupled with the Ottawa Valley Recreation Trail (OVRT) bisecting the Owners' property, results in a landlocked parcel. Consequently, Staff imposed conditions to the severance application, including that the Owner must apply for relief from Comprehensive Zoning By-law #11-83's frontage requirements and that legal access be granted by the County across the OVRT.

The consent was provisionally approved in November 2017 and the Owner has set out to complete the required conditions. Most have been met; however, two significant conditions remain incomplete: (1) this Zoning By-law Amendment and (2) the OVRT access easement. The latter has been approved by County and is known as Part 5 on Plan 27R-11058 (see Schedule B) but still requires final legal work. As for the amendment, the property zoning would be changed from "Agricultural (A)" to "Agricultural Exception X (A-X)."

PURPOSE AND EFFECT

The purpose and intent of the Zoning By-law Amendment is to change the zoning from "Agricultural (A)" to "Agricultural Exception X (A-X)" to fulfil a condition of a lot addition Consent application. The Owner must obtain relief from the frontage requirements to legally recognize an existing dwelling on the subject property and to avoid future complications if said lands were to be sold.

DESCRIPTION OF SUBJECT LANDS

The subject lands sit at the border of the Ramsay and Pakenham Wards, located just east of the Mississippi River. The lands are described as Concession 10, Part Lot 1, Pakenham Ward, municipally known as 158 Mountain View Road. The retained lot subject to the amendment is ±1.04ha (2.56ac) and would not have legal frontage as described within the Comprehensive Zoning By-law #11-83 but has historical (and soon to be legal) access to Mountain View Road. Although the subject lands are purely used as residential, neighbouring lands are predominantly agricultural.

SERVICING & INFRASTRUCTURE

The property is exterior of the Almonte Ward's municipal services boundary. Consequently, the dwelling utilizes private water and septic. The subject lands are accessed from Mountain View Road, a municipally owned and maintained road.

COMMUNITY OFFICIAL PLAN (COP)

The land will continue to be designated “Agricultural” under the Community Official Plan post full Consent approval. Permitted uses include agriculture, agriculturally related businesses, forestry, a residential dwelling, and home-based businesses.

ZONING BY-LAW #11-83

The subject land is presently zoned “Agricultural (A)” within the Comprehensive Zoning By-law #11-83. As required by consent application B17/046, the retained land must be rezoned to “Agricultural Exception X (A-X)” to recognize the lack of legal frontage, thereby ensuring that said property does not encounter futures problems if it were to be transferred. Rezoning the property acknowledges the physical limitations of accessing Panmure Road due to the creek and associated slopes, and that it has historically maintained access to Mountain View Road. A draft by-law for the rezoning is as follows:

11.3 Special Provisions

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

- i) no frontage is required; and*
- ii) that the property is not subject to Section 6.7*

All of which is respectfully submitted,

Approved by,

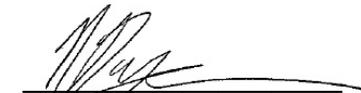


Andrew Scanlan Dickie
Junior Planner



Kenneth D. Becking, P.Eng.
Chief Administrative Officer

Reviewed by,



Niki Dwyer, MCIP, RPP
Director of Planning

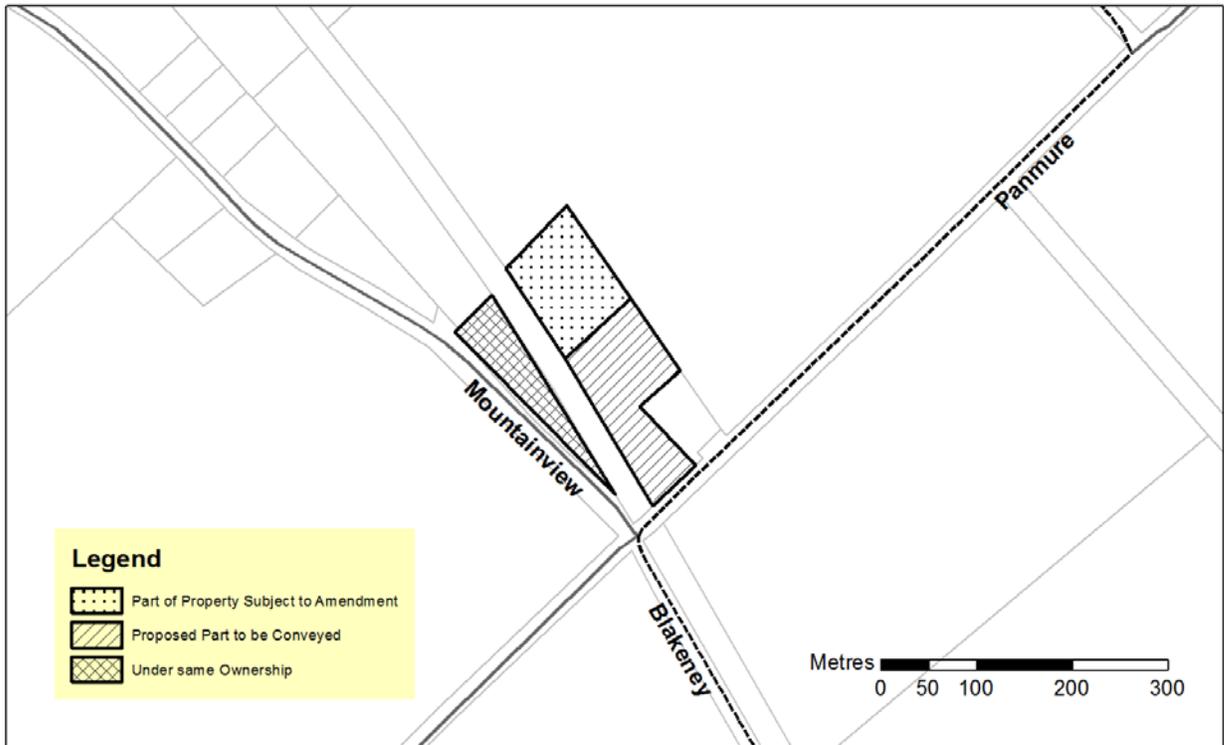
ATTACHMENTS:

- Schedule A – Location Map
- Schedule B – Reference Plan 27R-11058

SCHEDULE A – Location Map



**Zoning By-law Amendment Application D14-TU-18; Z-02-18
Part of Concession 10, Part Lot 1
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 158 Mountain View Road**



SCHEDULE B – Reference Plan 27R-11058

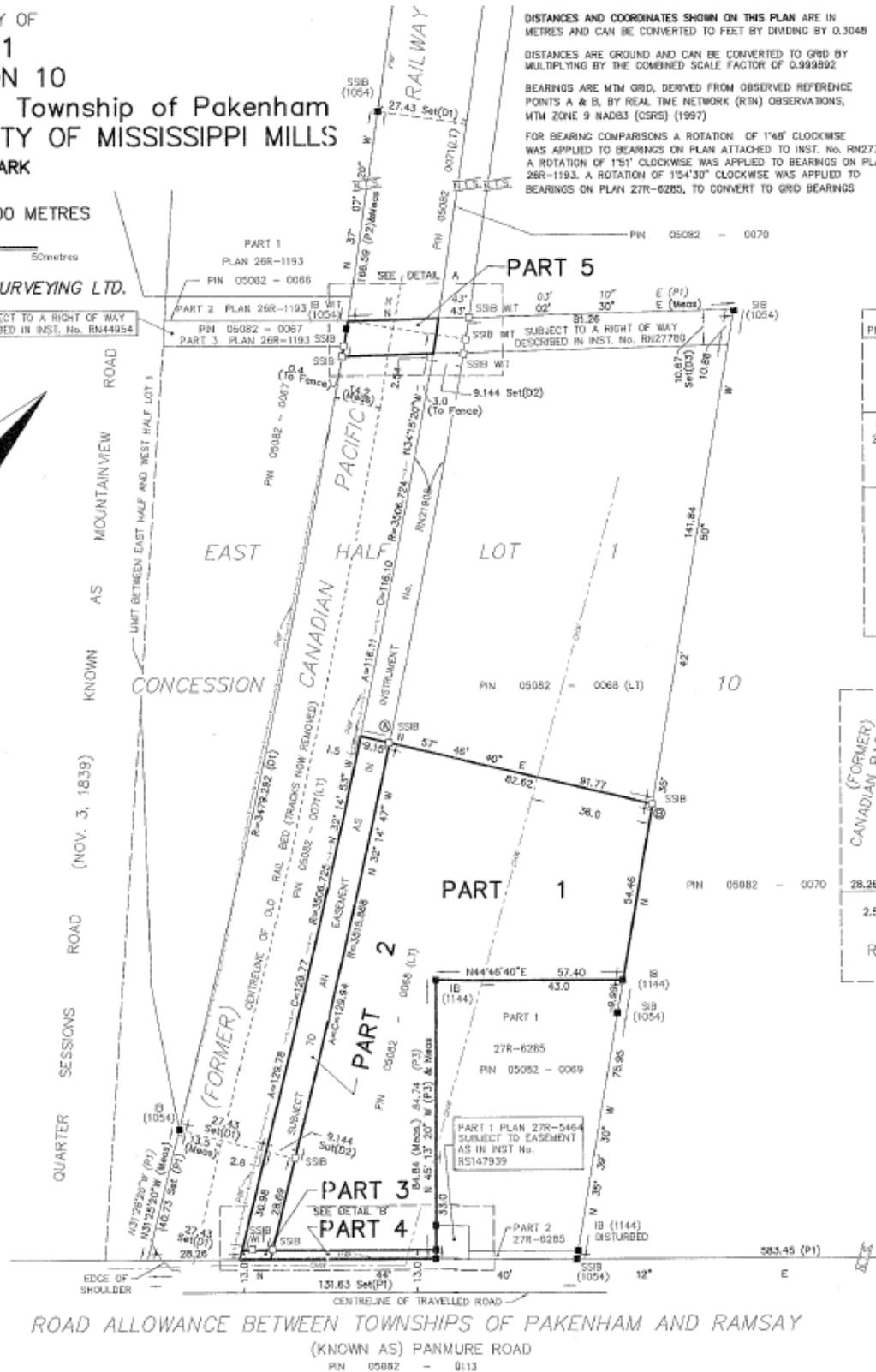
PLAN OF SURVEY OF
PART LOT 1
CONCESSION 10
 Geographic Township of Pakenham
 MUNICIPALITY OF MISSISSIPPI MILLS
 COUNTY OF LANARK

SCALE 1 : 1000 METRES

0m 5m 10m 25m 50metres

G. A. SMITH SURVEYING LTD.

SUBJECT TO A RIGHT OF WAY DESCRIBED IN INST. No. R444954



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: June 5, 2018

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-09-17
Plan 6262, Lot 91A & Part Lot 93A, Plan 27R-9434, Part 3
Almonte Ward, Municipality of Mississippi Mills**

KNOWN AS: 36 Main Street (between Union Street and the OVRT right-of-way)

OWNER: Aselford Development Corporation

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to change the zoning from Residential Second Density (R2) to Residential Third Density (R3-X) to permit a “planned unit development” defined as *a group of dwellings situated on the same lot and that share common facilities such as access to a public road, parking facilities, open space and recreational areas, and which are designed as an integral part of a residential complex*, consisting of two townhouses and one fourplexes. The original application proposed additional site specific provisions including: reductions to front yard setbacks, increased density, and various parking related variances. The revised plan now meets all of the requirements of the zoning bylaw and does not require any site specific provisions or variances.

Currently, the subject property is a vacant lot in the Almonte Ward.

SUMMARY OF CHANGES TO ORIGINAL SUBMISSION

Further to the feedback that was received at the December 2017 Public Meeting, the applicant has made several revisions to the conceptual plans to ensure that the proposed development complies with the heritage attributes associated with the area. These include:

- Retention of the existing lilac border along Main Street (with the exception of 6m of removal for the vehicular access point)
- Retention and restoration of the stone pillars in situ for pedestrian access
- A curved lane way which frames and “reveals” Rosamond House to the north of the site
- Architectural features which complement the design of Rosamond House and the adjacent buildings of significance, including:
 - Varied and generally steeply pitched roofs

- Second storey spaces “within” roof volumes rather than “under”
- Front porches on all units (social edges)
- Significant amounts of masonry on all street-facing facades
- A historically sympathetic colour scheme
- Appropriately proportioned windows (vertically oriented)
- Separation of pedestrian and vehicular circulation by a 5.75m buffer
- A softer geometry exhibited in the maximized landscaped open space and curvilinear features of the hardscaping
- Reduction in density from 39 units/ha to 33 units/ha
- Directional and site oriented low level lighting to minimize spillage onto adjacent lands
- Increased parking per unit
- Discrete heritage style signage

The revisions to the application were accompanied by a Heritage Impact Assessment which provided conservation suggestions to support the application to be implemented through Site Plan Agreement.

The proposal is also subject to review of a Site Plan Control application which was submitted at the time of the original application, but has been placed on hold until public comments pertaining to the Zoning Amendment review have been fully considered.

DESCRIPTION OF SUBJECT LANDS

The subject lands are known municipally as 36 Main Street East and are legally described as Lot 91A and Part of Lot 93A, Registered Plan 6262, Mitcheson Section in the Ward of Almonte. The subject lands have a total area of approximately 3,865m² (0.39ha) with approximately 53.6m frontage on Main Street and are located approximately 100m north of the Mississippi River and approximately 60m southwest of the intersection of Main Street East and Union Street (see Appendix A for an aerial photo).

SERVICING & INFRASTRUCTURE

The property falls within the urban settlement area, near the corner of Main Street and Union Street (municipally maintained public roads), and will thus be serviced by municipal water and sewer. A Site Servicing Management Report, prepared by Novatech, describes the existing services at the site and provides water and sanitary connection details. This and storm water management details will be reviewed as part of the Site Plan Control application.

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject property as being within the Urban Settlement Boundary in the Ward of Almonte and designates the lands as Residential. A review of relevant OP policies follows, with emphasis on residential infill and intensification.

RESIDENTIAL INFILL AND INTENSIFICATION

The Residential policies are contained within Section 3.6 of the Community Official Plan. Consistent with the Lanark County Sustainable Communities Official Plan, it is intended that residential infill and intensification will occur within existing established neighbourhoods, and where opportunities are available. The Plan supports infill development where existing land uses are not adversely affected and where existing municipal services and facilities can be used efficiently. The Goals of the plan include the promotion of a more balanced supply of housing with less large single dwellings and more diversified and affordable housing options. A broader range of housing options includes offering different types of dwellings, such as townhouse and apartment units, as well as tenure, such as rental.

Applications for residential intensification are required to demonstrate how the development is sensitive to, compatible with, and a good fit within the existing neighbourhood. Accordingly, a range of matters, including land use compatibility, the ability of the site to accommodate the use, impacts to adjacent and surrounding uses, integration of the site into the neighbourhood, and site constraints have all been considered in relation to the proposed development.

DOWNTOWN ALMONTE HERITAGE CONSERVATION DISTRICT PLAN

The subject property is located within the Downtown Almonte Heritage Conservation District. The Downtown Almonte Heritage Conservation District Plan provides the framework for managing future change in Downtown Almonte, while protecting and enhancing the Municipality’s cultural heritage value and distinct character.

The property is located within the “North of River” character area, which includes Main Street East, Union Street South and Queen Street. The Plan identifies this area as being predominantly residential, where single-family dwellings are set back from the street and generally have landscaped front yards. There is a mix of built forms, residential architectural styles and landscape features. As per the Plan, the predominantly residential character on Main Street East should be retained and enhanced as a distinct transition between the suburban commercial functions of Ottawa Street and the historic and unique character of the commercial core on Mill and Bridge Streets.

ZONING BY-LAW #11-83

The subject property is zoned “Residential Second Density (R2)” in the Municipality of Mississippi Mills’ Comprehensive Zoning By-law 11-83. The Zoning By-law does not contemplate a planned unit development as a permitted use nor does the R2 zone permit townhouses and/or fourplexes.

A zoning amendment is required to accommodate the proposed townhouse units and fourplex unit on the subject property. The requested amendment would rezone the subject lands from R2 to R3-X (Residential Third Density Special Exception). The purpose of the R3-special exception zone would be to permit a “planned unit development” consisting of two townhouses and one four-plex. Given that the proposed

dwelling types are permitted in the R3 zone, the special exception would specifically permit the combination of 9 townhouse units and 1-fourplex units (4 units) for a total of 13 units in the planned unit development on the subject property, as per the Site Plan provided in Appendix B. Consistent with the proposed site plan, the following table compares the required R3 performance standards (Section 15 of the Zoning By-law) and general provisions with what is proposed. Future development would be subject to Site Plan Control.

Table 1 – R3 Zone provisions per unit type compared to proposed Planning Unit Development

	Fourplex Dwelling (4 units)	Townhouse Dwelling (9 units)	<u>Proposed</u> Planned Unit Development (13 units)
Lot Area Min. (m ²)	920	168 (total 1,512)	3,865
Lot Frontage Min. (m)	20	5.5 (49.5)	53.64
Front Yard Min. (m)	6	6	6
Rear Yard Min. (m)	7.5	7.5	7.5
Interior Side Yard Min. (m)	3	0	3.0
Height Max. (m)	11	11	7.6 (fourplex) 8.4 (townhouse)
Lot Coverage Max. (%)	40	55	18.8
Dwelling Unit Area Min. (m ²)	46	46	82-84 (Fourplex) 186 (Townhouse)
Net Density Max. (unit/ha)	35	35	33.6

Table 2 – General provisions per unit type compared to proposed Planning Unit Development

	Fourplex Dwelling (4 units)	Townhouse Dwelling (9 units)	<u>Proposed</u> Planned Unit Development (13 units)
Parking (space/unit)	1.2 (5 total)	1 (9 total)	15
Visitor Parking (space/unit)	0.2	0.2	3
Accessible Parking	1 space for a 10-25 space parking lot		2
Parking Lot Landscape Buff. – not abutting street (m)	3	3	3

PUBLIC COMMENTS RECEIVED:

Staff have received limited public comment resulting from the re-circulation of the application in May, 2018. However, comments received at the public meeting in December 2017 can be generally summarized as follows:

- Desire to maintain thick vegetation buffering on the front of the site;
- Traffic congestion on Main Street and Mill Street and sightlines for the proposed driveway;
- Overbuilding of the site and limited landscaped open space;
- Compliance with Heritage Conservation District Guidelines
- The provision of adequate parking on the site;
- Buffering from the adjacent neighbour (specifically to the new driveway and light spillage)
- The provision of affordable housing

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

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP MA BES
Director of Planning



Kenneth D Becking, P.Eng.
Chief Administrative Officer

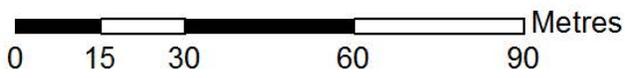
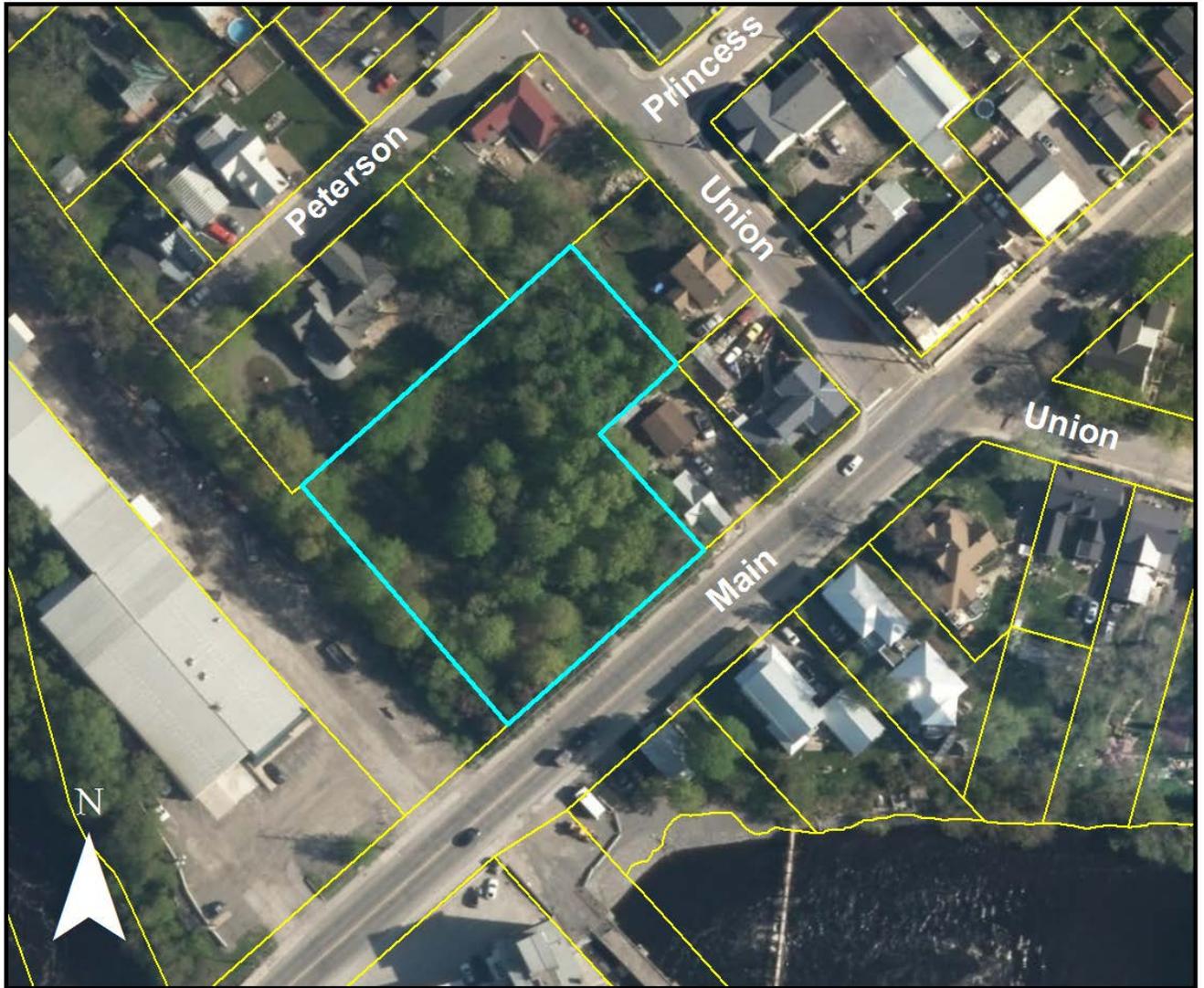
ATTACHMENTS:

Appendix A – Aerial Photo and Map

Appendix B – Landscape/Site plan and Conceptual Drawings

APPENDIX A

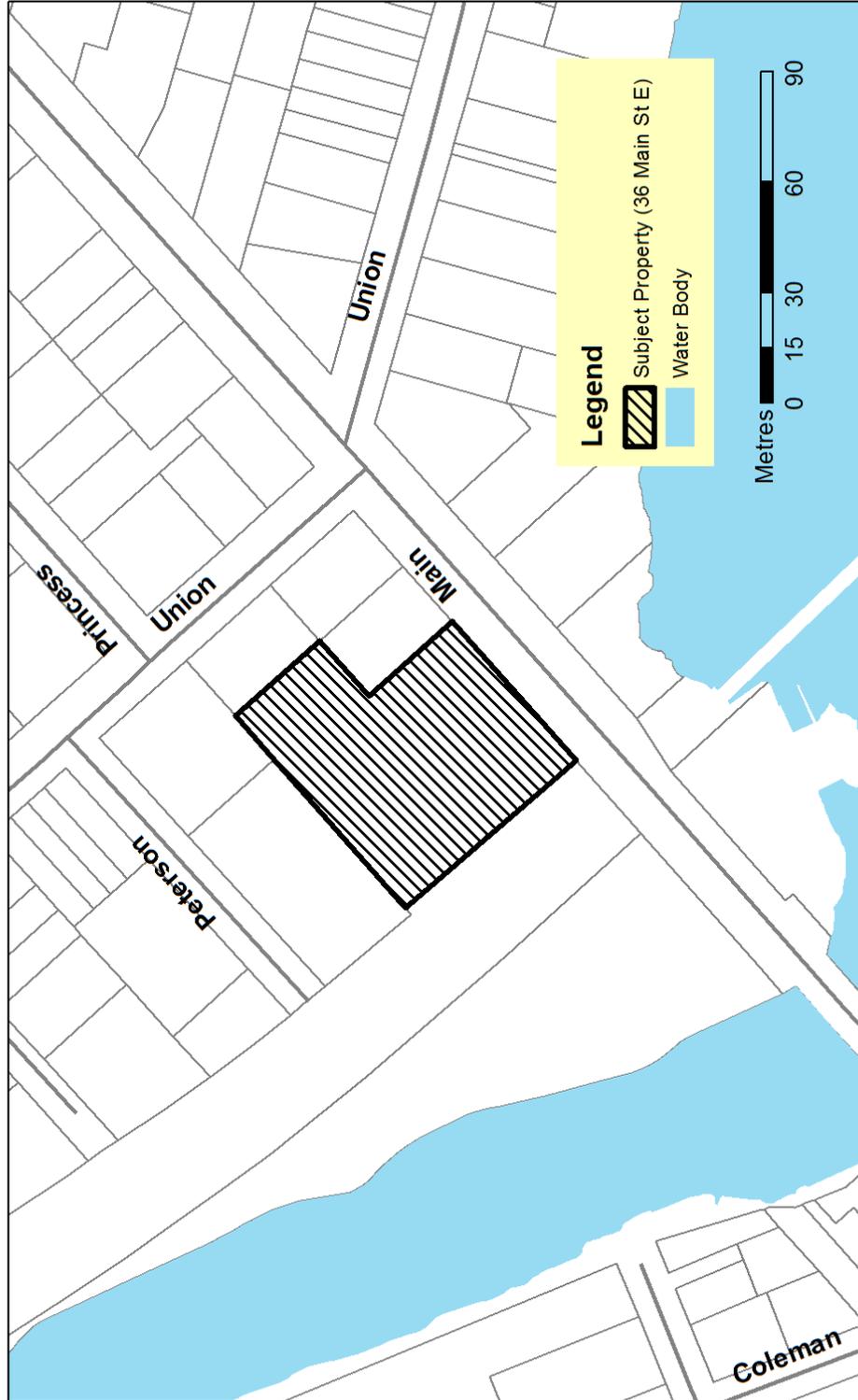
Aerial Photo (2014)



Map Circulated during Notice

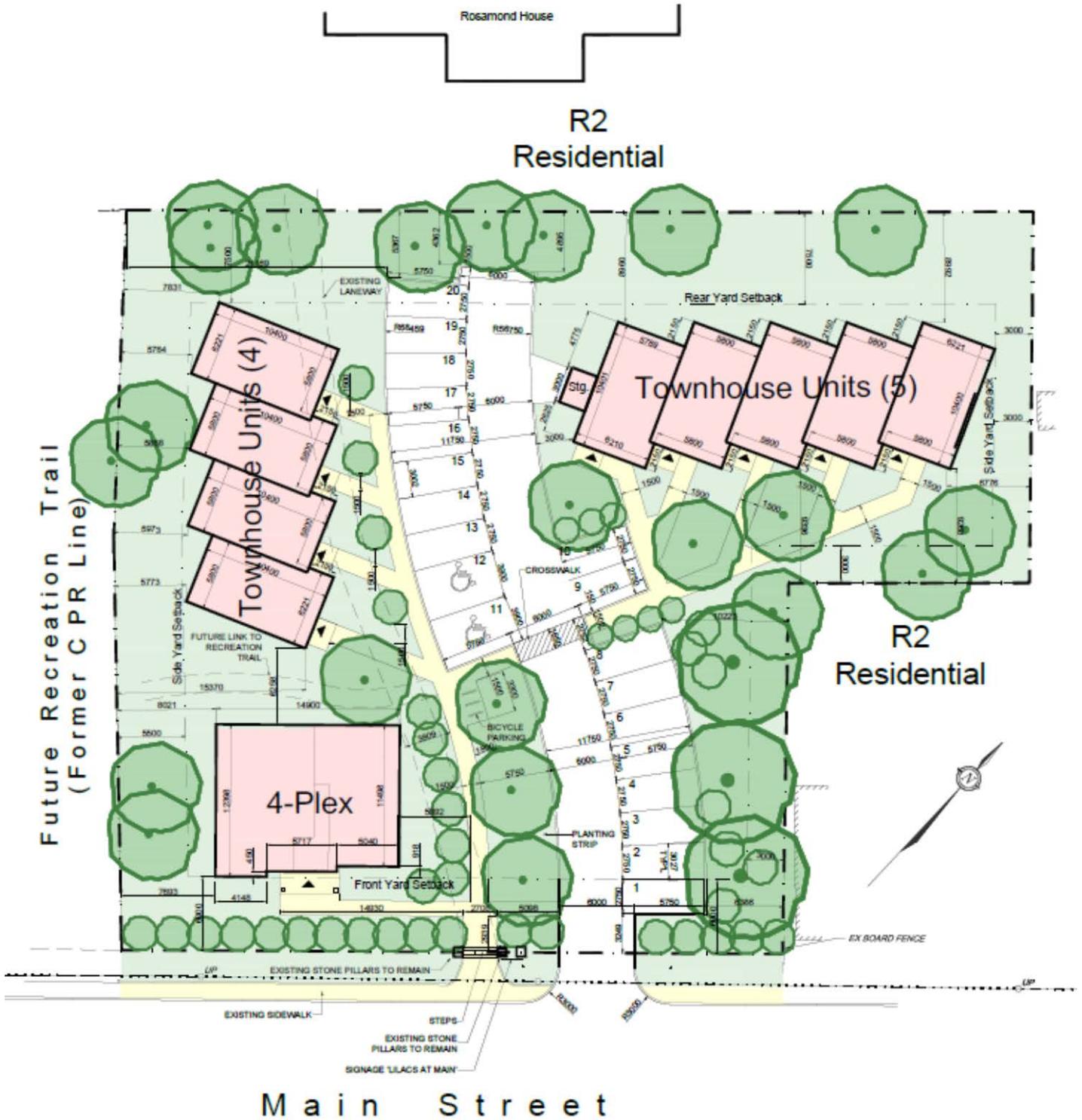


**Zoning By-law Amendment Application D14-AS-17; Z-09-17
Plan 6262, Lot 91A & Part Lot 93A, Plan 27R-9434, Part 3
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 36 Main Street E**



APPENDIX B

Landscape/Site Plan



Examples of Conceptual Drawings

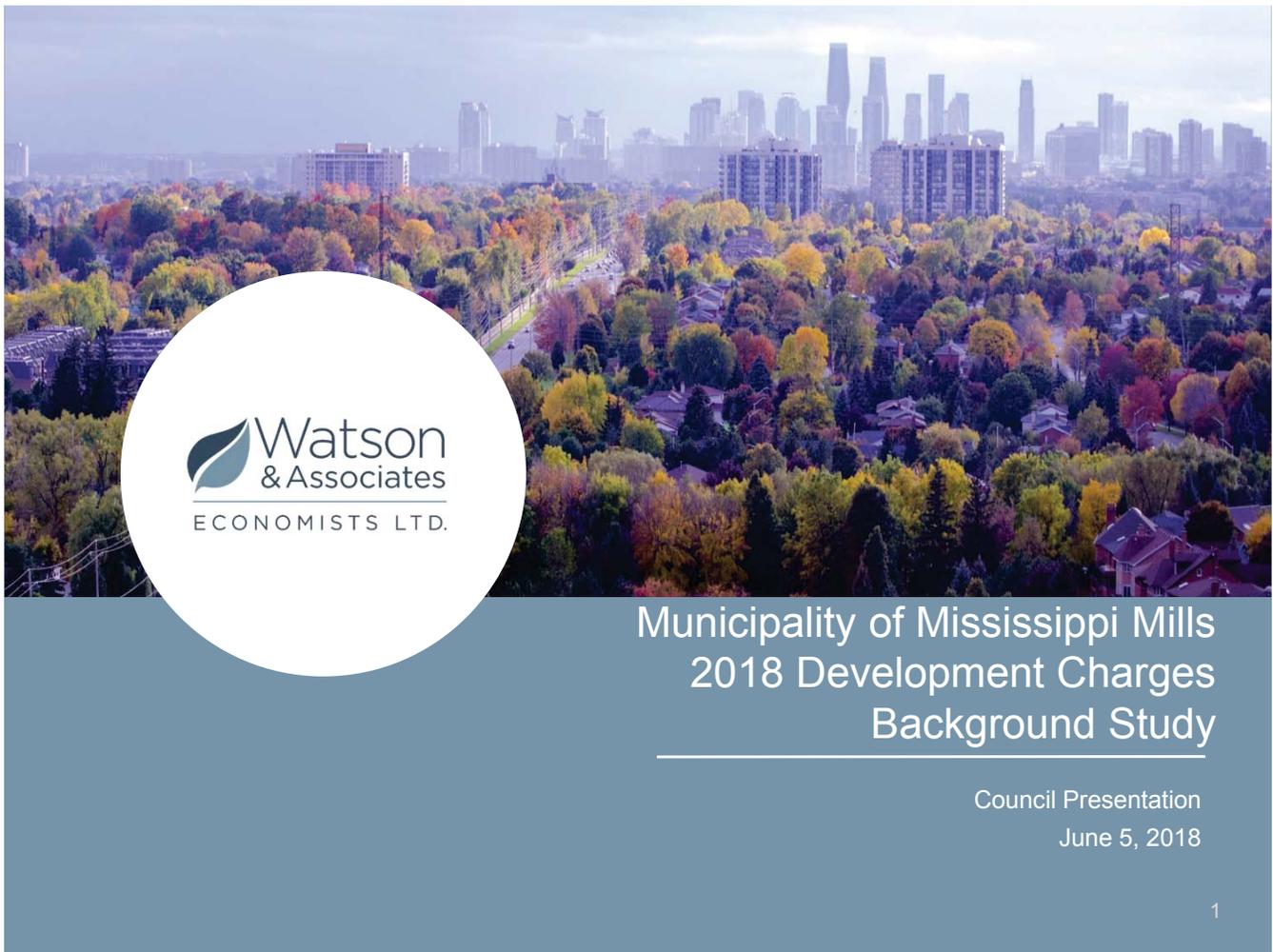


Front Elevation (Main Street)



Interior Elevation – Looking North from pedestrian entrance





Municipality of Mississippi Mills 2018 Development Charges Background Study

Council Presentation
June 5, 2018

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Development Charges



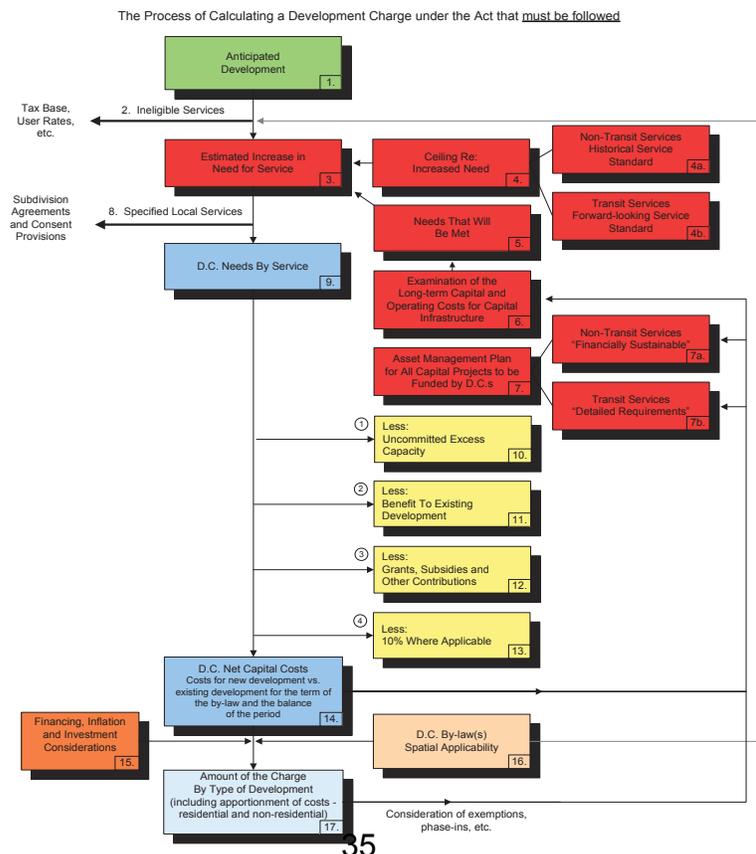
- Purpose of Development Charges (D.C.) is to recover the capital costs associated with residential and non-residential growth within the municipality
- The capital costs are in addition to what costs would normally be constructed as part of a subdivision (i.e. internal roads, watermains, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose these charges via the *Development Charges Act (D.C.A.)*
- Purpose of this presentation is to inform Council re the recommendations of the draft D.C. Background Study and D.C. By-law policies prior to its public release

Study Process



- Growth forecast and detailed discussions with staff regarding future needs to service growth
- Preliminary findings review with Municipal Staff – May 11, 2018
- Council presentation of draft D.C. Background Study and By-Law – June 5, 2018
- D.C. Background Study and By-Law public release – June 11, 2018
- Statutory Public Meeting – June 26, 2018
- Anticipated date for D.C. By-Law passage – August 14, 2018

Development Charges Methodology



Growth Forecast



- The following sources were reviewed:
 - Town of Mississippi Mills Official Plan Five-Year Comprehensive Review, April 2017; and
 - Town of Mississippi Mills Development Charge Background Study, May, 2014.
- Growth forecast prepared for:
 - 10-year period (2018-2028)
 - 19-year period (2018-2037)

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Growth Forecast



TIME HORIZON	RESIDENTIAL		NON-RESIDENTIAL	
	Net Population	Units	Employment	Sq.ft. of Non-Residential G.F.A.
2018	13,665	5,564	2,694	
2028	15,816	6,624	3,174	
2037	17,598	7,524	3,619	
2018 - 2028	2,151	1,060	480	388,400
2018 - 2037	3,933	1,960	925	732,600

Development Charge Services



10-Year Municipal-Wide Services

- Parks and Recreation Services
- Library Services
- Child Care Services
- Administration (Studies) Services

19-Year Urban-Area Services

- Wastewater Services
- Water Services

19-Year Rural-Area Services

- Septage Services

19-Year Municipal-Wide Services

- Services Related to a Highway
- Fire Protection Services

Parks and Recreation Services



Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2018\$)	Post Period Benefit	Net Capital Cost	Less:		Subtotal	Less:		Potential D.C. Recoverable Cost			
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share		
											95%	5%		
Parkland Development														
1	Riverfront Estates Parks - 2.5 ac.	2018-2020	330,000	-	330,000	-		330,000	33,000	297,000	282,150	14,850		
2	Mill Run Park - 4.0 ac.	2019-2021	444,200	-	444,200	-		444,200	44,420	399,780	379,791	19,989		
3	White Trail Ridge Park - 10.6 ac.	2017-2020	1,177,130	-	1,177,130	-		1,177,130	117,713	1,059,417	1,006,446	52,971		
4	Splashpad at Augusta St. Park	2018	80,000	-	80,000	-	40,000	40,000	4,000	36,000	34,200	1,800		
5	Gemmill Park	2023	853,000	-	853,000	-		853,000	85,300	767,700	729,315	38,385		
Trails & Pathways														
6	Trails & Pathways Development	2018-2021	249,900	-	249,900	-		249,900	24,990	224,910	213,665	11,246		
7	Ottawa Valley Recreation Trail (13 km) (Mississippi Mills portion)		400,000	-	400,000	344,537	25,000	30,463	3,046	27,417	26,046	1,371		
Park Vehicles														
8	Trailer	2020	5,600	-	5,600	-		5,600	560	5,040	4,788	252		
Recreation Facilities														
9	SCC Future Debt Payments - Principal (growth share only)		12,300	-	12,300	-		12,300	-	12,300	11,685	615		
10	SCC Future Debt Payments - Interest (growth share only)							2,700	-	2,700	2,565	135		
11	Portable Sound System	2018	3,300	-	3,300	-		3,300	330	2,970	2,822	149		
12	Parks and Recreation Master Plan Review	2023	67,000	-	67,000	-		67,000	6,700	60,300	57,285	3,015		
13	Lawn Bowling Club Expansion/Renovation	2022	82,000	-	82,000	41,000		41,000	4,100	36,900	35,055	1,845		
Reserve Fund Adjustment					(237,068)			(237,068)	-	(237,068)	(225,215)	(11,853)		
Total			3,704,430	-	3,467,362	385,537	65,000	3,019,525	324,159	2,695,366	2,560,598	134,768		

Schedule of Development Charges



Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services:						
Services Related to a Highway	3,671	2,074	1,956	2,945	1,501	2.21
Fire Protection Services	90	51	48	72	37	0.05
Parks and Recreation Services	2,476	1,399	1,319	1,987	1,012	0.35
Library Services	1,005	568	536	806	411	0.14
Administration	66	37	35	53	27	0.04
Child Care	198	112	106	159	81	0.00
Total Municipal Wide Services	7,506	4,241	4,000	6,022	3,069	2.79
Rural Services						
Septage Services	154	87	82	124	63	0.22
Total Rural Services	154	87	82	124	63	0.22
Urban Services						
Wastewater Services	2,551	1,441	1,359	2,047	1,043	1.35
Water Services	2,855	1,613	1,521	2,291	1,167	1.51
Total Urban Services	5,406	3,054	2,880	4,338	2,210	2.86
GRAND TOTAL RURAL AREA	7,660	4,328	4,082	6,146	3,132	3.01
GRAND TOTAL URBAN AREA	12,912	7,295	6,880	10,360	5,279	5.65

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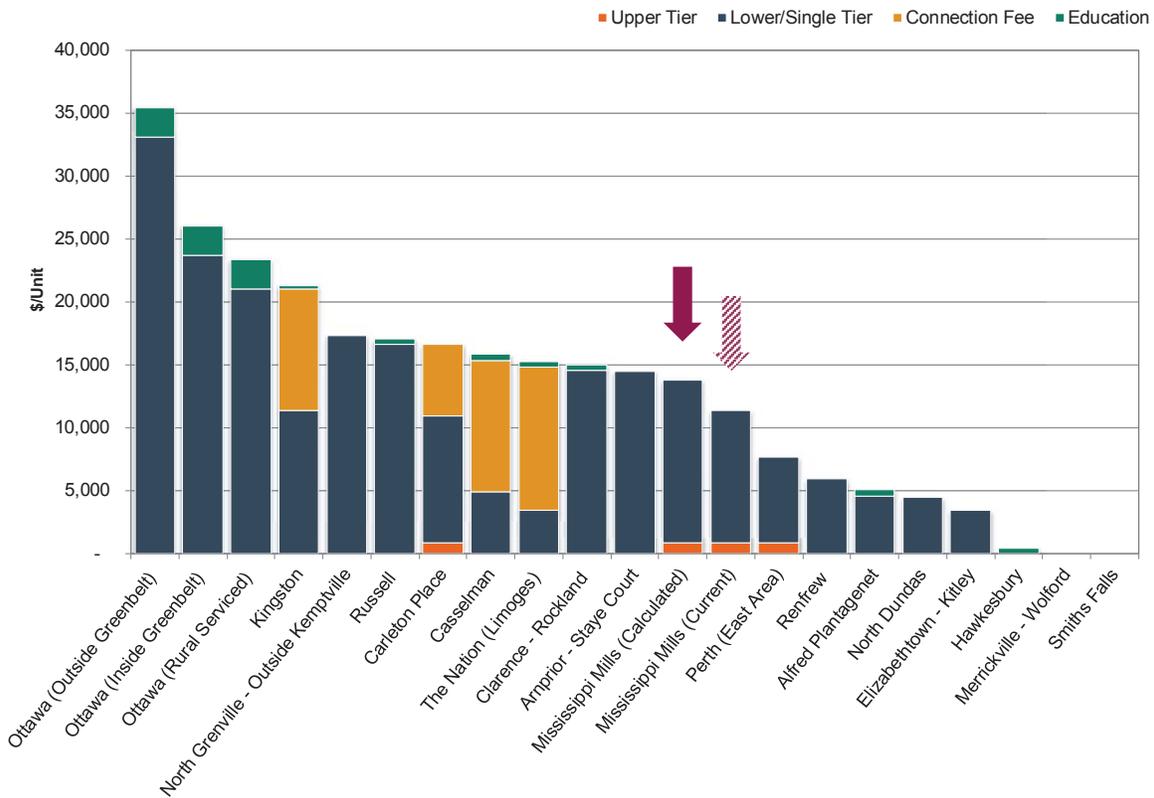
Development Charge Impacts Calculated Charges vs. Existing Charges



Service	Residential (Single Detached Unit) Comparison		Non-Residential (per Sq.Ft. of GFA) Comparison	
	Current	Calculated	Current	Calculated
Municipal Wide Services:				
Services Related to a Highway	\$2,208	\$3,671	\$1.38	\$2.21
Fire Protection Services	\$499	\$90	\$0.24	\$0.05
Parks and Recreation Services	\$1,269	\$2,476	\$0.17	\$0.35
Library Services	\$796	\$1,005	\$0.09	\$0.14
Administration	\$52	\$66	\$0.03	\$0.04
Child Care	\$130	\$198	\$0.00	\$0.00
Total Municipal Wide Services	\$4,954	\$7,506	\$1.91	\$2.79
Rural Services:				
Septage Services	\$102	\$154	\$0.05	\$0.22
Total Area Specific Services - Rural	\$102	\$154	\$0.05	\$0.22
Urban Services:				
Stormwater Services	\$135	\$0	\$0.06	\$0.00
Wastewater Services	\$2,600	\$2,551	\$0.86	\$1.35
Water Services	\$2,863	\$2,855	\$0.95	\$1.51
Total Area Specific Services - Urban	\$5,598	\$5,406	\$1.87	\$2.86
Grand Total - Rural Area	\$5,056	\$7,660	\$1.96	\$3.01
Grand Total - Urban Area	\$10,552	\$12,912	\$3.78	\$5.65

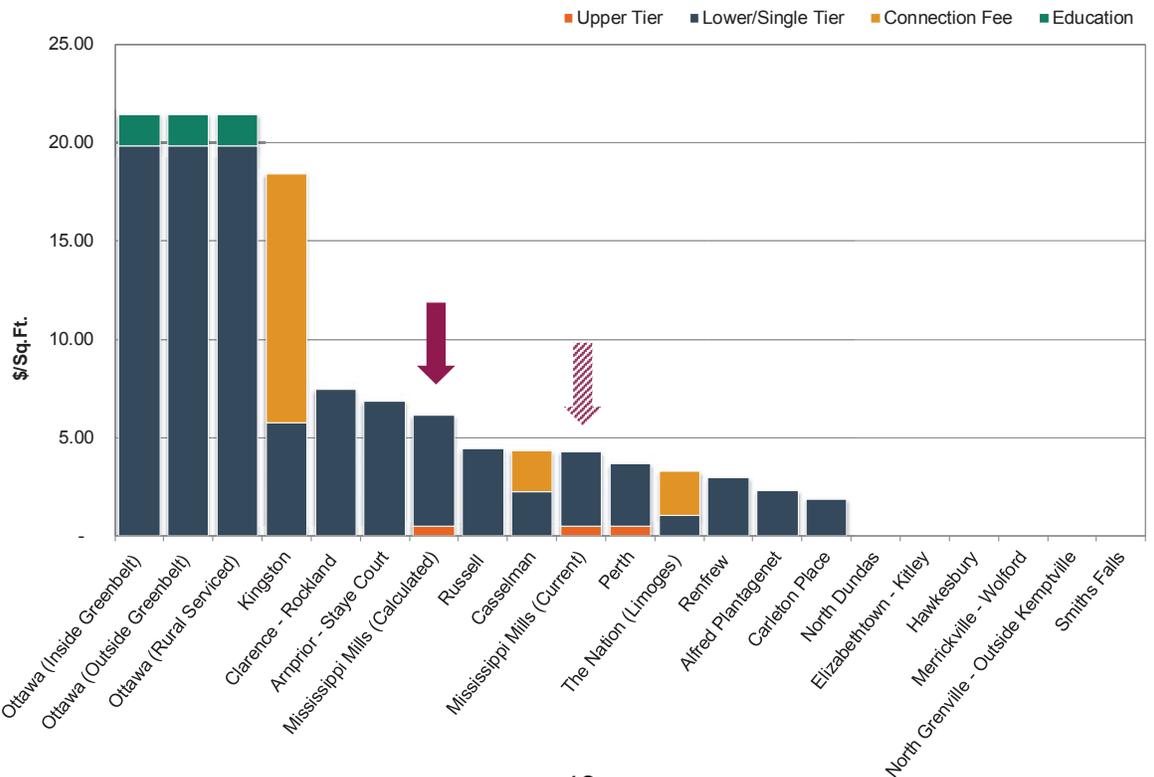
Development Charges Municipal Survey

Single Detached Residential Dwelling Unit



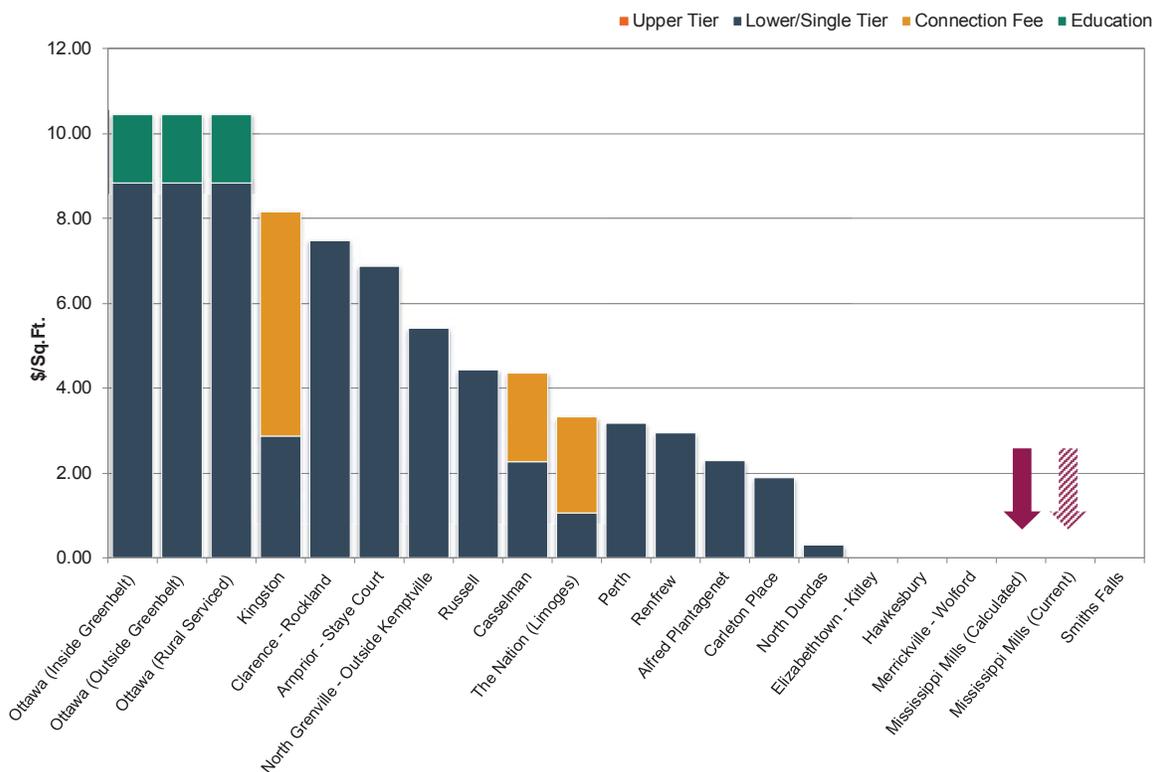
Development Charges Municipal Survey

Commercial Development



Development Charges Municipal Survey

Industrial Development



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Development Charge Policies



Imposition of the Charges

- The charges are imposed by residential dwelling unit type and per square foot of gross floor areas. **Special care dwelling units charged as residential**
- The charges are payable at the time of issuance of a building permit
- Municipality may enter into agreement for the prepayment or deferral of D.C. payments

Indexing

- The by-law provides for mandatory annual indexing on January 1st of each year

Redevelopment Credits

- The by-law provides D.C. credits for residential and non-residential redevelopments for structures demolished, or converted from one principal use to another, provided the structure existed on the same land within 24 months prior to the date of payment of the D.C., based on current schedule of charges

Development Charge Policies

Statutory Exemptions



- Industrial expansions of up to and including 50% of the existing GFA of the building
- Land used for Municipal or Board of Education purposes
- Residential development that results in only the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units

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Development Charge Policies

Non-Statutory Exemptions



- Industrial development (**distillery, marijuana production?**)
- Buildings used as hospitals as governed by the *Public Hospitals Act*
- Partial exemption from payment of 50% of the Municipal-wide service components of the charge for:
 - commercial and institutional development; and
 - rental apartment development of 5 dwelling units of greater
- **Residential intensification (e.g. granny suite) on lot with existing dwelling unit**
- Partial exemption requiring the payment of only the water, wastewater, and storm sewer components of the charge for:
 - the first two apartment units constructed above a commercial use within the downtown core of the Almonte Ward; and
 - all residential unit types constructed by or for charitable organizations, non-profit organizations and publicly funded non-profit housing and used for residential purposes
- **Non-Residential Farm Buildings**

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Next Steps



- Receive feedback from Council re the draft background study and by-law recommendations
- Watson to finalize the D.C. Background Study and By-Law
- D.C. Background Study and By-Law public release – June 11, 2018
- Statutory Public Meeting – June 26, 2018
- Anticipated date for D.C. By-Law passage – August 14, 2018

**The Corporation of the Municipality of Mississippi Mills
ENVIRONMENTAL ADVISORY COMMITTEE MINUTES**

A Special meeting of the Environmental Advisory Committee was held on April 9, 2018 at 6:30 p.m. at the Ramsay Room of the Municipal Office.

Present: Heidi Scott
Val Wilkinson
Paul Frigon
Peter Moller
Theresa Peluso

Regrets: James Coupland,

Staff: Cory Smith – Recording Secretary

Chair Heidi Scott, called the meeting to order at 6:30 p.m.

A. APPROVAL OF AGENDA:

Moved by: Paul Frigon
Seconded by: Theresa Peluso

That the EAC agenda be approved as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None.

C. APPROVAL OF MINUTES:

Moved by: Paul Frigon
Seconded by: Peter Moller

THAT the Minutes of the March 12, 2018 meeting be approved as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS:

1. None

E. BUSINESS ARISING OUT OF MINUTES:

1. EAC Work Plan for 2017

a. Annual Dump Pass

i. Discussion regarding the Annual Dump Pass procedures occurred. Staff to review procedures for acceptance with contractor.

2. Night Skies By-Law

a. No new information presented

3. Ride Share/Public Transportation

a. Verbal Update by Theresa Peluso

- 4. **EAP Program**
 - a. On Hold

5. **Wild Parsnip**

The EAC members have concerns regarding the roadside spraying of herbicides to control wild parsnip, in particular the opting out and notification procedures. They are interested in receiving new information on these and other procedures as it becomes available.

F. **ACTION CORRESPONDENCE**

- 1. Plastic Reduction Team
 - a. Received for information

G. **OTHER/NEW BUSINESS**

- 1. Earthday Advertising

Motion

Moved by: Peter Moller

Seconded by: Paul Frigon

That the EAC use \$70.00 from it's budget to sponsor Earthday Advertising in the Local Paper.

CARRIED

H. **MEETING ANNOUNCEMENTS:**

Environmental Advisory Committee Meeting

Monday, May 7, 2018 at 6:30 pm

Ramsay Room

Municipal Office, 3131 Old Perth Road

I. **ADJOURNMENT:**

Moved by: Theresa Peluso

Seconded by: Peter Moller

THAT the meeting is adjourned at 8:20 p.m

CARRIED

**The Corporation of the Municipality of Mississippi Mills
ENVIRONMENTAL ADVISORY COMMITTEE MINUTES**

A regular meeting of the Environmental Advisory Committee was held on May 7, 2018 at 6:30 p.m. at the Ramsay Room of the Municipal Office.

Present: Heidi Scott
Val Wilkinson
James Coupland
Peter Moller
Theresa Peluso

Regrets: Paul Frigon,

Staff: Cory Smith – Recording Secretary, Ken Becking, CAO

Chair Heidi Scott, called the meeting to order at 6:33 p.m.

A. APPROVAL OF AGENDA:

Moved by: Peter Moller
Seconded by: James Coupland

That the EAC agenda be approved as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None.

C. APPROVAL OF MINUTES:

Moved by: Theresa Peluso
Seconded by: Councillor Wilkinson

THAT the Minutes of the April 9, 2018 meeting be approved as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS:

1. None

E. BUSINESS ARISING OUT OF MINUTES:

1. EAC Work Plan for 2017

a. Annual Dump Pass

i. Staff (Cory Smith), presented a verbal update on the annual dump pass.

2. Night Skies By-Law

a. No new information presented

3. Ride Share/Public Transportation

a. Verbal Update by Theresa Peluso

- 4. **EAP Program**
 - a. On Hold

5. **Wild Parsnip**

Verbal Update provided by Councillor Wilkinson

F. **ACTION CORRESPONDENCE**

- a. None

G. **OTHER/NEW BUSINESS**

- 1. **Update from EPEAC**
 - a. Received as information
- 2. **Introduction to New Planner**

Motion:

Moved by: Peter Moller
Seconded by: Theresa Peluso

THAT the regularly scheduled EAC meeting scheduled for Monday, June 11, 2018 at 6:30 pm be changed to Monday, June 11, 2018 at 1:00 pm.

CARRIED

H. **MEETING ANNOUNCEMENTS:**

Environmental Advisory Committee Meeting

Monday, June 11, 2018 at 1:00 pm
Ramsay Room
Municipal Office, 3131 Old Perth Road

I. **ADJOURNMENT:**

Moved by: Theresa Peluso
Seconded by: James Coupland
THAT the meeting is adjourned at 7:45 p.m.

CARRIED

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

April 17, 2018

8:00 a.m.

Municipal Office - Council Chambers

Present: Scott McLellan (Chairperson)
Jill McCubbin
Christa Lowry
Denzil Ferguson
David Hinks
Vic Bode
Erick Schultz
Sanjeev Sivarulrasa

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

Regrets: Ron MacMeekin, Mary Rozenberg, Jeff Mills

Chairperson Scott McLellan called the meeting to order at 8:08a.m.

1. Approval of Agenda

Moved by Denzil Ferguson

Seconded by Vic Bode

THAT the April 17, 2018 agenda be accepted as presented.

CARRIED

2. Disclosure of Pecuniary Interest

None

3. Approval of Minutes – March 20, 2018

Moved by Denzil Ferguson

Seconded by Christa Lowry

THAT the March 20, 2018 C&EDC committee minutes be accepted as presented.

CARRIED

4. Delegations – Cathy Reside – The Good Food Tour

Cathy Reside updated the committee on her culinary walking food tour business. She is expanding her tours to include Carleton Place this summer. She runs the tours from May – October.

Downtown meets Uptown in Almonte – Friday's

Down by the River in Almonte – Sunday's

Bites on Bridge St in Carleton Place – Thursday's and Saturday's

She delights in telling the history of the town between restaurant stops and enjoys the synergy of working with the various restaurants and local businesses.

She has branded her business very well with a very professional look and website. She has the tours booked strictly on the website. She also has a liability insurance form on the website that clients must sign.

She indicated that she is a member of various tourism organizations including Ottawa Tourism. Committee members suggested we try again to register with the Ottawa Tourism organization. With the expansion to Carleton Place and the goal to start a blog Cindy will be very busy this next season.

It was brought to the committee's attention that Cathy has been nominated for "Company of the Year" by Ottawa Tourism. The announcement and event will be held on May 3rd. Cathy is very honored to be nominated in such a category.

5. Business Arising

o MM2020 update

Mike O'Malley will be giving an update to Council tonight regarding the Clayton project.

The Clayton project volunteers have been collecting data/mapping residents and demonstrating the need for increased service.

The group will be hosting a BBQ in Clayton on Thursday May 31 at 5:00pm to help bring awareness to the project.

Mike confirmed the Easter Ontario Regional Network (EORN) has asked for support from the Province to tackle cellular dead zones across Easter Ontario. Both Clayton and Pakenham areas are affected by this.

Those living directly in Pakenham have good service, but the service reduces the farther out of town you go. New fiber optics is required in Pakenham in order to upgrade the service. Other volunteers in Pakenham will start surveying residence and collecting the necessary data required. More details on both projects will be forth coming.

o Selfie Contest

Tiffany provided a guideline for the Selfie & Short Video Contest titled "Things I love about my Mississippi Mills". It was suggested that a line be added stating no use of profanity/rude language will be permitted.

Other discussion:

What do they win with the contest? How much from our promotions budget? What categories? Should the time line be limited to once per week for submissions? Encourage people to make as many as they can and submit only the best 3-5? Limit the videos to 30 seconds?

Tiffany is to make another draft and bring back to the committee at the next meeting.

o Business Breakfast – May 17

Tiffany confirmed "The Barn" on Highway 29 as the location for the next business breakfast. They do in house catering and will not charge for the facility when they are doing the catering. It was agreed to keep the cost for participants to \$10.00.

Cindy James and Adrian Schut will be the guest speakers. Tiffany will be sending out the invites early highlighting the new location.

6. New Business

o Business Profile - Sports Systems

Tiffany presented a business profile on Sports Systems at an Economic Alliance meeting. She shared the presentation with the C&EDC committee. The committee discussed possibly putting business profiles on the Mississippi Mills website.

o Tourism Meeting – Marie & OHTO

Tiffany confirmed that she will be meeting with Marie White and representatives from OHTO to discuss future promotion. Members of the C&EDC committee have not been satisfied with the past promotion of Gemology and the motorcycle tours that did not even pass through Mississippi Mills.

o 2018 Micro Grants

The committee will again promote the micro grants. Tiffany is to issue a press release/announcement regarding this year's program. The stories from last year's recipients will help to encourage others to apply. Tiffany will also share this program on the Millstone, MM website and on social media.

o 2018 Movie Nights

Tiffany is to get confirmation from Rental Village for the sponsorship of the outdoor screen again this year for the five Thursday's in August. Tiffany will then reach out to residents to encourage them to form community groups to run the movie nights.

It was recommended that Tiffany add to the application process that the groups acknowledge the municipality as a sponsor of the event.

7. Report from CEDC members on Mississippi Mills Committees

There is a meeting scheduled for April 23 from 5- 6:30pm at the Pakenham arena lobby regarding the Pakenham trails.

The first Agricultural Luncheon was a great success, held on Thursday March 22 at the Almonte Civitan.

Eric announced that offers are coming in on more lots in the business park. He is confident that phase one will be sold out soon.

Eric announced that someone is interested in possibly starting a canoe/kayak rental business that could launch from the Almonte beach.

Vic Bode is collaborating with existing Ottawa Valley Canoe & Kayak to have rentals in Pakenham as well.

The Active Transportation committee will be looking at extending the Greystone trail through the business park and further into Almonte.

May 26 – Truck n’ Tractor pull at the Almonte Fair grounds

Pitch In starts April 21 – 29 with the downtown clean-up scheduled for April 28.

Volunteer Appreciation will be held on Wednesday April 18 at the Almonte Civitan club beginning at 5:00pm.

Thursday April 26 there will be an evening street market on Mill Street in Almonte.

Food Bank Canada is helping fund a community garden in Pakenham. May 3 & 4th will be planting days.

8. Information

None

9. Meeting dates:

May 1 & 15

10. Other important dates:

11. Adjournment

Moved by David Hinks

Seconded by Vic Bode

THAT the April 17, 2018 CEDC meeting be adjourned.

CARRIED

The meeting was adjourned at 9:39AM

Bonnie Ostrom, Recording Secretary

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

May 1, 2018

8:00 a.m.

Municipal Office - Council Chambers

Present: Scott McLellan (Chairperson)
Christa Lowry
Denzil Ferguson
David Hinks
Vic Bode
Erick Schultz
Sanjeev Sivarulrasa
Mary Rozenberg

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

Regrets: Ron MacMeekin, Jeff Mills, Jill McCubbin

Chairperson Scott McLellan called the meeting to order at 8:08 a.m.

1. Approval of Agenda

Moved by Denzil Ferguson

Seconded by Mary Rozenberg

THAT the May 1, 2018 agenda be accepted as presented

CARRIED

2. Disclosure of Pecuniary Interest - None

3. Approval of Minutes – April 17, 2018

Moved by Denzil Ferguson

Seconded by Vic Bode

THAT the April 17, 2018 C&EDC committee minutes be accepted as presented.

CARRIED

4. Delegations - none

5. Business Arising

- o May 17 – Business Breakfast

70 people have already registered for the May 17th breakfast.

Michael Rikley- Lancaster , Malte Mendzigall & Joachim Moenig and Al Roberts with to make announcements.

- MM2020
Volunteers Mike O'Malley and Clem Pelot made a presentation to Council with regards to the MM2020 project. A second group of volunteers are now working on gathering the necessary data from Pakenham and area.
WIFI access in public places across Mississippi Mills is another avenue being investigated.
Council directed staff to come back with a report considering Mr. O'Malley's presentation recommending next steps.
- Selfie Contest
No updates – deferred to next meeting

6. New Business - None

7. Report from CEDC members on Mississippi Mills Committees

The comedic TV show – “Still Standing” is interested in getting information about Pakenham for a possible episode.

An article “List of Road Trips Outside Brampton” highlighted Almonte as one of the top five places to visit!

Maple Run Studio Tour in collaboration with local businesses was a great success.

Bus Fusion will take place on June 8, 9, 10.

May 11 is Ladies Night at the Agricultural Hall.

Enerdu had a soft opening last weekend. The public open house announcement has yet to be determined.

Official Plan public meeting will be held at the Old Town Hall on Tuesday May 22 at 6:00pm.

With the lots in the business park selling, the committee wanted to know what the process is for having the interior road built. Staff will advise at the next meeting.

Local residents have submitted a letter to the Active Transportation chairperson raising safety concerns that there are no crosswalks in the town of Pakenham along Hwy 29.

The Great Veggie Grow Off will kick off this weekend at the Almonte library at 12noon. Ed Lawrence will be on hand to announce the start of the program!

The Neighbourhood Tomato held a meeting at the Textile Museum regarding community gardens at the Coleman Island park (Rosamond Park)

There will be a street market on Thursday, April 26 from 5-9pm along Mill St.

Sivarulrasa Gallery will be hosting a fundraising event "Indulge Your Senses" in support of the Almonte Hospital on May 26 from 4-7pm. The semi-formal event will include a Jazz duo. Tickets are available at the gallery.

The Information summer students will begin on Tuesday May 15, having the Information office open for the May long weekend. The Beautification summer students will begin on Tuesday May 22.

The Fam Tour will take place on Monday May 28.

Mississippi River Power Corp will be holding their AGM on May 26

New CAO- Ken Becking will begin his post on Monday May 7, 2018.

8. Information
None

9. Meeting dates:
May 15

10. Other important dates:

11. Adjournment
Moved by Mary Rozenberg
Seconded by Denzil Ferguson
THAT the May 1, 2018 CEDC meeting be adjourned.

CARRIED

The meeting was adjourned at 8:55 AM

Bonnie Ostrom, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018
TO: Committee of the Whole
FROM: Calvin Murphy, Recreation Manager
SUBJECT: Agreement with Almonte Curling Club 2018-2020

RECOMMENDATION:

That Council authorize the Mayor and Clerk to enter into a two (2) year agreement with the Almonte Curling Club for the lease of the Almonte Curling Facility for the 2018-2020 curling seasons.

BACKGROUND:

For the past 15 years (2003 - 2018 seasons), the Municipality has entered into a lease agreement with the Almonte Curling Club for the use of the Almonte Curling Facility.

In the 2000, Recreation Department's operational review, recommendation #68 was identified as follows:

"That the municipality develop a partnership agreement with the Almonte Curling Club to provide curling services to all interested residents in Mississippi Mills, beginning in 2000."

As the Municipality has had prior experience working with the Curling Club, only minor changes to the agreement were required at this time.

DISCUSSION:

Meetings took place with the members of the Curling Club executive over the winter and more recently in May 2018 with Ken Becking, CAO and Rhonda Whitmarsh, Treasurer to negotiate a new contract for the upcoming season(s).

A few minor changes were made to the agreement but during the discussions an area of concern that presented itself was that of the deficit that the Municipality is faced with annually with respect to the Curling facility. In 2017, the Curling facility saw a deficit of \$27,243.46 and in 2016 saw a deficit of \$25,239.30. A large portion of this deficit is due to hydro costs. Currently the Almonte Community Centre runs on one (1) meter for the entire facility and there is no way of actually breaking down how much hydro is used in the Curling facility compared to other parts of the facility (in particular the arena side). In

past years the hydro usage has been split 70%-30% with 70% hydro costs allocated to the arena and 30% hydro costs allocated to the curling side of the facility.

The Curling Club understands that the Municipality would like to see a reduction in the overall deficit and has agreed to work with the municipality in recouping some of this deficit and entering a long term agreement moving forward. However before proceeding with the long term agreement they would like to see a breakdown of what the actual hydro costs are for the Curling facility in relation to the remainder of the facility.

The Recreation Manager has been working with hydro to try and find a solution. Early indications show that adding a separate meter for the curling facility will be very costly and further research is being conducted to add a temporary monitoring system that would provide The Municipality with the hydro consumption in the curling facility during the months of the curling season. The overall feeling was to enter into a shorter term agreement until hydro costs can be broken down further. Until such time that we can determine this information the agreement remains the same with some minor adjustments and the following changes:

- The agreement is for a period of two (2) years covering the 2018-2019 and 2019-2020 curling seasons. (The last agreement with the Club covered a 4 year term).
- The amount of the proposed contract will be increased by 3% at the start of the 2018- 2019 season and a 4% increase for the 2019-2020 season. Each year's amount is to be paid over a period of six months throughout the curling seasons

If the new contract amount and changes are not acceptable to Council, the only other option is for the Club to pay for the actual ice time that it uses. This is the type of arrangement that the Municipality had with the Club before entering into agreements with the club. When this was the arrangement, the Municipality's deficits were higher and we had more staffing responsibilities.

Of the two scenarios, staff is recommending that the negotiated settlement of a two year deal in the amount of \$32,254.00 in year 1 and \$33,544.00 in year 2 be accepted.

FINANCIAL IMPACT:

The negotiated amount of the two year contract is as follows:

2018-2019	\$32,254.00 plus HST
2019-2020	\$33,544.00 plus HST

This is an increase of \$2,229.44 over the two years.

SUMMARY:

The Municipality has entered into agreements with the Almonte Curling Club over the past fifteen seasons. The parties have worked well together to ensure the success of the Club to its members and are eager to continue this working relationship for many

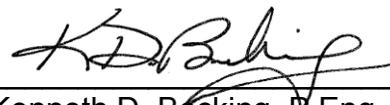
years to come. This two (2) year agreement will give us the time needed to explore the actual hydro cost breakdown in more detail before entering into a long term agreement. The Curling Club is currently preparing for the upcoming season and it is crucial that we finalize a two year agreement in order to move forward at this point in time.

Respectfully submitted,



Calvin Murphy
Recreation Manager

Approved by,



Kenneth D. Becking, P.Eng.
Chief Administrative Officer

Attachments:

1. Almonte Curling Club Agreement 2018-2020

- i. commencing at 12 o'clock noon on the 5th day of October, 2018 and ending on the 30th day of March, 2019 at 11:59 p.m. (Year 1)
- ii. commencing at 12 o'clock noon on the 4th day of October, 2019 and ending on the 28th day of March, 2020 at 11:59 p.m. (Year 2).

ARTICLE 3 RENT

- 3.1 The Tenant shall pay to the Landlord a total Term rent of
- i. \$32,254 plus HST in Year 1, to be paid in six equal monthly installments of \$5,375.67 each plus HST, commencing on October 1, 2018 and on the first day of each month thereafter and
 - ii. \$33,544 plus HST in Year 2, to be paid in six equal monthly installments of \$5,590.67 each plus HST, commencing on October 1, 2019 and on the first day of each month thereafter, and

subject to the facility being in continuous operation.

ARTICLE 4 TENANT USES

4.1 Tenant Uses:

The Landlord grants permission to the Tenant:

- 4.1.1. to use the Lands for curling and other purposes during the hours of 6:30 am to 12:00 midnight except on the following days: Remembrance Day, from noon on Christmas Eve, Christmas Day, Boxing Day, from noon on New Year's Eve, New Year's Day, Family Day, Good Friday, Easter Sunday and Easter Monday. If the Tenant requires access outside of these hours, pre-approval from the Landlord shall be obtained.
- 4.1.2. to book and schedule all events and activities in the Curling Facility
- 4.1.3. to have 24 hours, 7 day per week access to the Lands for the purpose of ice maintenance only, by a certified ice technician under contract with the Tenant.

ARTICLE 5 TENANT'S OBLIGATIONS

5.1 Tenant's Obligations

The Tenant shall throughout the Term:

5.1.1. Administration

- 5.1.1.1. Provide a representative to be present at all tenant rentals and functions

- 5.1.1.2. be responsible for the operation and the administration of the annual curling programs.
- 5.1.1.3. be responsible for the booking and scheduling of events and activities in the Curling Facility and providing a weekly schedule two (2) weeks in advance to the Landlord and advising of any changes to the submitted schedule as soon as the Tenant becomes aware of the changes
- 5.1.1.4. pay the Rent as it becomes due and payable provided the Facility is in continuous operation.
- 5.1.1.5. observe all laws, orders, and regulations applicable to the Lands owned by the Landlord.
- 5.1.1.6. observe all laws, orders, and regulations applicable to the LLBO (Liquor License Board of Ontario)
- 5.1.1.7. provide proof to the Landlord's satisfaction of certification of the ice technician's qualifications.

5.1.2. Maintenance

- 5.1.2.1. be responsible for the setting up and tearing down in preparation of special events being held in the Curling Facility. Assistance by the Landlord may be provided in accordance with Section 5.1.3.1. of this agreement.
- 5.1.2.2. be responsible for maintaining the ice surface on a day to day basis (i.e. sweeping, pebbling, shaving, etc.) including the purchase of supplies for same.
- 5.1.2.3. be responsible for minor repairs such as painting, bulletin boards, kitchen cupboards, etc.
- 5.1.2.4. be responsible for the purchase and / or repair of curling apparatus such as brooms, rocks, measuring devices, ice scraper blades, etc. to current conditions (Note: pre and post contract inspections required)
- 5.1.2.5. be responsible to have the ice maintenance personnel properly trained on the procedures for making curling ice and on the use of equipment to maintain the ice surface
- 5.1.2.6. inform the Landlord in writing of any renovations to the Lands and receive permission from the Landlord in writing before commencement of any such works

5.1.3. Financial

- 5.1.3.1. reimburse the Landlord, at the applicable hourly rate plus benefit load for all additional staff time spent on ice maintenance, tear down and set up, etc. that is not part of this Agreement and that has been pre-approved by the Club Manager or designate.
- 5.1.3.2. provide the Landlord with a financial statement by May 31 in each Year of the Term including a statement of revenue earned from the advertising signs noted in Section 5.1.3.3.
- 5.1.3.3. the Tenant shall be permitted to sell, have installed on the Curling Rink walls and share the revenue with the Landlord of advertising signs in accordance with the parameters outlined in Schedule 'A' attached to this Agreement.
- 5.1.3.4. The Tenant shall submit to the Landlord by January 31 of the following year, an annual financial statement covering the period January 1 to December 31 of the previous year summarizing the following information: revenue received from new advertising signs installed, revenue received from wall advertising and expenditures for cable. Either party shall pay to the other the net difference owing in accordance with the results of the statement i.e. if revenues exceed expenditures, the Tenant shall pay the difference to the Landlord. If expenditures exceed revenues, the Landlord shall pay the Tenant.

5.1.4. General

- 5.1.4.1 honour the provisions of the "Reciprocal Use Agreement" that the Landlord currently has with the Upper Canada District School Board and the Catholic District School Board of Eastern Ontario
- 5.1.4.2. permit the general public access to the lounge area as spectators during all curling events or activities. The Tenant will have the option of restricting access to the lounge area during the serving of meals or private events.
- 5.1.4.3. permit the Landlord's staff to continue to eat their lunch/dinner in the lounge provided there is no curling activity in progress that requires the lounge for the serving of meals and special event bookings.
- 5.1.4.4. permit the Landlord to book the Curling Facility through the Club Manager or designate for meetings / events at no charge, if available according to the schedule provided in accordance with 5.1.1.3.

- 5.1.4.5. the Landlord shall provide a representative to be present at all Landlord rentals as per 5.1.4.4.
- 5.1.4.6. utilize the Landlord's Rental and Allocation policy as a guideline for rental fees for the Curling Facility

ARTICLE 6 LANDLORD'S OBLIGATIONS

6.1 Landlord's Obligations

The Landlord shall throughout the Term:

6.1.1. Administration

- 6.1.1.1. be responsible for providing and scheduling bar staff in coordination with the Tenant and for keeping a bar inventory in accordance with past practices.
- 6.1.1.2. Further to Article 6.1.1.1. the Municipality reserves the right to review the bar operation on an annual basis to determine if it is a profitable operation that should be continued by the Municipality. The Municipality agrees that it will enter into discussions with the Tenant if changes are being proposed to examine other options that may exist for future bar operations.
- 6.1.1.3. allow the Tenant to install a phone line in the Curling Facility.

6.1.2. Maintenance

- 6.1.2.1. be responsible to provide a clean and dry ice surface, clean sideboards and carpets and start the refrigeration plant for the Curling Facility. Should the Municipality not fulfill any or all of the requirements in time for the curling season to commence in accordance with the Term outlined in Section 2.1, the Municipality and Tenant will review the Tenant's costs associated with the delay to determine an appropriate rental rebate.
- 6.1.2.2. be responsible for maintenance such as: ongoing operation and repairs to the ice plant, building (roof, structure, etc.) humidifiers, ice scraper (excluding blades) heaters, electrical, mechanical and plumbing fixtures, etc.
- 6.1.2.3. be responsible for janitorial services and for providing bathroom supplies for the lounge and change room areas only in accordance with past practices
- 6.1.2.4. be responsible for the initial ice plant start up and the initial installation of the ice surface by a qualified ice making technician including costs of same.

- 6.1.2.5. be responsible for removing the ice from the facility.
- 6.1.2.6. review any proposals for major renovations from the Tenant and provide a written response to same
- 6.1.2.7. Facility Foreman or designate shall respond to requested adjustments of equipment in a timely manner.
- 6.1.2.8. repair and/or replace any trip hazards around the ice surfaces identified by the Tenant and verified by the Landlord including carpeting and bumpers.

6.1.3. Financial

- 6.1.3.1. provide the Tenant with a financial statement by May 31 in each year of the Term
- 6.1.3.2. should the ice plant break down for a period of more than three (3) days throughout the Term, the Tenant shall be reimbursed a daily amount (Term rent amount divided by the number of days in the Term) back to the effective date of the break down.
- 6.1.3.3. The Landlord shall pay 50% of the cost of annual cable costs to the Tenant which shall be detailed on the annual statement noted in Section 5.1.3.4.

ARTICLE 7 JOINT RESPONSIBILITIES

7.1 Joint Responsibilities

- 7.1.1. The Landlord and Tenant shall meet in October and as otherwise required to address situations that may arise from time to time, to discuss capital needs identified by either party and potential sharing of costs for same.
- 7.1.2. The Landlord and Tenant shall provide each other with a list of contacts, including designates for their respective organizations and such lists shall be attached to this agreement as Schedule 'B'.
- 7.1.3. The Landlord and Tenant agree that they will act reasonably at all times with respect to the implementation of the provisions contained within this Agreement.

ARTICLE 8 INDEMNITY

8.1 Indemnity

Save for the negligence or wilful acts of the Landlord and those for whom the Landlord is in law responsible, the Tenant shall indemnify and save harmless the

Landlord against all actions, suits, claims, direct damages, costs and liabilities arising out of or as a result of:

- 8.1.1. any breach, violation or non-performance of the terms and obligations on the part of the Tenant set out in this Lease and any damages to the Lands;
- 8.1.2. any injury to or death of any person occasioned by the use of the Lands by the Tenant, its servants, agents, employees or contractors.

ARTICLE 9 INSURANCE

9.1 Insurance

- 9.1.1. The Tenant shall at all times during the Term maintain an insurance policy covering all of its undertakings and in particular, general liability coverage in an amount of Two Million Dollars (\$2,000,000) per occurrence. The Tenant shall, at the signing of this Agreement, provide the Landlord with satisfactory evidence of such insurance.
- 9.1.2. The Landlord shall at all times during the Term maintain an insurance policy covering the Lands for liability purposes in an amount not less than Twenty Five Million Dollars (\$25,000,000) per occurrence. The Landlord shall, at the signing of this Agreement, provide the Tenant with satisfactory evidence of such insurance.

ARTICLE 10 TERMINATION

10.1 Termination by Landlord

The Landlord may terminate this Lease if and whenever:

- 10.1.1. Rent or any part thereof shall be unpaid after it shall have become due and payable as herein provided and such default shall continue for sixty (60) days following receipt of a written notice from the Landlord.
- 10.1.2. any provision of this Lease is not undertaken as required and then only so long as:
 - 10.1.2.1. the Landlord has given written notice to the Tenant to rectify the condition not being met and then only if the condition continues for a further period of 30 days provided that the Tenant makes continued efforts to remedy the condition.
 - 10.1.2.2. the Landlord provides thirty (30) days written notice.
- 10.1.3. the Municipality gives sixty (60) days prior written notice to the Tenant.

10.2 Termination by Tenant

The Tenant may terminate this Lease by giving sixty (60) days prior written notice to the Landlord.

10.3 **No Tacit Renewal**

It is agreed that should the Tenant continue to occupy the Lands after the last day of the last Term, there shall be no tacit renewal of this Lease, but the Tenant may, with the Landlord's consent, continue such occupation as a tenancy from month to month, subject in all other respects to the terms and conditions of this Lease which were applicable on the last day of the Term.

10.4 **Removal**

Upon termination of this lease, the Tenant shall be entitled to and shall leave the Lands in a state of good repair, save and except for reasonable wear and tear.

ARTICLE 11 ASSIGNMENT

11.1 **Prior Consent**

The Tenant shall not assign this Lease without the prior written consent of the Landlord.

ARTICLE 12 NOTICE

12.1 Any notice required or permitted to be given hereunder or delivery of documents may be sufficiently given by personal delivery or registered mail to the Tenant at the following address:

Address: 160 Bridge Street
PO Box 309
Almonte ON K0A 1A0

Attention: President

Tel No. (613) 256-4560

and to the Landlord at the following address:

Address: 3131 Old Perth Road
PO Box 400
Almonte ON K0A 1A0

Attention: Chief Administrative Officer

Tel No. (613) 256-2064 ext. 225

Fax No. (613) 256-4887

ARTICLE 13 OTHER PROVISIONS

13.1 Invalidity of Provisions

If any clause, obligation or agreement of this Lease, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable by any Court of Law having jurisdiction, the remainder of the Lease or the application of such clause, obligation or agreement to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each clause, obligation or agreement of this Lease shall be separately valid and enforceable to the fullest extent permitted by law.

13.2 Entire Agreement

This Lease and any other documents referred to in this Lease, constitute the entire agreement of the parties and may not be amended or modified, except by a written instrument executed by both parties. In addition, the present Lease annuls any prior agreements between the parties.

13.3 Successors and Assigns

This Lease shall be binding upon and inure to the benefit of both parties hereto and their respective successors and assigns, heirs and personal representatives.

13.4 Governing Law

This Lease shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the date mentioned.

FOR THE ALMONTE CURLING CLUB

WITNESSES

Date: _____

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

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

Date: _____

Schedule 'A'

Advertising Sign Agreement

Schedule D
**Almonte Curling Club
Almonte, Ont.**

Jan. 17th, 2008

To: Calvin Murphy,
Recreation Coordinator,
The Corporation Of The Town of Mississippi Mills,
3131 Old Perth Road,
RR2., P.O. Box 400,
Almonte, Ont., K0A 1A0

Dear Calvin

Re: Nov. 23rd 2008 Proposal Regarding Advertising in The Curling Rink.

In my letter I recommended charges as per size....we have reviewed those charges and have produced a new fee structure:

- (i) Minimum \$200.00 per year for maximum size of 16 square feet, thence \$10.00 per square foot;
- (ii) Minimum 3 year contract
- (iii) 10% credit if paid in full with initial contract, otherwise payment shall be post dated cheques;

CONTRACTING ADVERTISERS:

It shall be the responsibility of the Members of the Almonte Curling Club to acquire advertisers, arrange approvals, complete the contracts and collect the payments.

APPROVALS:

All signs shall be reviewed and approved by the Landlord.

INSTALLATION OF SIGNS:-

Shall be completed by the Landlord.

INCOME SHARING:

The Almonte Curling Club shall receive the first contract year income of each advertiser and thence will share all future income 50/50 with the Landlord.

This letter is submitted to clarify the previous correspondence and specify responsibilities. I request that this ADVERTISING IN THE CURLING CLUB direction be included in the next AGREEMENT of LEASE.

Respectfully;

Gerry Coleman
President,
Almonte Curling Club.

Schedule 'B'
Curling Club Agreement

Municipality of Mississippi Mills Contact List

Administrative Issues

Primary

Calvin Murphy,
Recreation Manager
Phone No. 613 256-1077 ext. 24
Fax No. 613 256-4887
Cell No. 613 229-0062

Alternate

Tiffany MacLaren
Community Economic and Cultural Coordinator
Phone No. 613 256-1077 ext. 22
Fax No. 613 256-4887
Cell No. 613 223-3810

Facility Issues

Primary

Ken Fisher
Facility Foreman
Cell No. 613 229-0075

Alternate

On Duty Staff Member
613-256-1712

ALMONTE CURLING CLUB CONTACT LIST

SEASON 2018 - 2019

PRIMARY

Gerry Coleman... Manager

613-223-5633 or email gerrycoleman@rogers.com

ALTERNATE

Art McKay...Past President

613-256-3842 email acmkay@sympatico.ca

ALTERNATE

Steve ConlonPresident

613-256-1909 email...steveconlon@bell.net

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: **Site Plan Control - Lyle Greenhouse
Part Lot 16, Concession 12, Being Part 1 on Reference Plan
27R-7709, Ramsay Ward, Municipality of Mississippi Mills
4546 March Road**

OWNER/AGENT: Robert and Steven Lyle

RECOMMENDATION:

THAT Council approve site plans for Robert and Steven Lyle for the property described as 4546 March Road subject to their revision to the satisfaction of the Municipality's Roads & Public Works and Planning departments;

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

BACKGROUND:

The owner has filed an application for site plan control to permit the construction of a 189.5m² passive solar greenhouse on the lands known municipally as 4546 March Road. The property is presently vacant land with a small accessory structure on the eastern property boundary. The land is approximately 7.01ha in area, with a frontage of 222.0m on March Road. The lands were previously related to an adjacent quarry operation (4582 March Road) and is presently composed of mostly scrub vegetation with areas of land reflective of the site alterations related to aggregate extraction. An existing gravel driveway into the site is located on March Road.

Location and Description of Subject Lands and Surrounding Area

The subject lands are located on the boundary line between Mississippi Mills and the City of Ottawa, on the north side of March Road. The land is immediately adjacent to an active and licensed pit/quarry to the north and west of the site, and a rural residential dwelling to the southeast.

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



The property is located within the 120m adjacent lands to an ANSI (Burnt Lands) which typically requires new development and site alteration to undertake an Environmental Impact Statement to demonstrate no negative impacts on the natural features. However, in consultation with the Mississippi Valley Conservation Authority, it was found that an EIS would provide limited value as the site is separated from the ANSI by a major travel route and an active quarry. The lands have been heavily modified from previous aggregate uses but heavy buffering vegetation around the perimeter of the site has been maintained and continues to thrive.

Zoning

The subject lands are zoned Rural Industrial (M4) in the Municipality’s Zoning Bylaw #11-83. The permitted uses on the site permit a range of quasi-industrial/agricultural uses which complement and support adjacent rural land uses without requiring the servicing needs of higher order industrial uses permitted in serviced areas. A greenhouse is a permitted use in accordance with the following definition:

“means a building or structure used for the growing of flowers, vegetables, shrubs, trees and similar vegetation, including any part of a building, structure or area used for the sale of garden supplies and landscaping materials which may include seeds, bulbs, tools, etc. This definition shall not include any premises for the growing of mushrooms.”

The M4 Zone contains various development standards; the following is a review of the proposal against these standards:

Development Standard	M4 Requirement	Proposed
Minimum Lot Area	4000m	Meets
Minimum Lot Frontage	30m	Meets
Minimum Front and Exterior Side Yard Setback	15m	Meets
Minimum Side and Rear Yard Setback	15m (7.5m if not abutting a residential use)	Meets
Minimum Side Yard Setback	3.0m (9.8ft)	Meets
Maximum Lot Coverage	50%	Meets
Maximum Building Height	14m	Meets

Community Official Plan (COP)

Rural Policies

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

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

Rural Design

The COP further provides guidance on the landscaped character of the rural area in Section 4.2.4 of the Policy. General policies seek to establish “visually appealing building and enhance the rural character” by, among other things, featuring designs which maximize direct exposure to natural light, protect natural areas between roadways and the structures, and encourage building types which are traditional within the rural area. The policy further provides that new development should include sustainable designs that are efficient, durable and adaptive overtime, which may include: reducing energy consumption and maintenance costs, using environmentally sustainable building materials and practices, and utilizing layouts and orientations that maximize solar gain and light exposure.

The proposed development exceeds the standard of sustainable design by its very nature. The proposed greenhouse is passive solar net energy model which is intended to reduce the energy consumption required to prolong the growing season for a variety of products. At this time, the facility is proposed to include a single greenhouse (approximately 190m²) as a prototype, which if successful could be expanded across the site to increase production. Minimal onsite changes are proposed at this time as the property is already serviced by a gravel driveway from March Road, heavy landscaping around the perimeter of the site, and areas of natural clearing where the structure is proposed. No further site alteration is proposed to accommodate the proposal at this time.

COMMENTS FROM INTERNAL CIRCULATION:

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

CAO: No concerns or objections

Chief Building Official: No concerns or objections

Director of Roads and Public Works: No concerns provided no site alteration occurs. Any site alteration would require additional grading and drainage studies to support the activities.

Fire Chief: No concerns or objections.

Recreation Coordinator: No concerns or objections.

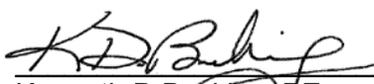
CONCLUSION:

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

All of which is respectfully submitted,


Niki Dwyer MCIP, RPP
Director of Planning

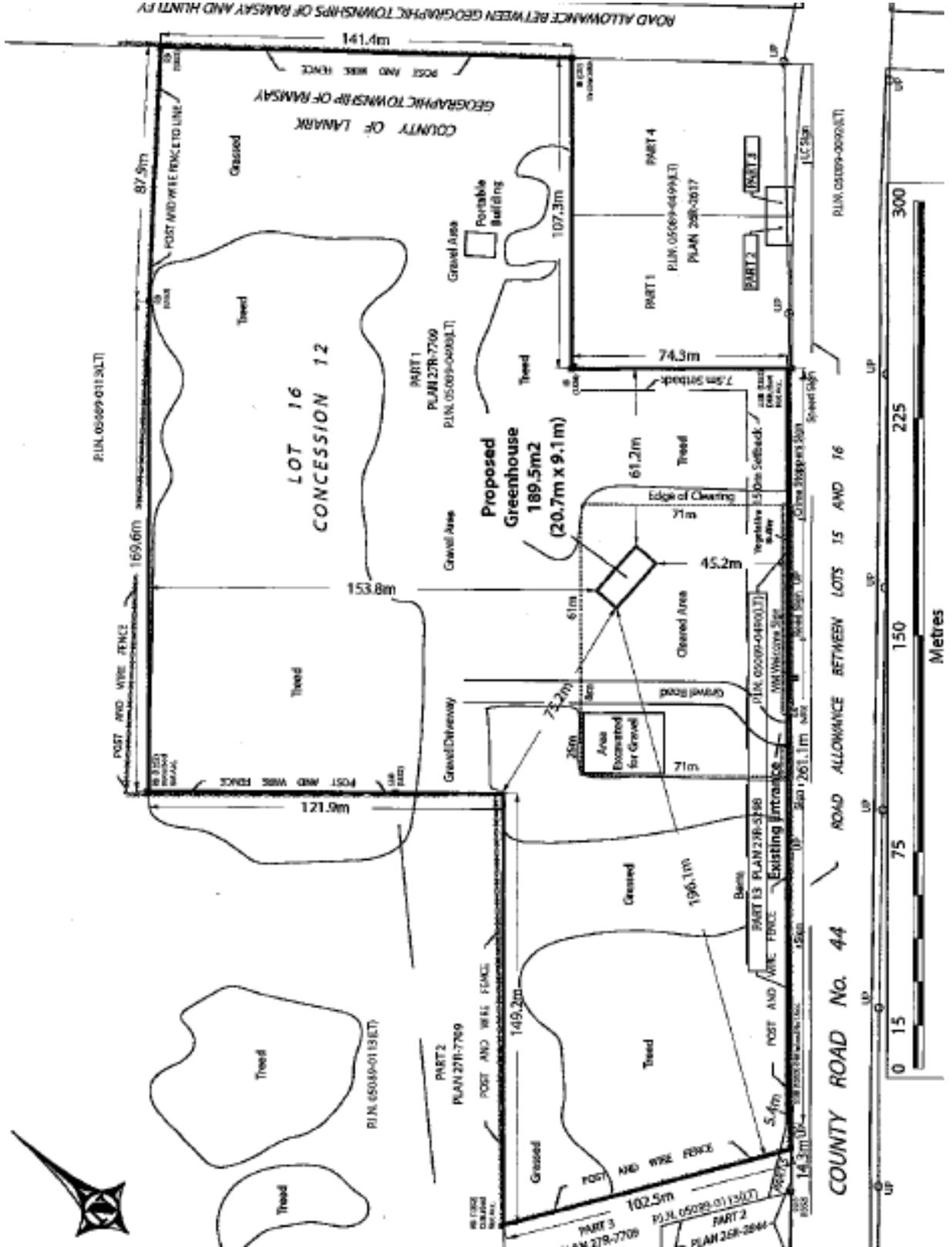



Kenneth D Becking, PEng
Chief Administrative Officer

ATTACHMENTS

Appendix A – Proposed Site Plan and Elevations

APPENDIX A - Proposed Site Plan



APPENDIX A - Elevations



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: Permission to File – Minor Variance Application

RECOMMENDATION:

THAT Council pass a resolution to Lift the Moratorium on minor variance applications in the Residential First Density Subzone I Zone specifically for the properties known municipally as: 852, 864 and 865 Jack Dalgity Street.

PURPOSE AND EFFECT:

The purpose of the request is to permit the filing of three minor variance applications in the Riverfront Estates Subdivision on Jack Dalgity Street. Phase IV of the Riverfront Estates subdivision was subject to a Zoning Amendment application in the August of 2016 which has resulted in the provision of a two-year moratorium on minor variances in accordance with Section 45(1.3) and (1.4) of the Planning Act:

Two-year period, no application for minor variance

(1.3) Subject to subsection (1.4), no person shall apply for a minor variance from the provisions of the by-law in respect of the land, building or structure before the second anniversary of the day on which the by-law was amended.

Exception

(1.4) Subsection (1.3) does not apply in respect of an application if the council has declared by resolution that such an application is permitted, which resolution may be made in respect of a specific application, a class of applications or in respect of such applications generally. 2015, c. 26, s. 29 (2).

The two year moratorium on minor variances expires in August 2018, however due to the sale of homes the owner requires a variance at this time in order to begin construction. It is believed that these are the only three properties within the subdivision that will require variances prior to the August 2018 lifting of the moratorium.

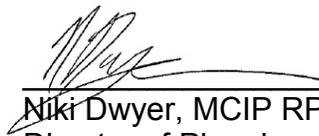
The variances requested for all three applications is to permit a maximum lot coverage (bungalow) of 46%, where 45% is presently required by the Zoning Bylaw.

CONCLUSION:

Staff have no concerns or objections related to the filing of the application, particularly in light of the August 2018 expiry of the moratorium. The recommendation for the minor variance applications will be evaluated in accordance with the four-tests and subject to review by the Committee of Adjustment. Lifting the moratorium in no way pre-determines the outcome of the minor variances.

Staff are therefore supportive of the request to lift the moratorium in accordance with Section 45 (1.4) of the Planning Act.

All of which is respectfully submitted,


Niki Dwyer, MCIP RPP MA BES
Director of Planning




Ken D Becking, P. Eng.
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: **Site Plan Control – McIntosh Single Detached (D11-Mcl-18)
Part 4 – Lot 6 Reference Plan 27R10624
Almonte Ward, Municipality of Mississippi Mills
113 Carss Street**

OWNER/APPLICANT: McIntosh Homes Inc.

RECOMMENDATION:

THAT Council approve the site plans for McIntosh Homes Inc. for the property described as 113 Carss Street subject to their revision to the satisfaction of the Municipality’s Roads & Public Works and Planning departments;

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

SITE PLAN CONTROL APPLICATION SUMMARY

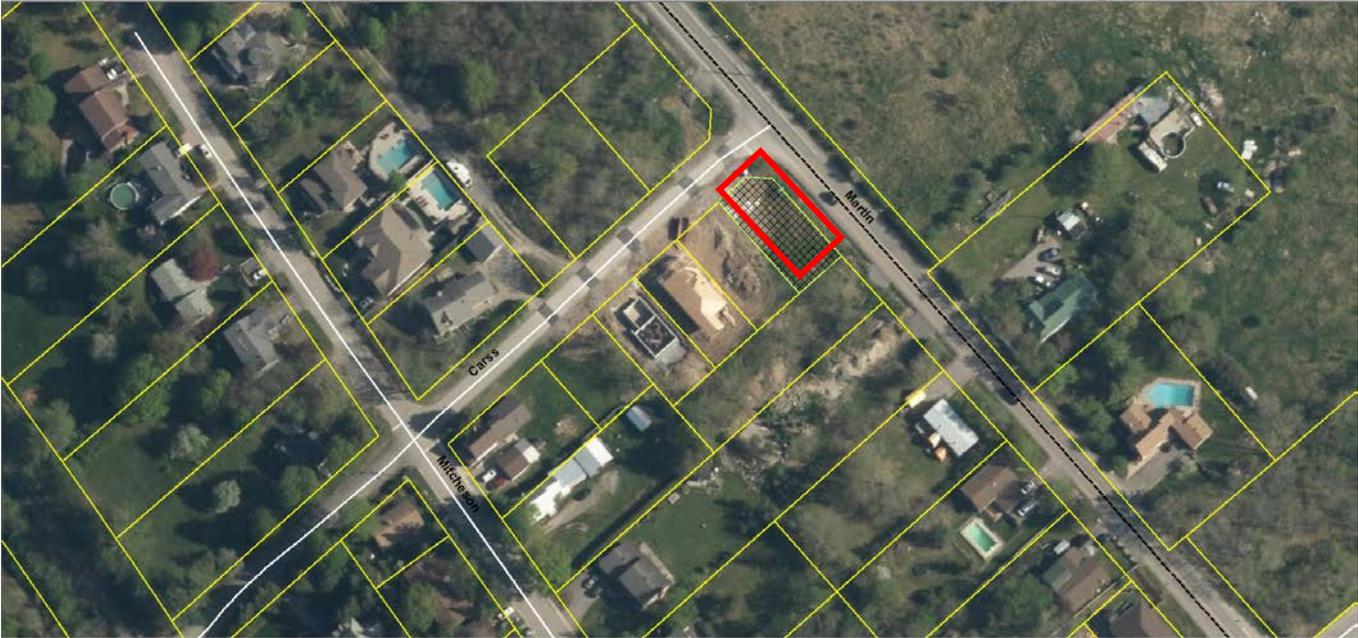
McIntosh Homes Inc. has filed a Site Plan Control application for the construction of a single detached dwelling on the vacant land known municipally at 113 Carss Street. The proposed would be subject to the development provisions of the Residential First Density (R1) Zone and would be serviced by municipal sewer and water.

LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA

The lands subject to the application are located on the southwest corner of the intersection of Carss Street (local) and Martin Street (county), and are located within Almonte Ward. The lands are legally described as Part 4 on Reference Plan 27R10624, more particularly described as Lot 6 PLAN 6262. The lot is approximately 573.03m² in area with frontage of 16.5m on Carss Street. The Community Official Plan designates the lands as “Residential”.

The lands were established by a consent application in 2016 with three adjacent lots and were subject to a “Consent Agreement” registered on title which provided that site plan control approval be obtained for the lands prior to development. The “Consent Agreement” also included the provision of servicing and grading plans which are required to be adhered to by development proposals. This is the last of the approved lots to be developed.

Figure 1 – Site Location



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Residential” in the local Community Official Plan, which aims to direct development to provide for a broader range of housing options in terms of housing types and rental opportunities. The goal of residential land use policies is to “*promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.*” The proposed development introduces a low-density alternative housing type on a street that is predominantly single-detached dwellings. The development would fulfil the following objectives:

Objectives

- 1. *Promote and support development which provides for affordable, rental, and/or increased density of housing types.*
- 4. *Direct the majority of new residential development to areas where municipal sewer and water services are/will be available and which can support new development.*
- 5. *Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*

Municipal servicing (both water and waste water) has been provided to the site via previous development applications as there has been significant greenfield development in this part of the community in previous years. This application can be viewed as the final completion of the infilling proposal approved in 2016.

The proposed development is occurring in an area of town where the majority of dwellings have been constructed in the post-war era and have been heavily influenced by the vehicle. As such, the neighbourhood exhibits large lots with prominent, multi-vehicle parking spaces. The dwellings are almost exclusively single detached dwellings and are one and one-half to two storeys in height. As such this infill application can be found to be compatible with the design aesthetic of the neighbourhood.

3.6.5 Range of Housing Types

1. *The [Municipality] shall support a wide range of housing types, zoning standards and subdivision design standards.*
2. *The [Municipality] has established the following housing mix targets:*
 - Low density - 70%*
 - Medium density - 30%*
3. *Low-density residential development shall include single-detached, semi-detached, duplex, converted dwellings, and triplex housing. In general, the gross density for low-density residential development shall be 15 units per hectare (6 units per acre).*

The proposed single dwelling provides a low density development in the neighbourhood representative of a net density of approximately 17.5 units per ha. The gross density of the neighbourhood is uncharacteristically low (5.6 units per hectare) at this time, as Carss Street still offers three vacant lots for infill – including two larger parcels immediately across the street from the subject lands.

ZONING BY-LAW:

The subject property is zoned “Residential First Density (R1)” within the Municipality’s Zoning By-law #11-83. The R1 Zone allows for single detached dwellings, as well as related accessory uses. The R1 Zone contains various development standards. The following table outlines the associated zoning provisions and the proposed development specifications.

Development Standard	R1 Provisions	Proposed
Lot Area, min. (m ²)	450	573
Lot Frontage, min. (m)	18	12
Front Yard, min. (m)	6	6.05
Side Yard, min. (m)	1.2	1.23
Exterior Side Yard, min. (m)	4.5	4.53
Rear Yard, min. (m)	7.5	10.40
Building Height, max. (m)	9	7.32
Lot Coverage, max. (%)	45	33
Dwelling Unit Area, min. (m ²)	75	134.7

The proposal meets all required zoning standards, save for the legally non-complying lot frontage. As such, Staff believe the development to be generally compatible with the R1 Zone requirements; thus, meet the Municipality's development expectations of said zone and ensuring adequate living and amenity space for future homeowners.

REVIEW:

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

INTERNAL CIRCULATION:

Acting CAO: No concerns or objections.

Chief Building Official: No concerns or objections

Director of Roads and Public Works: Submitted lot sketch mistakes top of ditch elevations on northeastern corner of the site for bottom of ditch. To be corrected before final acceptance of plans.

Fire Chief : No comments received.

Recreation Coordinator: No concerns or objections.

EXTERNAL AGENCY CIRCULATION:

Enbridge: Please advise owner to contact the utility company at time of connection.

LGL Health Unit: No Comment

Mississippi Valley Conservation Authority: No Comments

Parking

The Zoning By-law requires one (1) parking space per dwelling unit. Adequate parking has been provided in the surface driveway as well as in an attached garage for the vehicle. As such the application meets the minimum parking requirements of the Zoning Bylaw.

Servicing and Grading

As part of the consent application in 2016, the property has pre-approved lot servicing and grading plans. The Department of Roads and Public Works has reviewed the submitted documents for the Site Plan Control Application and have found them to be consistent with the original agreed upon design. As such there is no concern with the proposed plans.

Landscaping

The current site has been levelled and cleared, resulting in the removal of any prior mature vegetation. The site plan drawing submitted by the applicant indicates that one (1) maple tree is proposed to be located on the front property line. Certain varieties of maple trees are permitted in accordance with the Municipality's Guidelines for Tree Conservation and Planting policy. The Site Plan Agreement will reference the approved maple tree species for inclusion in the project as well as planting parameters.

Building Configuration/Façade

The elevation drawings for the proposed dwelling depicts a single storey bungalow with stone veneer knee-wall along the first-floor façade, as well as the entire height of the projecting garages. Stucco finish is used to face the front façade wall under the front porch. The front building profile show gable roof peaks filled with decorative shakes and shingle bandings. Of note, the “left side elevation”, which is visible from Martin Street is clad in stone veneer knee-wall and stucco finish, similarly to the front elevation. The rear and “right side” elevations are proposed to be clad in vertical siding. The rear will feature a patio door providing access to the backyard with a large transom window projecting into a gable roof peak.

Staff note that the proposed dwelling is indicative of the style of many infill homes approved in Mississippi Mills and in general the design can be found to be consistent with the municipality’s Design Guidelines for residential infill development.

CONCLUSION:

The proposed site plans satisfy the provisions of the Zoning By-Law #11-83 and is consistent with relevant planning policies of the Community Official Plan and staff recommend the approval of the application for the single detached dwelling subject to the execution of the Site Plan Control Agreement.

All of which is respectfully submitted,


Niki Dwyer, MCIP RPP MA BES
Director of Planning



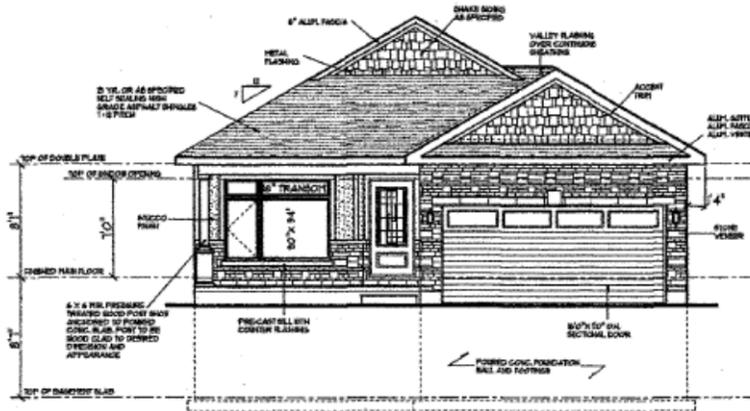

Ken D Becking, P. Eng
Chief Administrative Officer

ATTACHMENTS:

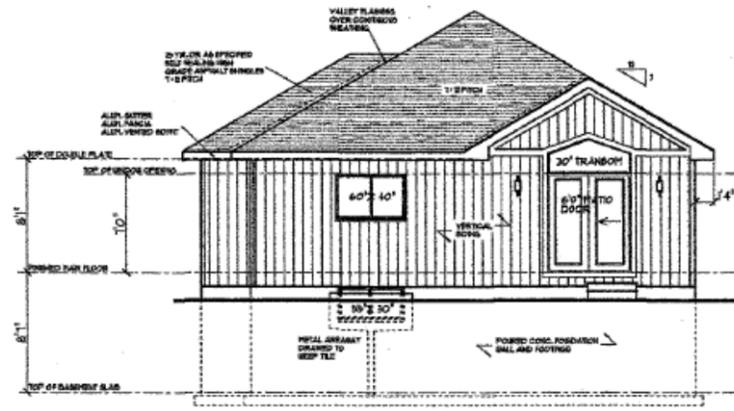
Schedule A - Site, Servicing, & Grading/Drainage Plan
Schedule B – Elevations

SCHEDULE B – Elevations

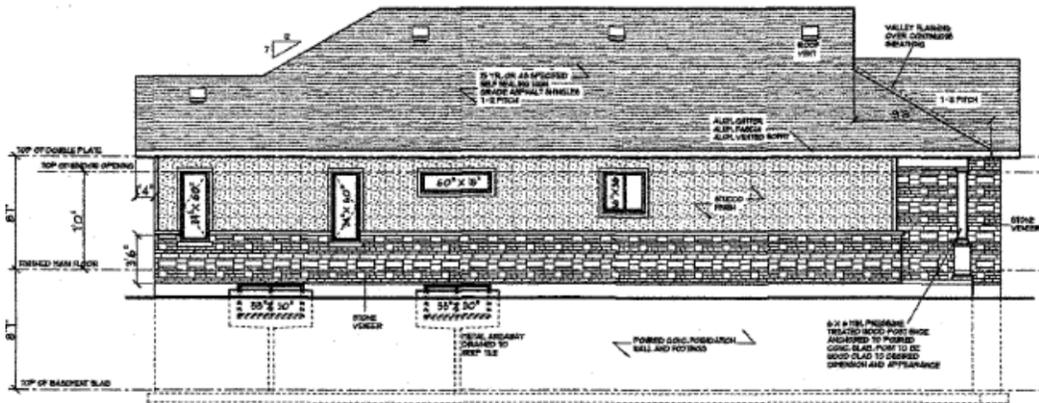
Front Elevation – Carss Street



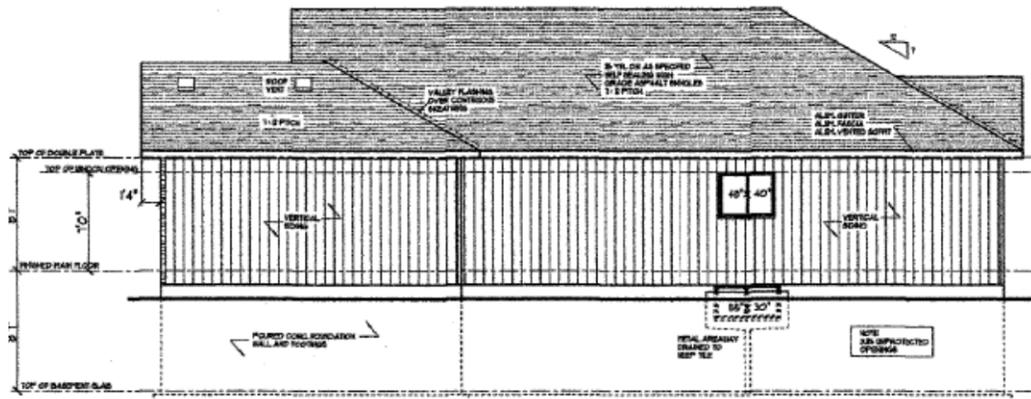
Rear Elevation



Left Side Elevation – Martin Street



Right Side Elevation – Interior Lot Line



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: Proposed Use of Pakenham Reserves – Walking Trail Enhancement

RECOMMENDATION:

THAT Council authorize the use of \$5,000.00 from Pakenham reserves to fund the purchase of stone dust to enhance the existing walking trail along the river from the beach house to the base of the Ottawa Valley Recreation Trail (OVRT) in Pakenham and provide two stands for the benches that have been donated by the Pakenham Business and Tourism Association.

BACKGROUND:

Reserves were set aside from a sale of recreation land prior to 2001 (as far back as financial records go). The direction at the time was that the reserve would be used in Pakenham ward for recreation projects as agreed upon by the Pakenham Ward Councillors and the approval of Council. At December 31, 2017 the amount remaining in the reserve is \$8,459.59. The Auditors have suggested that this old reserve be cleared out.

DISCUSSION:

Councillors Ferguson and Abbott met to discuss the possibility of using \$5,000 of the old Pakenham reserves toward the purchase of stone dust to enhance the existing walking trail along the river from the beach house to the base of the OVRT and provide two stands for the benches that have been donated by the Pakenham Business and Tourism Association.

The projects being recommended for reserve funding are for a recreation purpose and are in keeping with the intent of the old reserve.

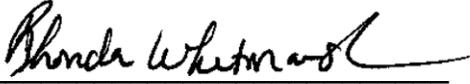
FINANCIAL IMPACT:

There is no financial impact as a result of this request.

SUMMARY

For the reasons noted above, I am recommending that \$5,000 of the Pakenham Reserves be utilized for recreation projects in Pakenham as recommended by Councillors Ferguson and Abbott.

Respectfully submitted,


Rhonda Whitmarsh, Treasurer

Reviewed by,


Ken Becking, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018

TO: Council

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: 2018 Water and Sewer Rates – Administrative Amendments

RECOMMENDATION:

THAT Council repeal By-law 18-33 and pass a new Water and Sewer Rate By-law for 2018.

BACKGROUND:

Council passed by-law 18-33 on March 6, 2018 to establish water and sewer rates for 2018. Since that time, some residents have asked for expanded explanations of some of the terms used in the by-law, specifically as it relates to residential and non-residential units, base charges and the penalty rate.

DISCUSSION:

Several changes are being recommended to the 2018 water and sewer rate by-law to add expanded explanations of terms to address the concerns expressed by residents as noted above. To avoid confusion, it is recommended that by-law 18-33 be repealed and replaced with a new water and sewer rate by-law for 2018. There are no deletions from the original by-law. Attached is the new proposed water & sewer rate by-law and the underlined sections represent the additions being proposed.

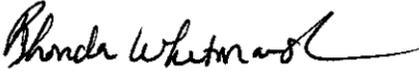
FINANCIAL IMPACT:

There is no financial impact associated with the above recommendation.

SUMMARY

It is recommended that the 2018 water and sewer by-law 18-33 passed on March 6, 2018 be repealed and a new by-law passed to improve the clarity of terms and conditions contained in the by-law.

Respectfully submitted,


Rhonda Whitmarsh, Treasurer

Reviewed by,


Ken Becking, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-xx

BEING a by-law to impose waterworks and sewer rates.

WHEREAS under section 326 (4) of the Municipal Act, 2001 (S.O.2001, c.25), a municipality may by by-law levy a special local municipality levy under section 312 on the rateable property in the area of an identified special service to raise the costs determined by this service;

AND WHEREAS under section 391(1) a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided by it;

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

1. This By-law shall be short-titled: "Water and Sewer Services Rates By-law".
2. A water and sewer services annual base charge of \$585.00 to provide fixed annual funding to the Municipality to ensure a safe, clean water supply in accordance with Ontario's clean drinking water standards and for the collection and treatment of wastewater shall be imposed upon the owners of lands for each residential or non-residential unit.
3. A residential unit is defined as an owned housing unit or a unit under separate lease or rental agreement that has access to municipal water and/or sewer services. The unit (s) is a single family home, a duplex, a row house, a multi-residential unit, an apartment, a condominium or any other place designed for human occupancy. The residential unit may have its own water meter or share a meter (s).
4. A non-residential unit is defined as a unit providing a commercial or industrial activity that may or may not have a separate entrance (internal or external to the building) and has access to municipal water and/or sewer services. The non-residential unit may have its own water meter or share a meter (s).
5. Hospitals and Schools will be charged one base charge per facility.
6. For each account, the rate charged for consumption shall be \$11.71 per 1,000 gallons. An account may include one unit or many units.
7. A one- time late payment fee of 10% of the current billed amount will be added to an account if not paid by the due date. If the account is not paid in full by the due

date of the next billing period, the Municipality has the authority under Section 398 (2) of the Municipal Act, 2001 (S.O.2001, c.25) to transfer such water and sewer arrears to the property tax roll.

8. When a water meter reading cannot be determined an owner will be charged their Water and Sewer Services Base Charge in accordance with article 3 above plus a consumption charge based on a system estimate at the rate of \$11.71 per one thousand gallons of water. If a reading cannot be obtained for a period of one year, the owner will be charged a consumption charge based on a system estimate and a service charge of \$25.00 will apply.

9. When the Municipality's officials have requested an owner continuously run their water, an owner will be charged their Water and Sewer Services Base Charge in accordance with article 4 above **plus** a consumption charge of \$11.71/1,000 gallons of water based on the lowest of 1) actual consumption 2) an average of the last three summer meter readings and 3) 14,000 gallons/year.

10. That By-law No.18-33 shall be and is hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this xx, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: Council Compensation Review

RECOMMENDATION:

THAT the annual salary be established for the Mayor at \$34,140, the Deputy Mayor at \$20,678 and Councillors at \$17,435, effective December 1, 2018;

AND THAT a discretionary fund be established for the Deputy Mayor in the amount of \$2,100 and Councillors in the amount of \$1,260 each, subject to an approved expenditure policy;

AND THAT the Deputy Mayor be provided with a cell phone funded by the Municipality;

AND THAT the Association and Convention budget for Council be established at \$3,000 per member effective January 1, 2019;

AND THAT Council agrees to implement an In Lieu of Benefits account for Council with an annual up set limit of \$500 per Member for health care and dental expenses;

AND THAT the administration of the In Lieu of Benefits will be the responsibility of the Treasurer expenses will be reimbursed on submitted receipts.

BACKGROUND:

The size of Council will be reduced from the current eleven (11) members to seven (7) members effective with the 2018 election. The new Council complement will include a Mayor, Deputy Mayor and 5 Councillors (two from Almonte Ward, two from Ramsay Ward and one from Pakenham Ward). In the fall of 2017, Council agreed to a market compensation comparison to be completed by Allan and Partners. The comparison of similar municipalities was to include annual remuneration, benefits, mileage and professional development. The information from the benchmark municipalities is attached and was used to develop recommended changes to the remuneration and benefits offered to the newly elected Council and specifically for the new position of Deputy Mayor.

The Association of Managers, Clerks & Treasurers of Ontario (AMCTO) conducted a municipal council compensation survey in 2017 which concludes the Municipality of Mississippi Mills is within the Eastern Ontario compensation range.

DISCUSSION:

Mississippi Mills presently offers its Council member's remuneration along with other items detailed in the annual Council budget such as mileage, per diems, ipads, cell phones, etc. Please refer to the study completed by Allan and Partners for the full details of all items. This report only addresses areas where a change is recommended for the newly elected Council in 2018.

Remuneration

The following is a summary of the remuneration comparisons with the benchmark municipalities:

Municipality	Population	Household	# of Council Members	Honorarium \$		
				Mayor	Deputy Mayor	Councillor
Mississippi Mills	13,163	5,536	11*	33,471		17,093
Arnprior	8,795	4,794	7	31,324		16,359
Renfrew	8,220	4,005	7	33,783	17,601	14,548
Carleton Place	10,644	4,873	7	38,760	24,225	19,380
Smiths Falls	8,780	4,387	7	31,242		15,821
Perth	5,930	3,169	7	25,673	14,975	13,901
North Grenville	16,451	6,658	5	31,394	18,836	18,836
Loyalist Twp	16,971	6,710	7	29,918	20,794	16,172
Greater Napanee	15,511	7,206	7	28,101	18,182	16,489

**Council size reduced to 7 members with the 2018 municipal election.*

The methodology for the determination of the Mayor's, Deputy Mayor's and Council compensation was determined using an average based on the actual remuneration of the benchmarked municipalities excluding the Deputy Mayor's remuneration for the Municipality of North Grenville as it is the same as a Council member.

	Mayor \$	Deputy Mayor \$	Council \$
Average Remuneration	31,518	19,155	16,511
Median (50 percentile)	31,324	18,182	16,359

Staff is recommending the annual remuneration be established based on the above data. The impact is as follows:

Position	Current Remuneration \$	Recommended Remuneration \$	Increase \$
Mayor	33,471	34,140	699*
Deputy Mayor (New)		20,678	
Councillor	17,093	17,435	342*

**annual increased by 2% cost of living*

The Deputy Mayor position will receive an additional \$3,243 annually in recognition of the extra duties and responsibilities over and above that of a Councillor.

Discretionary Fund

The Mayor currently has a discretionary fund in the amount of \$3,500 for extra-ordinary expenditures over and above remuneration, mileage, association and convention expenses etc. Approved expenses are detailed in a policy passed by Council. There is no recommended change to this amount at this time.

Staff recommendation is to provide the Deputy Mayor with a discretionary fund of \$2,100 and Councillors with a discretionary fund of \$1,260 each. A policy would need to be developed similar to the approved policy for the Mayor's honorarium.

In Lieu of Benefits

Staff surveyed other Lanark County municipalities and found that there is a range of benefit provisions relating to both OMERS and health benefit plan.

If Council agrees to join the OMERS pension plan, a commitment to OMERS would be long term; legislation prevents backing out once Council Members have joined unless with the approval of the plan sponsors.

OMERS require an employee/employer contribution each of 9.2% of the first \$55,900 earned (CPP). These costs would be significant for the Municipality as well as for each Council Member.

OMERS			
Positions	Annual Salary	Annual Municipal Contribution	Annual Employee Contribution
Mayor	\$34,140	\$2,040	\$2,040
Deputy Mayor	\$20,678	\$1,241	\$1,241
Council	\$17,435	\$1,046	\$1,046

The estimated 2019 budget would be \$8,511 (7 Member Council) if Council agreed to implement OMERS.

The Health Benefit Plan similar to OMERS would be costly to implement and more expensive for the municipality and Council Members.

An option to OMERS and the Health Benefit Plans would be to offer an annual In Lieu of Benefits account of up to \$500 per council member for health and dental expenses. Health expenses include prescription drugs, services from registered massage therapists, physiotherapists, chiropractors, acupuncturists and other paramedical practitioners, vision care including the cost of prescription contact lenses or eyeglasses, medically necessary equipment such as a wheelchair, hearing aids, custom-made orthopedic shoes and inserts. If a Council member does not spend their entire allocation, the unspent balance at year-end would not be carried forward from one year to the next. As part of this program, Council Members would be required to submit receipts for reimbursement directly to the Treasurer.

Cell Phone and Ipad

The Mayor currently has a cell phone that is paid for by the Municipality. The role to the Deputy Mayor is to fulfil his/her normal duties as a member of council and assist the Mayor in carrying out the Mayoral responsibilities pursuant to Section 225 of the *Municipal Act*; therefore, the recommendation is to provide the Deputy Mayor with a cell phone paid for by the Municipality.

The current policy is to provide members of Council with an ipad which the municipality pays for along with the associated data plan. There is no recommended change to this policy.

Association and Convention

The annual association and convention budget enables Members of Council to attend meetings, seminars and conferences and is included in the 2018 budget at \$16,000. With 11 members, this is an allocation of approximately \$1,455 per member which limits the ability to attend more than one conference. It is recommended that the association and convention allocation be established at \$3,000 per member following the 2018 election which would increase the budget by \$5,000 starting in 2019.

Meeting Per Diems

Currently, on an average each member of Council attends two (2) committee meetings per month as part of their remuneration outside the regular council meeting schedule.

If Council agrees to implement some type of meeting attendance per diem program, the same should be extended to committee volunteers. Staff estimated 82 volunteers are appointed to various municipal committees.

Per diems would be paid as follows:

- a) At a rate of \$75 for meetings up to 4 hours (half day); and
- b) At a rate of \$150 for meetings up to 8 hours (full day).

MEETING PER DIEMS*	
Council	\$4,200
Volunteers	\$49,200
TOTAL	\$53,400

*Per diem rate at \$75

**8 meetings per year

Council budget would increase significantly resulting in no savings from reducing Council's size. Staff recommendation is not to proceed with implementing a per diem system.

Convention and Seminar Per Diems

Per diems for conferences and seminar attendance remain unchanged at \$75 for a half day and \$150 for a full day. Staff recommendation is for no change at this time.

FINANCIAL IMPLICATIONS:

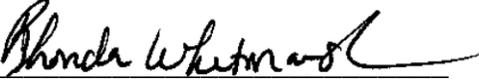
The following table outlines the financial implications of the above recommendations:

Description	2018 Budget \$	Proposed 2019 Budget \$	Change \$
Remuneration including per diems less refundable HST	205,625	145,288	(60,337)
Other Honorariums (discretionary fund)	3,500	11,900	8,400
In Lieu of Benefits	0	3,500	3,500
Cell Phone (Mayor and Deputy Mayor)	600	1,200	600
Association and Convention	16,000	21,000	5,000
Total	225,725	182,888	(42,837)

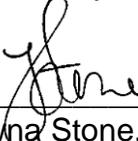
SUMMARY:

Staff recommends that the council compensation report be received and that a Council Remuneration By-Law be presented at the June 26, 2018 Council meeting.

Respectfully submitted:


Rhonda Whitmarsh, Treasurer

Reviewed by:


Shawna Stone, Clerk

Approved by:


Kenneth D. Becking, P.Eng.
Chief Administrative Officer

Attachments:

1. Council Remuneration Review, Allan and Partners LLP
2. AMCTO Report March 2018 – Municipal Council Compensation in Ontario



Municipality of Mississippi Mills Council Remuneration Review

The 2018 election will reduce the current Council complement from eleven members to seven members consisting of a Mayor, Deputy Mayor and five Councilors. In order to provide a fair and equitable Council remuneration package, Council requested a review of the Municipality's 2017 remuneration to comparable sized municipalities.

To provide a framework for the comparison the following factors are included:

- population
- total revenue
 - isolate taxation revenue
 - isolate the water and sewer user fees

For consistency, the population and revenue is the information provided in the 2016 Financial Information Return filed with the Ministry of Municipal Affairs.

The financial remuneration would include a comparison of the honorarium and the nature and amount of any other financial remuneration including per diems, travel reimbursements and other allowances or reimbursements.

The final comparison is the expectation for participation and attendance at meetings. Meetings for consideration included Council, committee and board meetings. Generally council meetings average two per month and exclude any estimate for special meetings. The range for expected committee and board meetings is broad due to the variety of structures for committees and boards and their varied meeting schedules from monthly to quarterly and structuring the meeting schedules so multiple meetings could be attended on the same date.

MUNICIPALITY OF MISSISSIPPI MILLS
COUNCIL REMUNERATION REVIEW

	Population	Total Revenue	Taxation	Water & Sewer	Honorarium			
					Mayor	Deputy Mayor	Councillor	
Mississippi Mills	13163	\$16,731,907	\$10,442,240	\$2,825,951	\$33,471	na	\$17,093	adjusted annually by CPI
Arnprior	8795	\$18,538,309	\$8,910,682	\$4,677,894	\$31,324	na	\$16,359	adjusted annually by CPI
Renfrew	8220	\$21,074,829	\$7,830,368	\$4,753,662	\$33,783	\$17,601	\$14,548	adjusted annually equivalent to non union staff Note 2
Carleton Place	10644	\$25,455,862	\$9,371,196	\$4,919,906	\$38,760	\$24,225	\$19,380	adjusted annually equivalent to staff increase
Smiths Falls	8780	\$28,116,383	\$13,401,059 Note 4	\$4,738,828	\$31,242	na	\$15,821	adjusted annually equivalent to non union group increase
Perth	5930	\$16,033,355	\$7,345,799	\$2,968,487	\$25,673	\$14,975	\$13,906	adjusted annually by CPI
North Grenville	16451	\$25,497,335	\$12,678,870	\$3,201,497	\$31,394	\$18,836	\$18,836	adjusted annually by CPI
Loyalist Township Note 7	16971	\$33,002,373	\$14,323,824	\$7,372,981	\$29,918	\$20,794	\$16,172	adjusted annually by CPI
Greater Napanee Note 8	15511	\$23,935,357	\$11,510,337	\$5,364,683	\$28,101	\$18,182	\$16,489	may be increased subject to Town's annual budget

MUNICIPALITY OF MISSISSIPPI MILLS
COUNCIL REMUNERATION REVIEW

Reimbursements & Allowances

	Per Diem	Benefits	Discretionary	Mileage	Meals	Cell phone
Mississippi Mills	\$150 per day/\$75 half day	no	\$3500 Note 1	49 cents per km current Canada Revenue Agency rate	allowance full day \$75 breakfast \$15, lunch \$20, dinner \$40	Mayor is provided a cell phone and data package
Arnprior	\$150 per day/\$75 half day	health care spending \$750		\$30 per month allowance for in town and 54 cets per km for other mileage	allowance full day \$75 breakfast \$15, lunch \$25, dinner \$35	\$35 per month allowance
Renfrew	\$150 per day/\$75 half day	drug, health, life insurance		54 cents per km	reimbursement maximum \$100 per day	mayor is provided a cell phone
Carleton Place	\$150 per day/\$75 half day	drug, health care and vision	\$1200 to \$4520 note 3	49 cents per km	reimburse receipts or flat amount \$75 per day	Mayor is provided a cell phone and \$50 per month allowance. Councillors \$100 per month allowance
Smiths Falls	\$135 per day/\$67.50 half day. Conferences, workshops, training. Maximum 10 days	no	\$6500 Note 5	45 cents per km	reimbursement of expenses capped at \$80 per day	provided with a cell phone and Town pays for the plan
Perth	\$150 per day/\$75 half day. Maximum \$900 per year Note 6	no		46 cents per km	reimbursement of expenses capped at \$75 per day Note 5	\$56 per month Note 5
North Grenville	no per diems	OMERS		49.5 cents per km	reimbursement of expenses capped at \$75 per day	provided with a cell phone and Town pays for the plan
Loyalist Township Note 7	\$250 per day/\$125 half day			per km based on Canada Revenue Rates capped at 300 km per month for Councillors and 1000 km per month for Mayor		
Greater Napanee Note 8	\$150 per day for days missed from regular work to attend seminars	no		48 cents per km	reimbursement of expenses capped at \$70 per day	

MUNICIPALITY OF MISSISSIPPI MILLS
COUNCIL REMUNERATION REVIEW

	Computer	Conference	Expected Attendance at Meetings		Comments
			Council Meeting	Committee Meetings	
Mississippi Mills	Councillors provided with an Ipad including data package	annual budget allocation	24 per year	expect 24 per year	Based on the average councillor appointment to two committees
Arnprior	provided laptop and \$50 per month allowance	maximum 3 day conference	24 per year	expect 4 per year	Based on the average councillor appointment to one committee
Renfrew	no	annual budget allocation	22 per year	expect 24 per year	Based on the average councillor appointment to two committees
Carleton Place	allowance \$50 per month	Annual budget. Council members submit request to attend and Corporate Services Committee approves the allocation	24 per year	54 per year	Council attend 4 committee of whole meetings per month and generally attend one other committee
Smiths Falls	provided with an Ipad	limited to two per year	24 per year	24 to 48 per year	Generally Councillors are appointed to up to three committees
Perth	reimbursement of expenses Note 5	Note 5	24 per year	21 to 28 per year	Council has representation on 15 committees and boards. On average each member sits on 3 - 4 of the committees
North Grenville	provided with an Ipad	maximum 2 per year	45 per year	12 to 36 per year	Generally Councillors are appointed to up to three committees
Loyalist Township Note 7			24 per year		
Greater Napanee Note 8			24 per year		

Municipality of Mississippi Mills Council Remuneration Review

Explanatory Notes

- Note 1: The Municipality of Mississippi Mills provides a discretionary expense of \$3,500 for the Mayor.
- Note 2: The chair of a standing committee receives \$300 per year and \$50 per meeting to recognize the additional workload associated with being the Chair of a standing committee. There are eight standing committees and the expected cost is estimated at \$6,400 per year.
- Note 3: The Town of Carleton Place provides discretionary expense of \$4,520 for Mayor, \$2,200 for Deputy Mayor and \$1200 per councilor which is to allow them to provide funding to events or groups (athletes) going abroad. It is not for expenditures which would be a taxable benefit to the Councilor.
- Note 4: The Town of Smiths Falls is a single tier municipality. The Town has a cost sharing agreement with the County of Lanark to pay their share of social program and ambulance costs.
- Note 5: The Town of Smiths Falls provides a discretionary expense of \$6,500 for general public relations for items such as certificate frames, gifts, acknowledgements etc.
- Note 6: The Town of Perth has an annual maximum of \$3,500 per Councilor to be used for conferences, per diems, cell phones, computer expenses and vision care. The Mayor has an additional \$7,500 per year.
- Note 7: The information for Loyalist Township remuneration and benefits was derived from reports on the Township's website and is based on 2016 information. Information for other allowances and reimbursements is not set out in the Council remuneration by law.
- Note 8: The information for Greater Napanee remuneration and benefits was derived from reports on the Town's website and is based on 2016 rates. Information for other allowances and reimbursements is not set out in the Council remuneration by law.

AMCTO REPORT

MUNICIPAL COUNCIL COMPENSATION IN ONTARIO

MARCH 2018



About AMCTO:

AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 75 years.

With approximately 2,200 members working in 98 per cent of municipalities across Ontario, AMCTO is Canada's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff.

Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

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1 EXECUTIVE SUMMARY

In August of 2017 AMCTO conducted a survey of municipalities in Ontario. Our goal was to gain a better understanding of how municipalities compensate their councils, create a resource for municipalities who are reviewing their council remuneration packages, and to add to the body of research about how local politicians are paid. While there has been a lot written about private sector compensation, there has been considerably less study of compensation for politicians at the local level.

Key findings from the survey, include:

- Most municipalities in Ontario classify their councils as part-time, however, municipalities are slightly more likely to have full-time heads of council than members of council.
- Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.
- Population clearly impacts whether or not a municipality's council is full- or part-time. Larger municipalities are more likely to have full-time councils.
- Though the majority of councils in Ontario are part-time, all councillors or heads of council are compensated for their work, either through a salary, honorarium or stipend.
- Larger municipalities are more likely to pay their councils a salary, and smaller municipalities are more likely to pay an honorarium or stipend.
- While levels of pay vary widely across the province, the majority of councillors and heads of council in Ontario are paid less than \$40,000 per year.
- Across the province heads of council are consistently paid at a higher rate than members of council.
- In terms of real dollar compensation, there is an evident but not always significant difference between municipalities that pay their councillors honorariums versus those that pay their councillors salaries. Salaries are generally higher, but not significantly so.
- The level of compensation that a municipality offers is closely

correlated to its size. Smaller municipalities are more likely to pay their members of council at a lower rate than larger municipalities.

- In addition to salaries, honorariums, and stipends, municipalities also provide a range of other benefits to their councils.

- Larger municipalities are more likely than smaller municipalities to provide optional benefits like cellphone reimbursement, newsletter printing or a pension contribution.
- Municipalities use a range of factors to help set their compensation levels. The most common practice is to survey the compensation paid by neighbouring municipalities.

2 BACKGROUND

In August of 2017 AMCTO conducted a survey of municipalities in Ontario. Our goal was threefold: (1) to gain a better understanding of how municipalities compensate their councils; (2) to create a dataset and resource for municipalities to use when reviewing their council compensation practices in the future¹; and (3) to add to the broader body of research about how politicians are compensated, especially at the local level.

While considerable attention has been given to compensation in the private sector, especially as it relates to senior executives, less has been written about compensation for politicians. What research has been done on this topic in Canada, has predominantly focused on the federal and provincial levels, where elected representatives are more likely to be full-time employees. Little has been written about how and why municipal politicians are compensated (Schobel, 2014, 150).

In 2014 an article published in *Canadian Public Administration*² argued that the process that most municipalities use—quantitative analysis and comparative studies of other municipalities—to determine their levels of compensation is inherently flawed (Schobel, 139, 2014). It further argued that municipalities face a significant challenge when setting council remuneration, as there is an inherent conflict of interest when councillors vote on their own compensation. The reaction to remuneration reviews amongst the media and citizens living in the municipality is at best mixed. When large increases are recommended the reaction is often hostile and negative (Schobel, 139, 2014).

In 2016 the Rural Ontario Institute (ROI) created a profile of municipal councillors in Ontario. It identified a number of the barriers to running for local office, including toxic work culture, lack of self-confidence, time pressures, and the incumbency advantage. Notably, the profile also argued that limited remuneration and the level of commitment required to serve on council are both barriers to attracting younger and more diverse candidates to run for seats on municipal

¹ Full results of the survey are available in the appendix, and the complete data set is available for AMCTO members on the association's website.

² Schobel, Kurt. (2014). "How much is enough? A study of municipal councillor remuneration." *Canadian Public Administration*, Volume 57, No. 1.

councils. The ROI's research found that these individuals have more demanding responsibilities outside of council, such as young families, additional financial burdens, and full-time jobs with less workplace flexibility. It also noted that younger members of council place a higher priority on maximizing their income, as they are in the prime earning years of their careers, often with dependents, and that the level of compensation offered by municipalities does not effectively compensate them for the financial and family sacrifices that they make (Deska, 2016, 3).

Historically serving on a local council has been a volunteer commitment. But, over time municipalities have come to recognize the more permanent nature of municipal public office and expanded the range of compensation and benefits that they provide. In addition to remuneration, many local governments also now provide employment benefits, office space, telecommunications equipment and reimbursement of other relevant business expenses (Schobel, 2014, 141). A growing number of municipalities are also debating whether or not to make their councils full-time positions (See: Richmond, 2016).

The role of local councillor is undeniably expanding. Councillors now sit on more working groups and task forces than ever before. They are also more accessible and expected to be more responsive than in the past. The growth of technology and expansion of social media allows members of the public to contact their representatives through a variety of channels at whatever time is most convenient to them. For many councillors the job has become 24/7, even if they are only compensated as a part-time employee or volunteer.

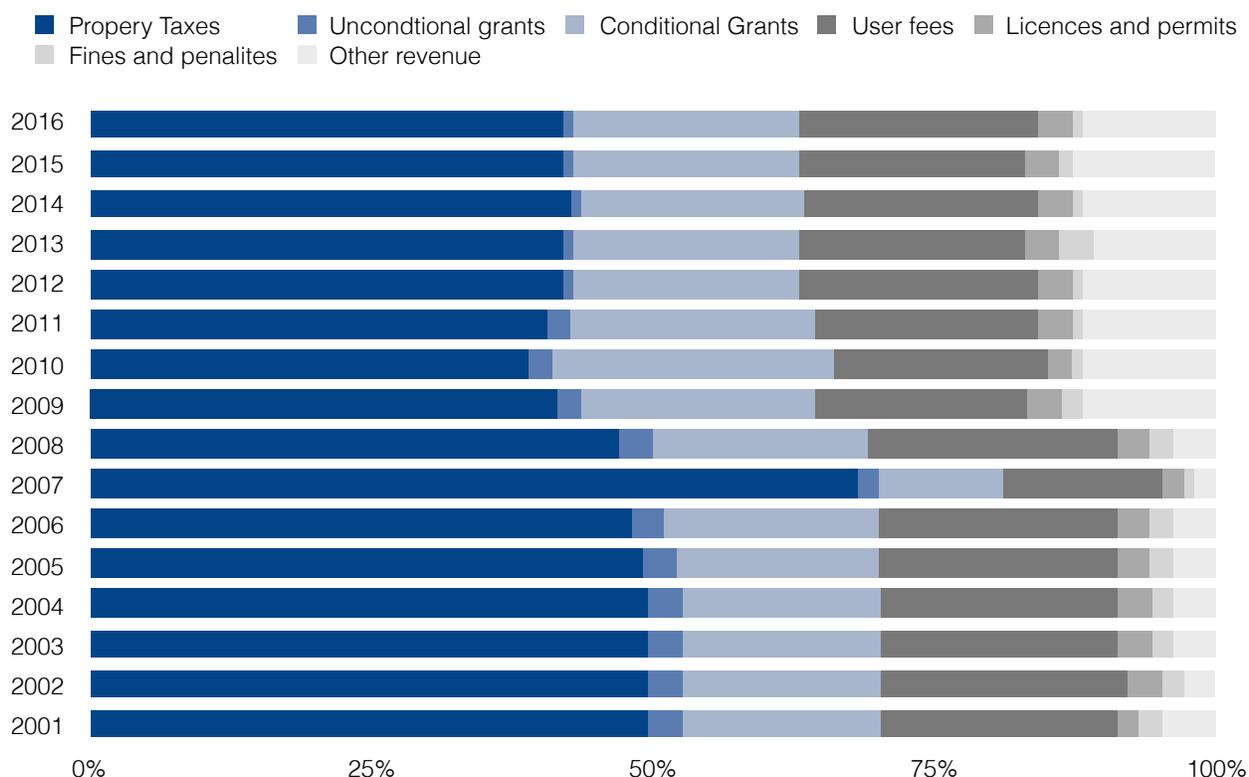
ROI's councillor profile noted that across the province serving representatives and prospective candidates said that balancing personal responsibilities and professional commitments is a challenge. In some cases potential candidates choose not to run for local office because the sacrifices are simply too great. The result is a body of councillors that is less diverse than the provincial average. According to ROI, Ontario municipal councillors are on average older, more predominantly male, less racially diverse, more likely to be retired, with higher incomes and more education than the communities that they represent (Deska, 2016).

While the primary motivation for most politicians who seek positions on council is to serve the community, it cannot be denied that the ability of a municipality to attract good candidates to serve on council is directly influenced by the fairness of compensation that they offer. The ability for municipalities to do this became harder in 2017 when the federal government

announced its intention to eliminate the one-third tax exemption that municipalities use for council salaries, starting in 2019. According to the Association of Municipalities of Ontario (AMO), this change would cost an eastern Ontario county government with a council of seventeen and a population of 77,000, at least \$74,00 per year (AMO, 2017). While this may not seem like a significant impact, given the current fiscal challenges confronting most municipalities, it could be larger than expected.

While smaller municipalities may feel a sharper impact from the end of the one-third tax exemption, local governments of all sizes in Ontario are facing a challenging fiscal situation. Though services are expanding and becoming more complex, the sources of municipal revenue have not changed significantly (see Chart 1). There is a growing consensus that the current fiscal situation for municipalities is unsustainable. According to AMO in order to maintain current service levels municipalities will have to increase property taxes by 4.51% every year for the next ten years just to preserve the status quo (AMO, 2015).

Chart 1: Sources of Municipal Revenue, 2001 - 2016



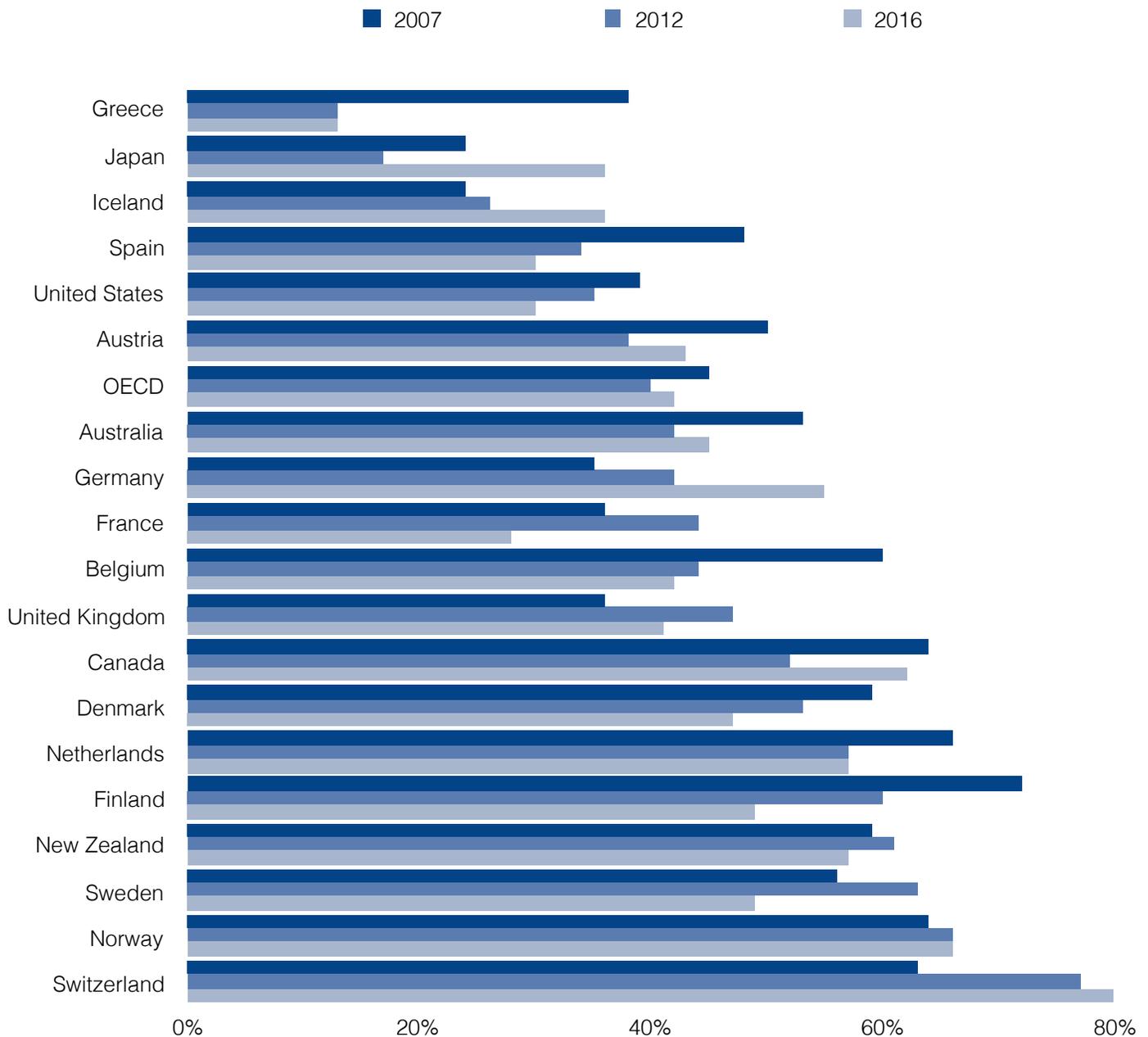
Source: Ministry of Municipal Affairs, Financial Information Returns

Under these circumstances it's not easy for municipal councils to discuss increasing their own compensation. Determining appropriate levels of compensation is difficult in any field or industry, but especially so in politics, where the debate is complicated by fraught political conditions, and often openly-hostile public opinion. While the staff working in municipalities provide objective recommendations, these debates are more often driven by voter outrage, citizen backlash, and politicians who want to avoid the perception that they are giving themselves a raise (see: Criscione, 2015; Shreve, 2017; Porter, 214; Strader, 2012)

These debates have become even more charged in recent years as trust in government has declined and skepticism of institutions and “elites” increased. It is tempting to assume that Canada is in some way sheltered from the populist, anti-establishment currents running through politics in most western countries. In 2016 the Economist declared that in the “depressing company of wall-builders, door-slamers and drawbridge-raisers, Canada stands out as a heartening exception” (Economist, 2016). As seen in Chart 2, Canada does fare relatively well compared to other OECD countries in levels of trust in government.

However, even Canada's relative strength in the face of others weakness, does not mask the vulnerability that still exists. Canada still suffers from many of the stresses that energize populist movements in other industrialized countries, such as the decline of manufacturing jobs, stagnant incomes, and rising inequality (Economist, 2016). Moreover, the events of the past decade, from a deep economic recession to the emergence of overtly nativist political discourses in other countries, can be expected to impact Canadian public opinion (Parkin, 2017, 3). In 2017, the Edelman Trust Barometer found that only 47% of Canadians maintain trust in the country's institutions, and 61% don't believe that the country's leadership can solve the country's biggest problems. Canada continues to suffer from low membership in political parties, poor voter turnout, and generally weak political engagement (Economist Intelligence Unit, 2018, 21). Many Canadians are animated by concerns about what they see as wasteful spending, poor decision-making and a lack of government responsiveness to citizen priorities and needs (Neuman, 2016, 3). Most respondents to the Edelman survey agreed that “a person like yourself” is now as credible as an academic or technical expert, and far more credible than a government official (Edelman, 2017).

Chart 2: Trust in Government, OECD Countries 2007 - 2016



Source: OECD

One of the cures to the rising populist wave is better government. Municipalities, as the level of government that citizens most frequently interact with, are on the front lines of this effort. An important element of fostering good government is to ensure that municipalities can attract visionary and competent politicians and public servants to their communities. AMCTO hopes

that this report will serve as a resource for municipalities as they review their council compensation and ensure that it meets the needs of their community. However, in a broader sense, we also hope that it will help in some small way to make the decisions every local government makes about compensating their councillors more easily grounded in evidence, and facts and less on frustration and fear. Going forward AMCTO plans to conduct this survey again as a way to help equip municipalities with tools to make better evidence-based decisions.

3 METHODOLOGY

The findings in this report are drawn from a survey of 257 municipalities completed by AMCTO in August of 2017. The survey asked empirical questions about the level of pay that municipalities provide to their councillors, head of council, and deputy head of council (where applicable); whether or not they consider their councils full- or part-time; any other benefits they may provide; and, the factors they use to set compensation levels.

Table 1.
Survey Respondents vs. Ontario Municipalities

	SURVEY RESPONDENTS	MUNICIPALITIES IN ONTARIO (based on FIR Data)
POULATION		
Fewer than 10,000	60%	61%
10,000 – 50,000	27%	25%
50,000 – 100,000	6%	7%
100,000 – 250,000	4%	4%
More than 250,000	2%	3%
TIER		
Upper Tier	6%	7%
Lower Tier	58%	54%
Single Tier	35%	39%
Region		
Central Ontario	16%	18%
Eastern Ontario	22%	26%
Northern Ontario	32%	32%
Southwestern Ontario	30%	24%

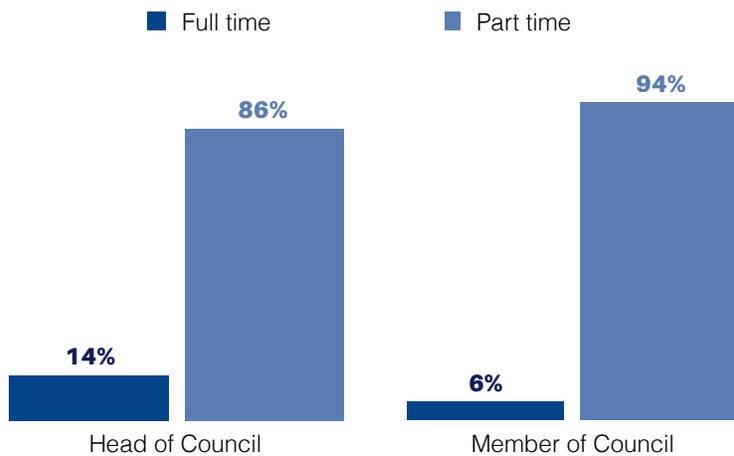
The data presented in this report is not weighted and reflects the responses of all municipalities who participated in the survey. The majority of respondents (60%) were municipalities with a population of less than 10,000. Just over 25% of respondents were municipalities with a population between 10,000 and 50,000, and the remainder were municipalities with a population over 50,000 (12%). The respondents included a range of upper, lower, and single tier municipalities. 35% of municipalities that responded to the survey were single tier, while 58% were lower tier and 6% were upper tier. The highest number of responses came from municipalities in Northern and Southwestern Ontario (32% and 30% respectively), while 22% of municipalities were from Eastern Ontario and 16% from Central Ontario. While the sample was not chosen to be statistically representative of the province, as seen in Table 1 the municipalities included in AMCTO's survey are a relatively good representation of the province.

4 FINDINGS

Full-time versus Part-time Councils

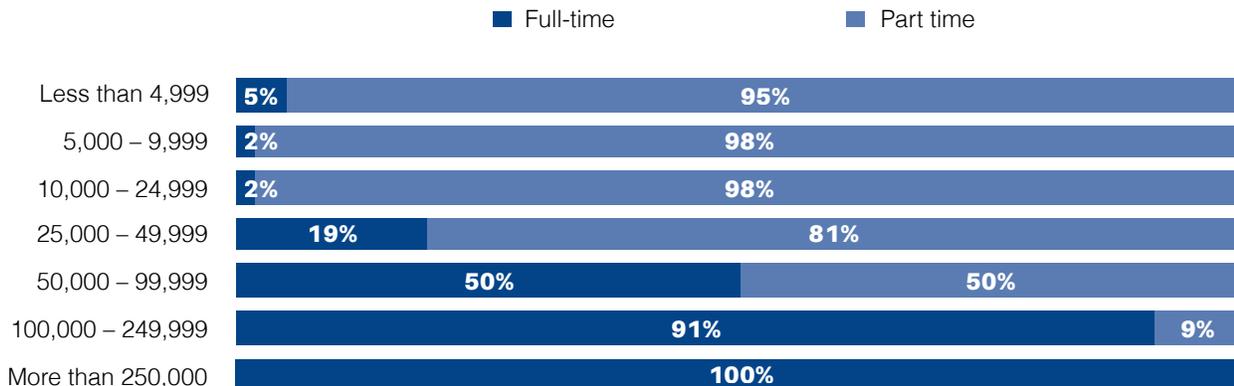
Most municipalities in the province classify their councils as part-time. However, municipalities are slightly more likely to have full-time heads of council than members of council. Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.

Chart 3.
Full-time vs. Part-time Councils



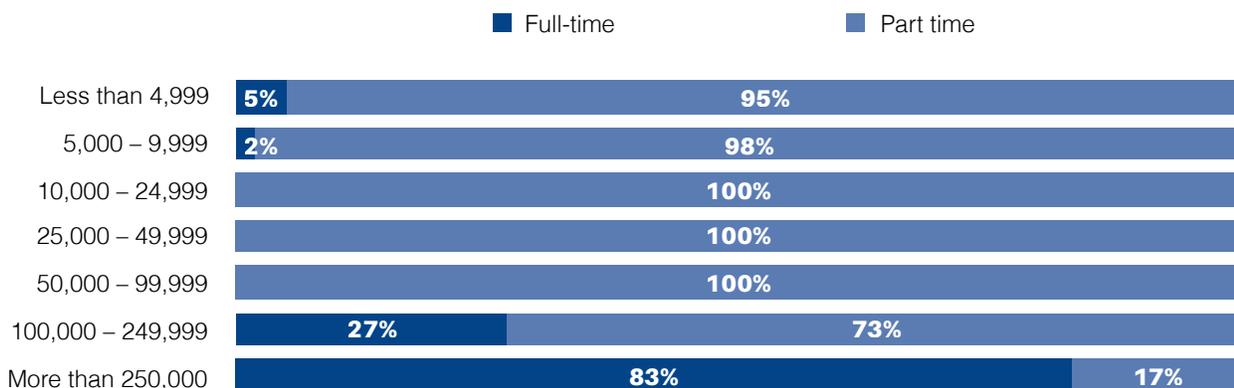
Population clearly impacts whether or not a municipality's council is full- or part-time. Municipalities with a full-time head of council are more likely to have a population over 50,000. For instance, 100% of municipalities with a population over 250,000, 91% of municipalities with a population over 100,000, and 50% of municipalities with a population over 50,000 have full-time heads of council. Comparatively, fewer than 5% of municipalities with a population below 50,000 have a full-time head of council.

Chart 4.
Full-time vs. Part-time Heads of Council, by population



Similarly, while municipalities are slightly less likely to have full-time members of council, the same population-effect can be observed. For instance, 83% of municipalities with a population over 250,000 and 27% of municipalities with a population over 100,000 have full-time councillors. The only municipalities with a population above 250,000 that have part-time councillors are upper-tier municipalities whose councillors also serve on lower-tier councils. By contrast, the majority of municipalities with a population below 100,000 have only part-time councillors.

Chart 5.
Full-time vs. Part-time Members of Council, by population

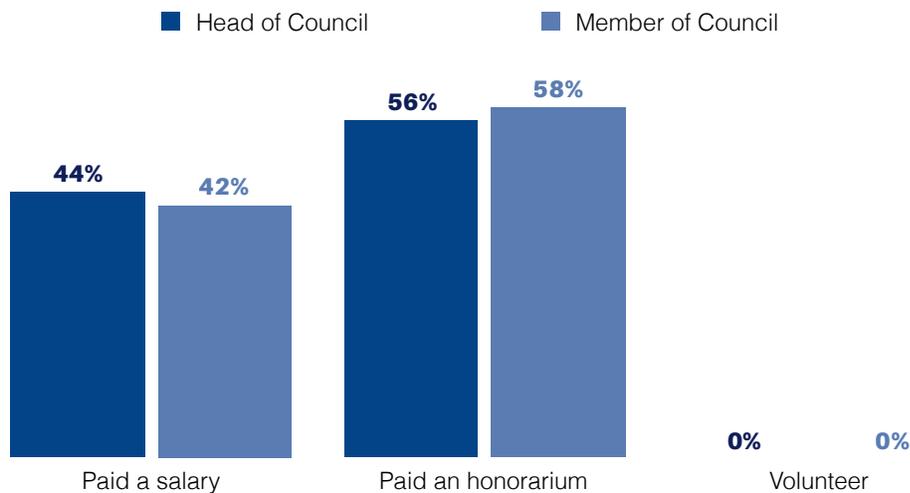


Paid versus Volunteer Councils

Though the majority of councils are part-time, all councillors and heads of council are compensated for their work, either through a salary, honorarium or stipend. Heads of council are slightly more likely to be paid a salary versus an honorarium, with 44% of heads of council paid a salary and 56% paid an honorarium or stipend. By contrast 42% of members of council are paid a salary and 58% are paid an honorarium/stipend. None of the municipalities that responded to this survey have councils that are completely volunteer.

Chart 6.

Paid vs. Volunteer Council



Whether a municipality labels the compensation that it pays a salary or honorarium is also closely tied to the size of the municipality. 64% of municipalities with a population over 10,000 pay their head of council a salary, while municipalities with a population below 10,000 are more likely to pay their head of council an honorarium (Chart 7). Similarly, for members of council the majority of municipalities with a population over 10,000 pay their councillors a salary, while the majority of those with a population below 10,000 pay their councillors an honorarium or stipend (Chart 8).

Chart 7.
Salary vs. Stipend, Heads of Council, by population

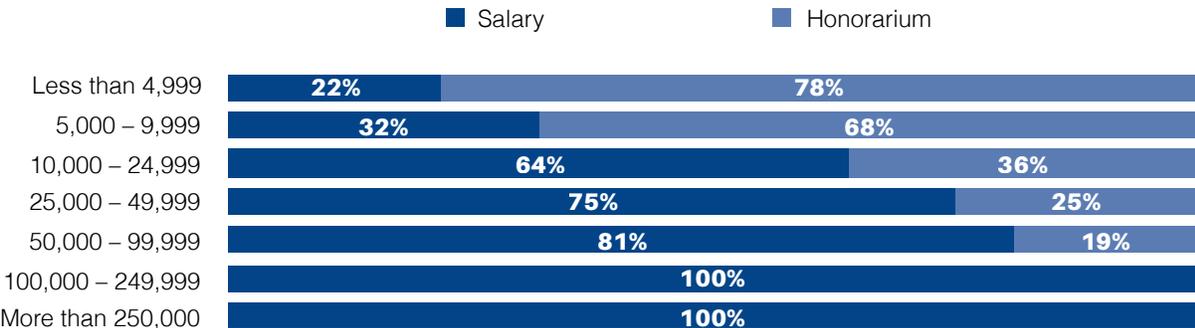
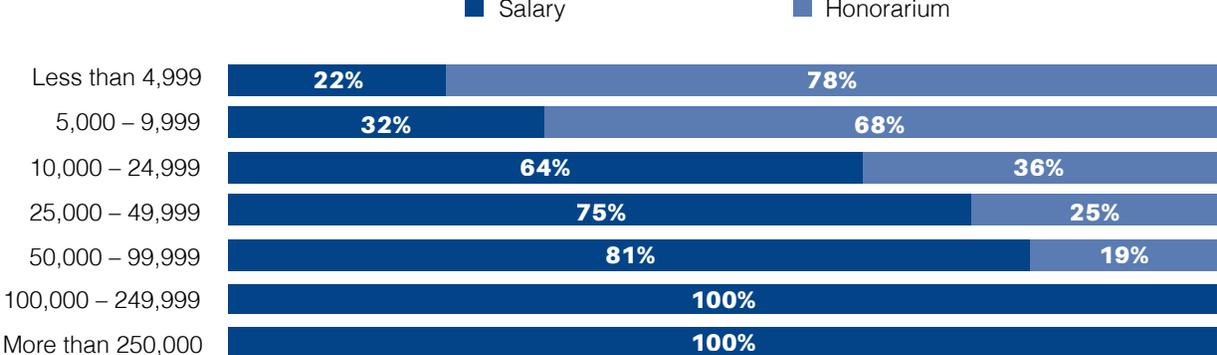


Chart 8.
Salary vs. Stipend, Members of Council, by population



There is also a regional impact to whether or not a municipality refers to its compensation as a salary or honorarium (Charts 9 and 10). For instance, municipalities in Central and Southwestern Ontario are more likely to offer a salary, while municipalities in Eastern and Northern Ontario are more likely to offer an honorarium or stipend, rather than a salary. Municipalities in Northern Ontario far more likely to give their councillors a stipend than any other region in the province.

Chart 9.
Salary vs. Stipend, Head of Council, by region

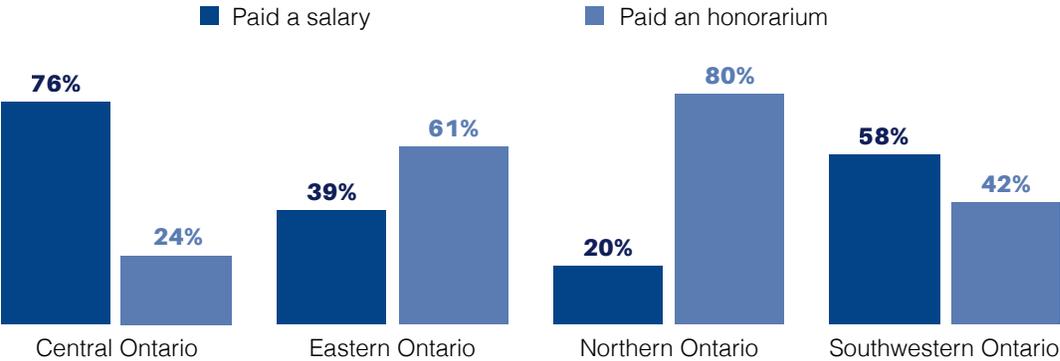
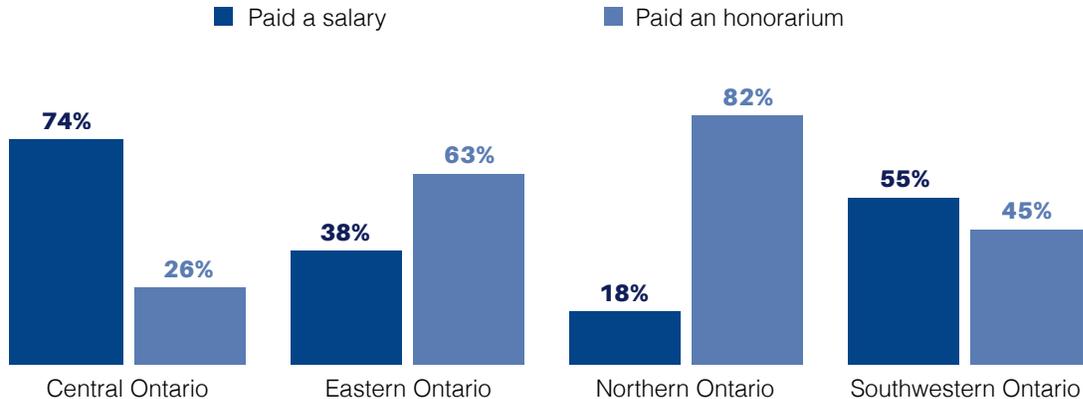


Chart 10.
Salary vs. Stipend, Members of Council, by region



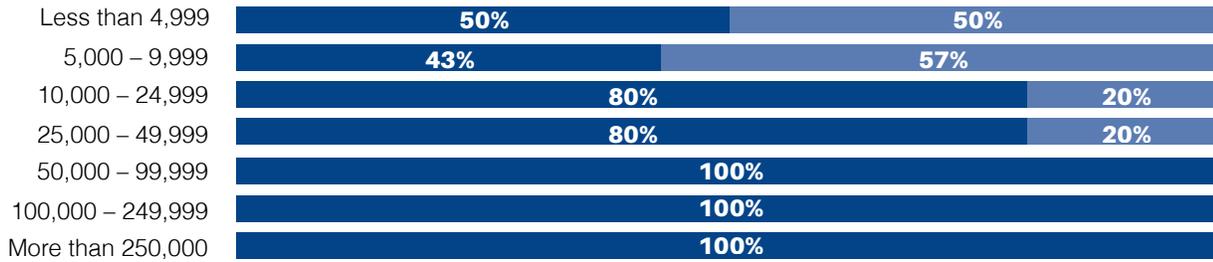
However, if the regional disparities are broken down by population size as in Chart 11 and Chart 12, it becomes clear that while there is a regional effect, population size is the dominant factor. For instance, municipalities in Northern Ontario are more likely to pay their councils honorariums, however, while some of this can be attributed to regional disparities, the more powerful explanatory factor is population size. There are more small municipalities in Northern Ontario, which helps to explain why councillors in the north are more likely to be paid honorariums than councillors in the rest of the province. Similarly, most of the provinces largest municipalities are concentrated in central Ontario, so it follows that they would be more likely to be paid a salary than an honorarium.

Chart 11.

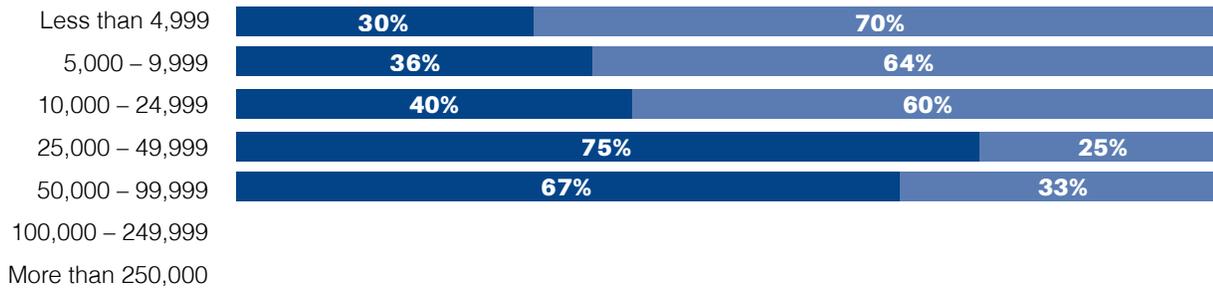
Salary vs. Stipend, Heads of Council, by region/population

■ Salary ■ Honorarium

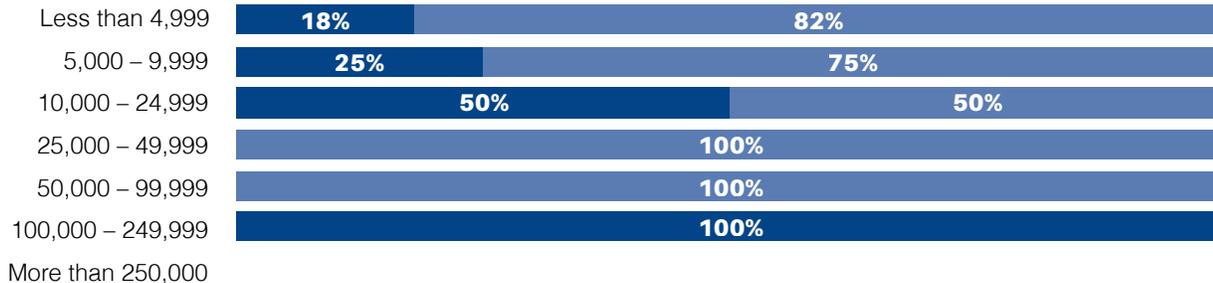
Central Ontario



Eastern Ontario



Northern Ontario



Southwestern Ontario

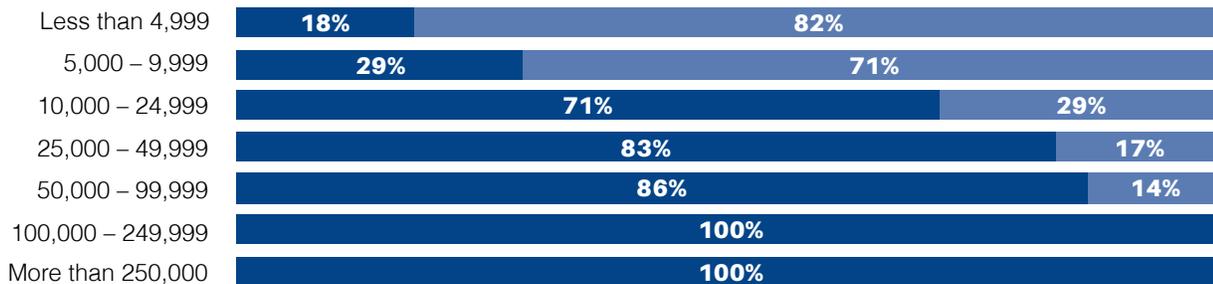
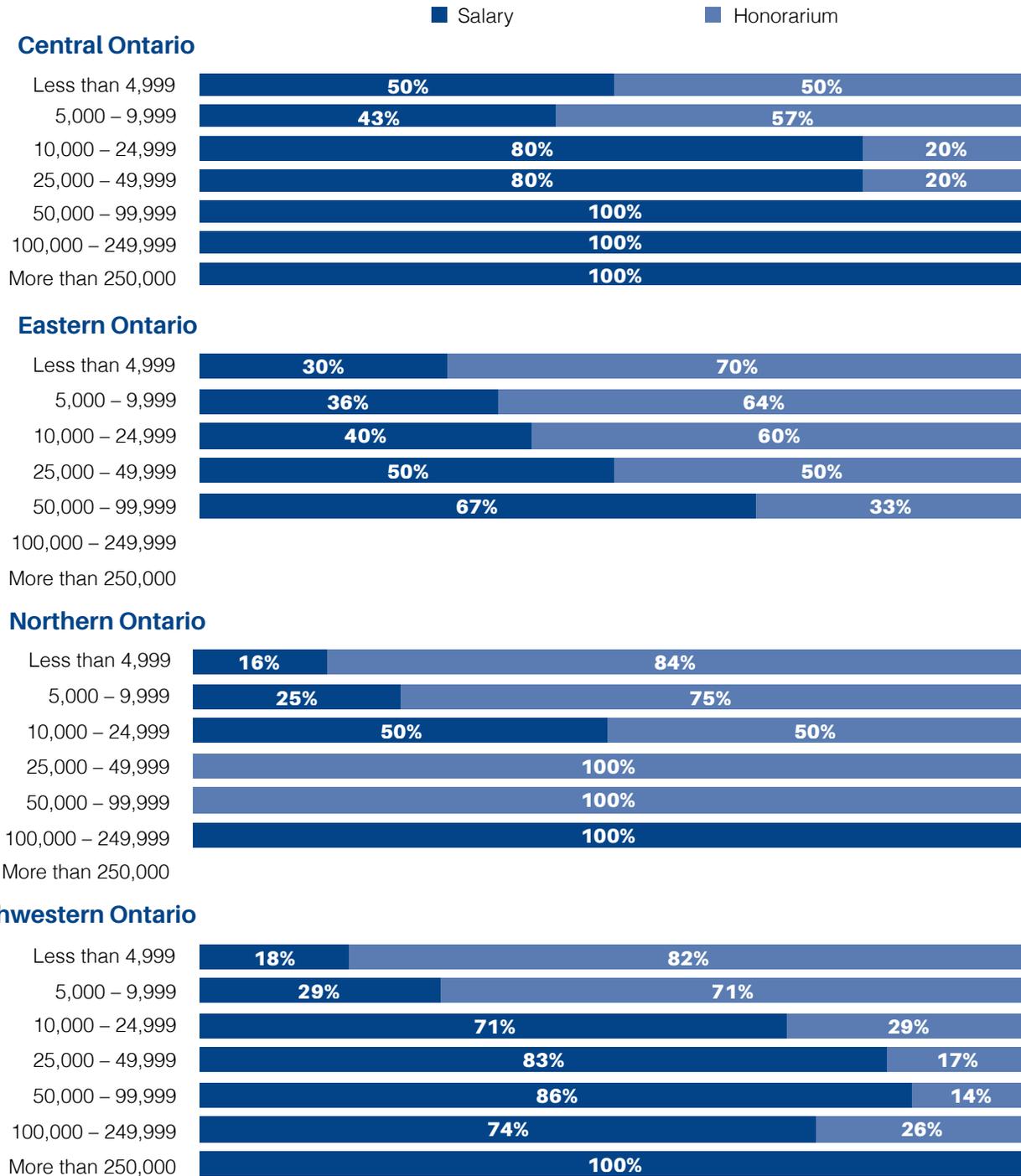


Chart 12.

Salary vs. Stipend, Members of Council, by region/population



Levels of Pay

While levels of pay vary widely across the province, the majority of councillors and heads of council in Ontario are paid less than \$40,000 per year. Most municipalities pay their members of council either an annual salary or an annual honorarium or stipend. Fewer than 10% of municipalities only pay their members of council a set rate per meeting. All of the municipalities that pay per meeting have a population below 5,000.

Chart 13.
Average Head of Council Compensation

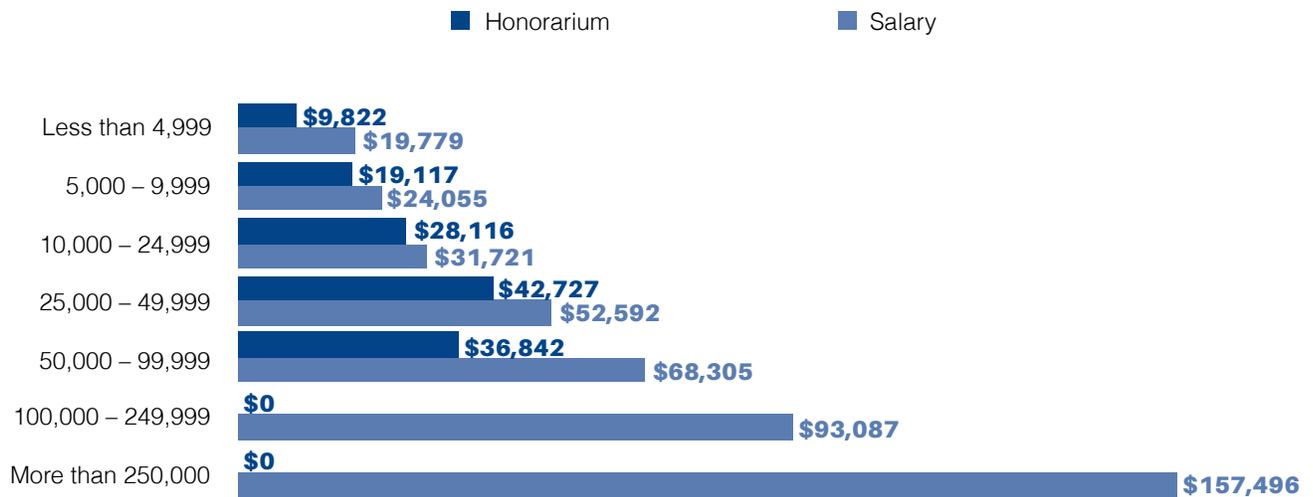


Chart 14.
Average Member of Council Compensation

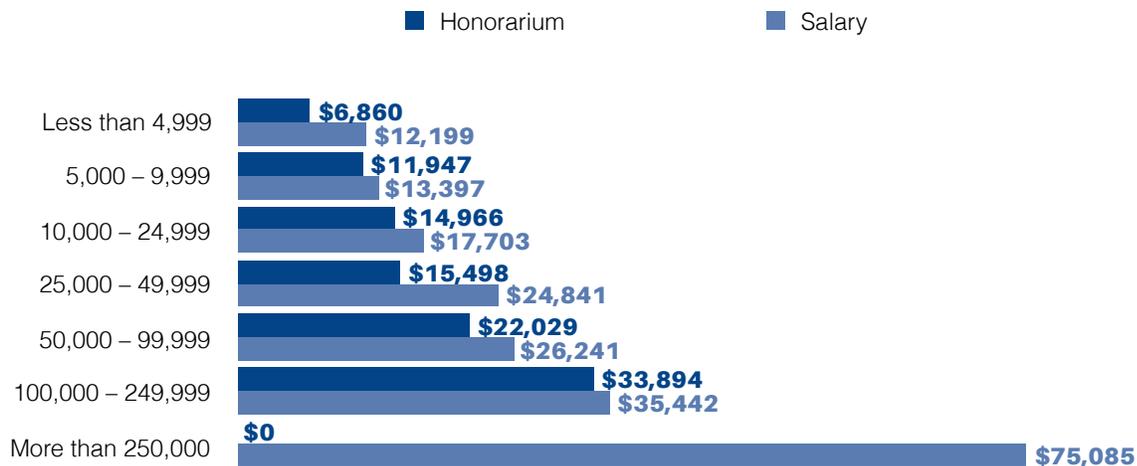


Table 2.**Average Head and Member of Council Honorarium or Salary by Population Size, Region**

REGION	POPULATION						
	Less than 4,999	5,000 – 9,999	10,000 – 24,999	25,000 – 49,999	50,000 – 99,999	100,000 – 249,000	More than 250,000
Head of Council Honorarium							
Province-wide	\$9,822	\$19,117	\$28,116	\$42,727	\$36,842.95	-	-
Eastern Ontario	\$13,901	\$14,075	\$30,129	\$22,584	\$23,434	-	-
Central Ontario	\$15,366	\$25,311	\$26,276	\$47,484	\$95,630	-	-
South-western Ontario	\$9,873	\$16,196	\$26,772	\$30,554	\$29,750	-	-
Northern Ontario	\$9,713	\$15,578	\$28,987	-	-	-	-
Member of Council Honorarium							
Province-wide	\$6,860	\$11,947	\$14,966	\$15,498	\$22,029.22	\$33,894	-
Eastern Ontario	\$10,020	\$10,089	\$16,090	\$7,362	\$13,278	-	-
Central Ontario	\$11,292	\$17,721	\$15,273	\$25,551	\$32,693	-	-
South-western Ontario	\$6,330	\$9,528	\$13,155	\$17,924	\$17,500	\$33,894	-
Northern Ontario	\$6,361	\$9,237	\$14,499	\$19,292	\$22,735	-	-
Head of Council Salary							
Province-wide	\$18,779	\$24,055	\$31,721	\$52,592	\$68,305	\$93,087	\$157,496
Eastern Ontario	\$34,962	\$43,054	\$34,429	\$45,396	\$54,964	-	-
Central Ontario	\$20,129	\$25,341	\$33,344	\$62,826	\$81,550	\$107,290	\$159,777
South-western Ontario	\$19,203	\$19,499	\$29,245	\$48,724	\$61,716	\$86,079	\$154,075
Northern Ontario	\$17,159	\$23,769	\$32,926	-	-	-	-
Member of Council Salary							
Province-wide	\$12,199	\$13,397	\$17,703	\$24,841	\$26,241	\$35,442	\$75,085
Eastern Ontario	\$18,632	\$20,689	\$18,309	\$16,006	\$22,416	-	-
Central Ontario	\$17,764	\$15,240	\$19,670	\$29,321	\$37,884	\$43,438	\$91,037
South-western Ontario	\$11,208	\$12,357	\$15,945	\$24,791	\$19,755	\$32,175	\$43,182
Northern Ontario	\$10,266	\$11,323	\$16,463	-	-	\$35,788	-

Heads of council are generally paid at a higher rate than members of council. For instance, 15% of heads of council who are paid a salary earn more than \$80,000 per year, while only 3% of councillors who are paid a salary earn the same amount. Similarly, approximately 32% of heads of council who are paid an honorarium earn above \$20,000, compared to just 5% of members of council. The highest salary paid to a head of council is \$228,453, while the lowest is \$7,344. In contrast, the highest salary paid to a councillor is \$137,878, while the lowest is \$5,388.

Chart 15.
Council Compensation—Honorariums/Stipends (per year)

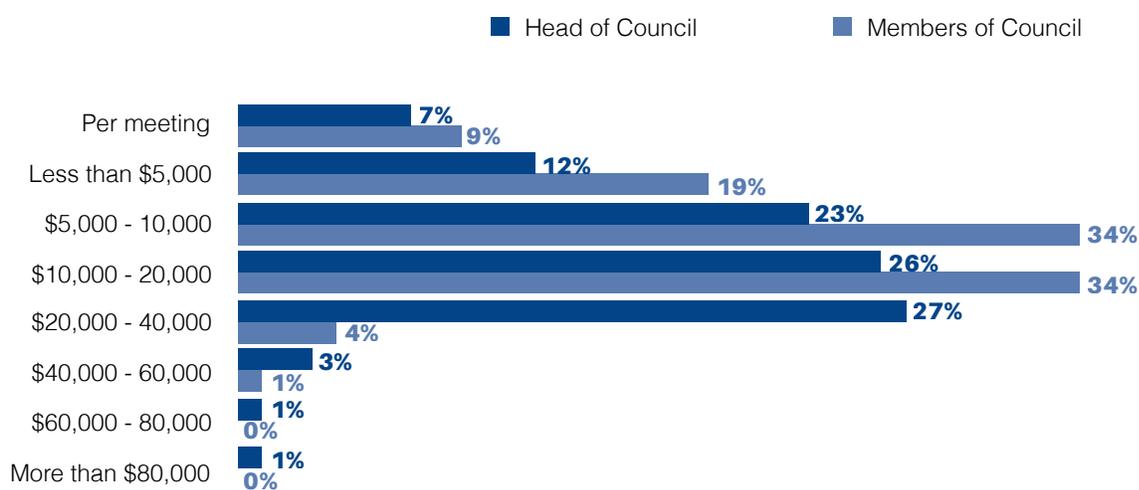
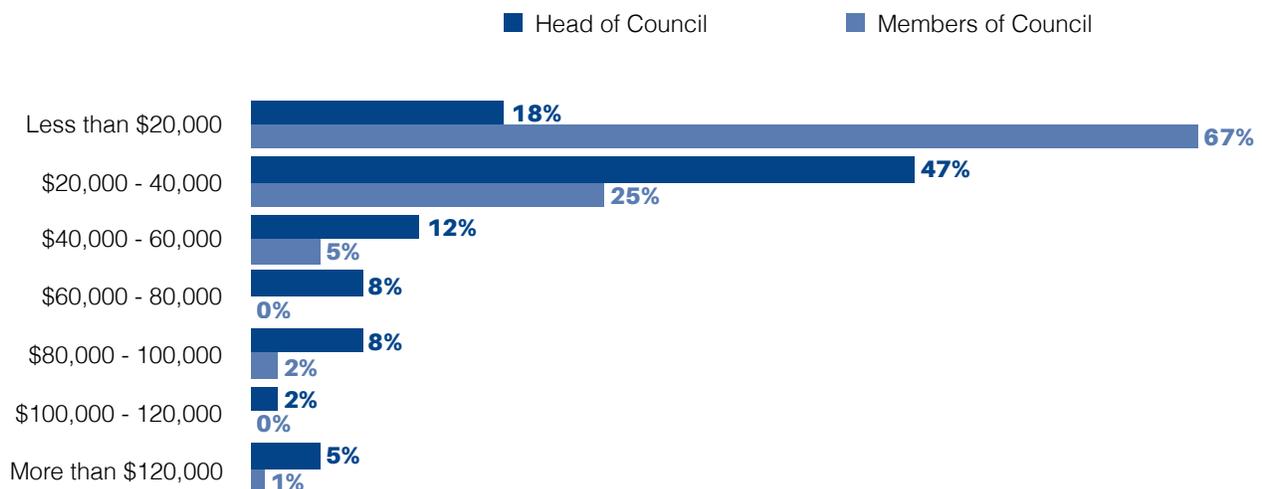


Chart 16.
Council Compensation—Salaries (per year)



Population Differences

The level of compensation that a municipality offers is closely correlated to its size. As seen in Tables 3 and 4, smaller municipalities are more likely to pay their members of council at a lower rate than larger municipalities. For example, the average salary for a head of a council with a population between 5,000 – 10,000 is \$24,055 per year, compared to an average of \$68,305 for the head of council of a municipality with a population between 50,000 – 100,000. Similarly, the average salary for a councillor in a municipality with a population of 5,000 – 10,000 is \$13,397 compared to \$26,241 for a municipality with a population of 50,000 – 100,000. No municipalities with a population over 100,000 offer an honorarium instead of a salary for their head of council and all the municipalities that pay their members of council exclusively by a per meeting rate have a population below 5,000.

Table 3.
Council Honorariums, by population size

	Per meeting	Less than 5,000	\$5,000 - 10,000	\$10,000 - 20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	More than 80,000
Heads of Council								
Less than 4,999	11%	19%	34%	30%	6%	-	-	-
5,000 – 9,999	-	3%	7%	33%	57%	-	-	-
10,000 – 24,999	-	-	5%	10%	75%	10%	-	-
25,000 – 49,999	-	-	-	-	50%	25%	25%	-
50,000 – 99,999	-	-	-	-	20%	20%	20%	20%
100,000 – 249,000	-	-	-	-	-	-	-	-
More than 250,000	-	-	-	-	-	-	-	-
Members of Council								
Less than 4,999	15%	25%	48%	11%	1%	-	-	-
5,000 – 9,999	-	13%	17%	67%	3%	-	-	-
10,000 – 24,999	-	5%	10%	80%	5%	-	-	-
25,000 – 49,999	-	-	40%	40%	20%	-	-	-
50,000 – 99,999	-	17%	-	33%	33%	17%	-	-
100,000 – 249,999	-	-	-	50%	-	50%	-	-
More than 250,000	-	-	-	-	-	-	-	-

Table 4.
Council Salaries, by population size

	Less than \$20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	\$80,000 - 100,000	\$100,000 - 120,000	More than \$120,000
Heads of Council							
Less than 4,999	56%	41%	4%	-	-	-	-
5,000 – 9,999	31%	69%	-	-	-	-	-
10,000 – 24,999	6%	81%	14%	-	-	-	-
25,000 – 49,999	-	33%	42%	17%	8%	-	-
50,000 – 99,999	-	8%	23%	38%	31%	-	-
100,000 – 249,999	-	-	-	27%	45%	9%	18%
More than 250,000	-	-	-	-	-	20%	80%
Members of Council							
Less than 4,999	96%	4%	-	-	-	-	-
5,000 – 9,999	100%	-	-	-	-	-	-
10,000 – 24,999	77%	23%	-	-	-	-	-
25,000 – 49,999	36%	55%	9%	-	-	-	-
50,000 – 99,999	33%	58%	8%	-	-	-	-
100,000 – 249,999	-	75%	25%	-	-	-	-
More than 250,000	-	17%	33%	-	33%	-	17%

Regional Differences

While population is the key difference when it comes to councillor compensation, there are also some regional differences. Part of the explanation for these regional disparities is the distribution of population size in each region, as discussed earlier. However, as seen in Table 2, even when controlling for population size the average salaries for councillors vary region by region.

Municipalities in Central Ontario consistently pay their councils at rates that are above the provincial average. Municipalities in Northern and Southwestern Ontario tend to pay their councils at rates that fall below the provincial average. Municipalities in Eastern Ontario fall into no clearly discernible pattern, sometimes paying above the provincial average, with others paying below.

Table 5.
Council Honorariums, by region

	Per meeting	Less than 5,000	\$5,000 - 10,000	\$10,000 - 20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	More than 80,000
Heads of Council								
Central Ontario	-	-	-	27%	55%	9%	-	9%
Eastern Ontario	6%	-	31%	17%	39%	8%	-	-
Northern Ontario	10%	24%	27%	25%	10%	-	3%	-
Southwestern Ontario	3%	6%	16%	38%	38%	-	-	-
Members of Council								
Central Ontario	-	-	8%	69%	15%	8%	-	-
Eastern Ontario	6%	8%	31%	47%	8%	-	-	-
Northern Ontario	15%	28%	42%	13%	1%	-	-	-
Southwestern Ontario	3%	18%	32%	44%	-	3%	-	-

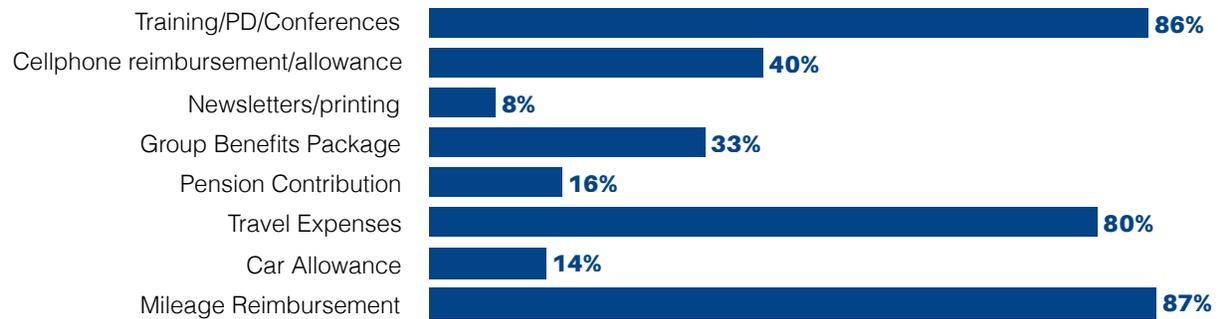
Table 6.
Council Salaries, by region

	Less than \$20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	\$80,000 - 100,000	\$100,000 - 120,000	More than \$120,000
Head of Council							
Central Ontario	6%	41%	16%	9%	16%	3%	9%
Eastern Ontario	16%	68%	12%	4%		-	-
Northern Ontario	53%	41%	-	-	-	-	6%
Southwestern Ontario	15%	41%	13%	13%	11%	2%	4%
Members of Council							
Central Ontario	39%	39%	13%	-	6%	-	3%
Eastern Ontario	88%	13%	-	-	-	-	-
Northern Ontario	94%	6%	-	-	-	-	-
Southwestern Ontario	64%	31%	5%	-	-	-	-

Other Benefits

In addition to salaries, honorariums, and stipends, municipalities also provide a range of other benefits to their councils. For instance, a strong majority of municipalities provide mileage reimbursement, travel expenses, and dedicated funding for attending conferences, training and professional development. A smaller number of municipalities (40% and 33% respectively) provide an allowance or reimbursement for cellphones, and access to a group benefits package. Approximately 16% of municipalities provide a pension contribution, while 14% provide a car allowance, and 8% provide a budget for printing newsletters and other materials.

Chart 17.
Council Compensation—Salaries(per year)



As seen in Table 7, larger municipalities are more likely to provide optional benefits like cellphone reimbursement, newsletter printing or a pension contribution. For instance, most municipalities (83%) with a population over 250,000 provide reimbursement or an allowance for a cell phone, while less than a third of municipalities with a population below 10,000 do the same. Similarly, a majority of municipalities with a population above 100,000 provide pension contributions and a group benefits package while fewer than a third of municipalities with a population below 10,000 provide a group benefits package, and fewer than 7% provide a pension contribution.

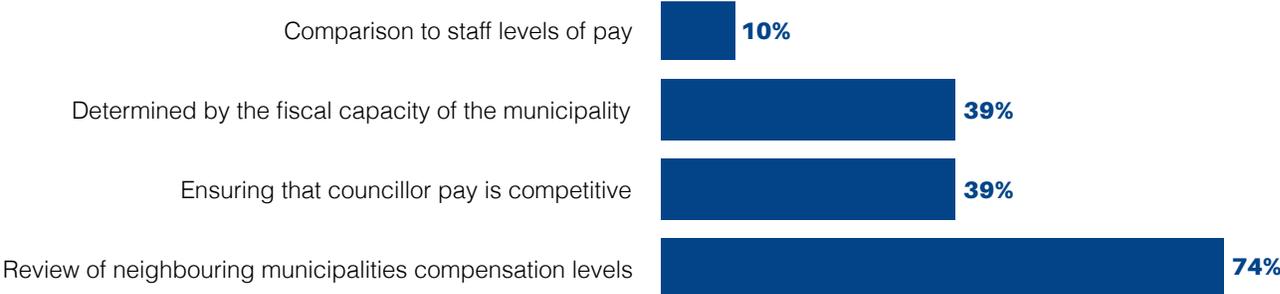
Table 7.
Non-salary benefits provided by municipalities, by population size

	Cell phone reimbursement/ allowance	Newsletters / Printing	Group benefits package	Pension Contribution	Car Allowance
Less than 4,999	29%	1%	14%	7%	5%
5,000 – 9,999	32%	5%	32%	0%	5%
10,000 – 24,999	49%	8%	45%	21%	17%
25,000 – 49,999	69%	13%	63%	25%	44%
50,000 – 99,999	56%	25%	44%	44%	44%
100,000 – 249,999	64%	36%	73%	64%	36%
More than 250,000	83%	67%	83%	83%	33%

Reviewing Compensation

Approximately half of municipalities surveyed have reviewed their council compensation within the last four years, while 38% have done so within the last year (see Appendix A). There is no clear differentiation, based on either geography or population size for how often a municipality reviews council compensation (Appendix B). Municipalities use a range of factors to help them set their compensation levels. The most common practice that municipalities follow is to survey the compensation paid by neighbouring municipalities (74%). A smaller number (just under 40%) of municipalities work to ensure that councillor compensation is competitive. A similar number report that their ability to compensate councillors is determined by the fiscal capacity of the municipality. Relatively few municipalities (10%) use a comparison to the levels of pay that staff receive.

Chart 18.
Factors considered in council compensation reviews



There are some notable population-based differences, as seen in Table 8. Larger municipalities are far more likely to cite ensuring that councillor pay is competitive as a factor they use to set compensation levels. Very large municipalities, those with a population above 250,000, are far less likely to cite reviewing neighbouring municipalities compensation levels as a factor, while this is a common factor for most other municipalities.

Table 8.

Factors considered in council compensation reviews, by population size

	Ensuring councillor pay is competitive	Review of neighbouring municipalities compensation levels	Determined by fiscal capacity of the municipality	Comparison to staff levels of pay
Less than 4,999	28%	67%	42%	6%
5,000 – 9,999	41%	86%	39%	9%
10,000 – 24,999	43%	75%	32%	11%
25,000 – 49,999	50%	88%	38%	6%
50,000 – 99,999	50%	63%	44%	19%
100,000 – 249,999	64%	91%	45%	27%
More than 250,000	67%	50%	33%	17%

5 CONCLUSION

While compensation is not the only factor when considering representation on local councils, it is an important one. We hope that this report will serve as a valuable resource for municipalities as they review their council compensation. Going forward to hope to continue to conduct this survey and continue to equip municipalities with tools to make better evidence-based decisions.

6 APPENDICES

Appendix A. Full survey results

What is the population of your municipality?	
Fewer than 10,000	60%
10,000 – 50,000	27%
50,000 – 100,000	6%
100,000 – 250,000	4%
More than 250,000	2%

What type is your municipality?	
Upper Tier	6%
Lower Tier	58%
Single Tier	35%

Where is your municipality located?	
Central Ontario	16%
Eastern Ontario	22%
Northern Ontario	32%
Southwestern Ontario	30%

How many members of council does your municipality have (including heads of council)?

5 Members	42.80%
6 Members	1.17%
7 Members	30.74%
8 Members	3.50%
9 Members	9.73%
10 Members	1.95%
11 Members	2.72%
12 Members	1.17%
13 Members	2.33%
16 Members	0.78%
17 Members	0.78%
18 Members	0.39%
21 Members	0.39%
23 Members	0.39%
25 Members	0.39%
31 Members	0.39%
45 Members	0.39%

Is the head of council in your municipality full-time or part-time?

Full time	14%
Part time	86%

Are the members of council in your municipality full-time or part-time?

Full time	6%
Part time	94%

Is the head of council in your municipality paid or volunteer?

Paid a salary	44%
Paid an honorarium/stipend	56%

Are the members of council in your municipality paid or volunteer?

Paid a salary	42%
Paid an honorarium/stipend	58%

If the head of council in your municipality is paid an honorarium, how much is it?

Per meeting	7%
Less than 5,000	12%
\$5,000 - 10,000	23%
\$10,000 - 20,000	26%
\$20,000 - 40,000	27%
\$40,000 - 60,000	3%
\$60,000 - 80,000	1%
More than 80,000	1%

If the head of council in your municipality is paid a salary how much is it?

Less than \$20,000	18%
\$20,000 - 40,000	47%
\$40,000 - 60,000	12%
\$60,000 - 80,000	8%
\$80,000 - 100,000	8%
\$100,000 - 120,000	2%
More than \$120,000	5%

If members of council in your municipality are paid an honorarium how much is it?

Per meeting	9%
Less than \$5,000	19%
\$5,000 - 10,000	34%
\$10,000 - 20,000	34%
\$20,000 - 40,000	4%
\$40,000 - 60,000	1%
\$60,000 - 80,000	0%
More than \$80,000	0%

If the members of council in your municipality are paid a salary how much is it?

Less than \$20,000	67%
\$20,000 - 40,000	25%
\$40,000 - 60,000	5%
\$60,000 - 80,000	0%
\$80,000 - 100,000	2%
\$100,000 - 120,000	0%
More than \$120,000	1%

Do you provide any other remuneration or benefits for your councillors?

Mileage Reimbursement	87%
Car Allowance	14%
Travel Expenses	80%
Pension Contribution	16%
Group Benefits Package	33%
Newsletters/Printing	8%
Cellphone Reimbursement	40%
Training/Professional Development/Conference Attendance	86%

When was the last time that you reviewed council compensation in your municipality?

Not sure	13%
Within the last year	33%
Within the last four years	43%
Within the last ten years	11%

What factors did you use to determine compensation for your councillors/head of council?

Comparison to staff levels of pay	10%
Determined by fiscal capacity of the municipality	39%
Ensuring that councillor pay is competitive	39%
Review of neighbouring municipalities compensation levels	74%

Appendix B.

When was the last time that you review council compensation in your municipality?

	Within the last year	Within the last four years	Within the last ten years
By Population			
Less than 4,999	41%	46%	13%
5,000 – 9,999	36%	56%	8%
10,000 – 24,999	33%	52%	14%
25,000 – 49,999	21%	57%	21%
50,000 – 99,999	54%	38%	8%
100,000 – 249,999	30%	40%	30%
More than 250,000	50%	50%	0%
By Region			
Central Ontario	46%	38%	16%
Eastern Ontario	35%	54%	10%
Northern Ontario	37%	51%	12%
Southwestern Ontario	36%	50%	14%

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THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018

TO: Committee of the Whole

FROM: Kenneth D. Becking P. Eng., Chief Administrative Officer

SUBJECT: **The Hub - Request to Waive Building Permit Fees in Relation to the Renovation of 118 Mill Street**

RECOMMENDATION:

THAT Council provide a grant to The Hub, equivalent to the amount of the building permit fees, up to a maximum of \$5,000, to be funded from reserves.

BACKGROUND:

The Hub is a community clothes reseller that gives all profits generated to local charities. The organizations traditional location is in the former bank building located at 118 Mill Street. They moved out of the current location due to issues with the building. The organization has received grants and donations sufficient to renovate the building and would like to complete the renovations before the Fall so that they can move back to their traditional location. The organization is currently in the process of submitting an application for a building permit to renovate the building into a more purpose-built facility.

The organization has not-for-profit organization charity status. The group is requesting that the municipality waive the permit fees as the cost of the renovation.

DISCUSSION:

The organization does valuable work and contributes significantly to the community. Under Bill 124, *Building Code Statute Law Amendment Act*, municipal building departments are required amongst other things, that the Building Department be financially self-sustaining. In a year when a surplus from operations is generated, the surplus must be placed in reserve. In years when the operation generates a deficit due to a downturn in building activity, funds are drawn from the reserve in order to balance the accounts. The waiving of building code fees, regardless of the cause could jeopardize the long term sustainability of the operation.

Staff is also concerned for the precedent that it creates and how it might create an awkward situation when this or a future Council is requested to consider a similar application from another, perhaps less worthy cause.

If Council wishes to support the initiative, it would be Staff's preference that a grant be provided to the group equal to the value of the permit and that the grant be conditional on it being used to pay for the permit fees. This approach will keep things clean for Council now and into the future. The approach is essentially an administrative exercise but it does maintain compliance with the Act.

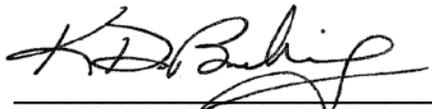
Council could choose to waive the fee. Under Section 7(6) of the *Building Code Act*, however, Council must hold a public meeting if it proposes to change a fee. If Council chooses to follow this approach, a public meeting could be held at the June 26th session of Council.

As always Council could choose to take no action.

FINANCIAL IMPLICATIONS:

The exact amount of the renovation is unknown at this time, with initial estimates at \$250,000. Based on 2% of the building renovation costs, the maximum grant would be \$5,000, to be funded from reserves.

This report respectfully submitted,



Kenneth D. Becking P. Eng.,
Chief Administrative Officer

Here are the highlights from the regular Lanark County Council meeting held Wednesday, May 9.

- **Warden Designates National Public Works Week:** Warden John Fenik (Perth Mayor) has designated May 20 to 26, 2018 as National Public Works Week to pay tribute to public works professionals, engineers, managers and employees and to recognize their substantial contributions in protecting national health, safety and quality of life. This year marks the 58th annual National Public Works Week, which is sponsored by the American Public Works Association and Canadian Public Works Association. Warden Fenik noted public works professionals “focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario.” Public works professionals are part of the public sector at all levels of government, as well as the private sector, and they work to rebuild, improve and protect national transportation, water supply, water treatment and solid waste systems, as well as public buildings and other structures. The week is designated as a way to gain knowledge of and gain interest in the importance of public works and programs in local communities. The theme for 2018 is “The Power of Public Works,” and a variety of public education activities are conducted by the Canadian Public Works Association. For more information, contact Terry McCann, Director of Public Works, at 1-888-9-LANARK, ext. 3190.
- **Paramedic Services Week Proclaimed:** Warden John Fenik (Perth Mayor) proclaimed May 27 to June 2, 2018 as Paramedic Services Week in Lanark County. “Paramedics are of vital importance in Lanark County, and the goal of Paramedic Services Week is to raise community awareness and appreciation of the services provided by these men and women,” Warden Fenik said. “The skills and quality care rendered by the paramedics are an integral part of the health care system.” Warden Fenik encourages all citizens to learn more about the role of paramedics in the health system. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Business Retention and Expansion Project Proceeding:** Council passed a motion recommending \$15,000 be allocated to Valley Heartland Community Futures Development Corporation to implement a county-wide Business Retention and Expansion project. Stacie Lloyd, Regional Economic Development Officer, made a presentation to the economic development committee last month outlining the request, which is within \$40,000 approved by council in December to implement action plans in the approved Lanark County Economic Development Strategic Plan 2018-2020. As well, additional contributors include the Eastern Ontario Development Program for up to 40 per cent of the project, and the Ontario Ministry of Agriculture, Food and Rural Affairs’ Rural Economic Development program for up to 50 per cent. Ms. Lloyd explained the business retention and expansion project was a top priority action identified in the multi-stakeholder process to develop the strategic plan. “It is a structured, action-oriented, community-based approach to economic development,” she said. The tentative timeline for the project is from May 2018 to July 2019. For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.
- **Public Works Contracts Awarded:** Council approved two public works contracts related to traffic signals and winter maintenance. The first is for traffic signal upgrades by Partham Engineering Ltd. for \$167,810 following a request for proposals issued in March. Only one proposal was received; this firm has performed traffic signal maintenance for the county for multiple years and has successfully completed upgrades in the past. The upgrades are to take place in Carleton Place

(Bridge Street at Townline Road; Joseph Street at Townline Road West; Patterson Street at McNeely Avenue; McNeely Avenue at the Walmart entrance) and on Bridge Street at Veteran Memorial Park in Almonte. The second contract is for the provision of a combination tandem plow truck and operator for winter maintenance, which was broken down into six winter plow routes. Five schedules were awarded to Thomas Cavanagh Construction Limited for almost \$1.3 million, and one was issued to Nedow Const. Inc. for \$263,250. Only two tenders were received. The initial term of the contract is for three winter seasons, from 2018/2019 to 2020/2021. It provides optional extensions of two additional three-year terms. Equipment specifications, driver requirements, response times and contractor responsibilities form part of the contract to ensure resources used on the routes meet the county's requirements. These six routes have been maintained by contractors for several years. For more information, contact Terry McCann, Director of Public Works, at 1-888-9-LANARK, ext. 3190.

- **Annual Land Division Committee Report Presented:** Chairperson Robert Strachan presented the annual report of the Land Division Committee for 2017 to the economic development committee last month. The committee is made up of three appointed members (Mr. Strachan, Dan Murphy and Wayne Guthrie), with County Planner Julie Stewart as secretary-treasurer. It meets monthly and has consent authority under the Planning Act. Mr. Strachan highlighted the number of applications over the last several years. In 2017, 120 applications were received, down slightly from previous years, with 38 pending at year end, 77 consents granted, two denied or withdrawn, and three appealed to the Ontario Municipal Board. The largest number of applications came from Tay Valley, followed by Drummond/North Elmsley and Lanark Highlands. Mr. Strachan noted the committee is pleased County Council has agreed to continue the land division process through the committee, adding the committee works with applicants to help with the process and keep their costs down while meeting required standards when approved. He also expressed gratitude to former secretary Mary Kirkham, who retired last year. "Over the years Mary was a leader to all the county municipalities in trying to standardize the severance process and to ensure all applicants were fully informed by the local municipalities prior to submitting their fees and applications. She was also instrumental in the implementation of web-based applications and information, therefore making it much easier for applicants to review rules, apply and process their applications." Mr. Strachan also thanked the local municipalities for their input and cooperation regarding land division issues throughout the years. For more information, contact Julie Stewart, County Planner, at 1-888-9-LANARK, ext. 1520.
- **Upcoming Meetings: County Council, Wednesday, May 23, 5 p.m.;** Public Works, May 23 (following County Council); Economic Development, May 23 (following Public Works). **County Council, Wednesday, June 13, 5 p.m.;** Community Services, June 13 (following County Council); Corporate Services, June 13 (following Community Services). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

Here are the highlights from the regular Lanark County Council meeting held Wednesday, May 23.

- **Warden Proclaims 2018 Bike Month:** Warden John Fenik (Perth Mayor) has designated the month of June as Bike Month, as well as May 28 as Bike to Work Day, joining towns and counties across Ontario in events and activities to celebrate cycling. “Cycling offers a unique perspective from which we can discover Lanark County’s scenic beauty, history and culture as we travel on our rural roads and through our historic towns, villages and urban communities,” he said, noting citizens and visitors of all ages engage in cycling for transportation, recreation, fitness and sport. “Lanark County is a leader in trail development and encourages the development of bicycle routes and roadways used for recreation and transportation, and using a bicycle for transportation helps to reduce pollution and congestion and improve health.” For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.

- **Manager Receives Academic Excellence Award:** Warden John Fenik (Perth Mayor) recognized Ontario Works Manager Tammy Kealey-Donaldson for receiving the highest cumulative grade this past year upon graduating from the Executive Diploma in Municipal Management, making her the recipient of the Association of Municipal Clerks and Treasurers of Ontario’s Academic Excellence Award. She will receive the award on June 11 at the 2018 AMCTO conference. “Tammy is well respected amongst staff, as well as our community partners,” he said. Employed by the county since October 1992, she represents Lanark County Social Services on a number of local and provincial committees and working groups, including the Lanark County Situation Table, Harm Reduction Committee, Municipal Drug Strategy, Lanark County Planning Council, the Employment and Income Working Group, Supportive Approaches to Innovative Learning Lead, and more. “Tammy has played an instrumental role in the development of the addictions program for Ontario Works and Ontario Disability Support Program participants, which is delivered in partnership with Rideau Valley Community Health. On behalf of council, we sincerely congratulate you on this significant achievement.” For more information, contact Nancy Green, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

- **Manager Receives Lifetime Achievement Award:** Warden John Fenik (Perth Mayor) congratulated Children’s Services Manager Mary Lou White on being selected as one of the Ontario Municipal Social Services Association’s Lifetime Achievement Award recipients. “Mary Lou has been recognized for the many contributions she has made to human services over the course of her 37-year career with Lanark County Social Services,” he said. She has been instrumental in the development and implementation of many local and provincial initiatives and priorities, and has participated in various working groups, such as the Children’s Services Network, Early Years Working Group and the Working Group on Child Care Funding in Rural and Remote Communities. The OMSSA website states “her level of knowledge in the overall human services field has allowed her to influence policy on a broad basis,” and it highlights her reputation as a collaborator and mentor who has made key stakeholders feel engaged and informed. Locally, she has been involved with internal corporate and external community committees, such as Corporate Values, Staff Support and Wellness, Lanark Planning Council, Best Start Planning, Youth Centre Coalition, Childcare Providers Network and more. She has had a key role in Emergency Management and has been passionate about introducing “Not Myself Today,” which recognizes mental health in the workplace and increases awareness and response. She will receive the award at the 2018

Symposium on May 28. For more information, contact Nancy Green, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

- **Council Supports EORN Project:** Following a presentation by Lisa Severson and Mike Rutter of the Eastern Ontario Regional Network (EORN) earlier this month, council passed a motion to support in principle EORN's Mobile Broadband/Cell Project for between \$574,000 and \$802,000 for consideration during 2019 budget deliberations. Building on a previous project that saw broadband services greatly expanded across eastern Ontario, this next phase is a public/private partnership that aims to grow the region's economy and create jobs, improve public safety and health-care delivery, support the provincial push towards 5G and the new digital economy and provide an additional option to connect to the Internet. It plans to do this by extending mobile broadband services to eastern Ontario through improved existing cellular networks and closing coverage and capacity gaps. The project aims to reduce the coverage gap to less than 1 per cent and to increase data capacity. Partners in the project include the Eastern Ontario Wardens' Caucus, the Eastern Ontario Mayors' Caucus, the provincial and federal governments, and mobile carriers. The province is contributing \$71 million to the project, and EORN is awaiting confirmation of a commitment from the federal government. Depending on the amounts contributed by other municipal partners, Lanark County's contribution would be between \$574,000 and \$802,000. In order to meet Internet bandwidth and speed targets set by the CRTC, EORN has been authorized to do a technical and financial analysis on a county-by-county basis. Lanark's portion would be \$40,000, which was approved by council for 2018. Requests for proposals, as well as awards and construction, are expected to take place over the next two years. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Upcoming Meetings: County Council, Wednesday, June 13, 5 p.m.;** Community Services, June 13 (following County Council); Corporate Services, June 13 (following Community Services). **County Council, Wednesday, June 27, 5 p.m.;** Public Works, June 27 (following County Council); Economic Development, June 27 (following Public Works). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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MVCA Report – Councillor Abbott
May 16, 2018

Our General Manager Paul Lehman announced that he intends to retire in October after 30 years. The Board agreed to retain Joanne Glaser as an HR consultant for the process of finding a replacement. Ms. Glaser set out a timeline which will involve advertising both internally and at large. The Board received a job description for their approval and reviewed the timelines.

The postings will go out in May and applications will be received in June. Interviews will take place over the summer and we hope to offer the position by September.

There was an update on the infamous Gilmour case. The Supreme Court of Canada refused to hear the case. A demolition permit had been taken out for the house which does not even have a building permit.

The Priorities committee will review the corporation's by-laws which have to be in accordance with the new legislation by the end of the year. Conservation Ontario had created a sample based on the legislation and several current CA by-laws. This work will be done by September.

The watershed conditions report shows all of the lakes at the required levels, but it makes few predictions since everything from the 2016 drought to the 2017 summer flooding is predicted by various 'reliable forecasts'.

We received a report on the collection and application of data from the entire watershed. More and more of this is done by automated remote data collectors and whatever is still collected manually is immediately uploaded to our main system. Some of the data is available on the MVCA website the same day. The system is expanding and uses a data system called Wiski. It is shared by a group of Conservation Authorities across the Country called 'The Canadian Club.'

The directors will be taking their annual tour on June 20th. This year they will be looking at the work that has been done in the west end of Ottawa.

COUNCIL CALENDAR

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FCM Halifax	2 FCM Halifax
3 FCM Halifax	4	5 8:00am CEDC 9:30am CPAC 6:00pm Council	6	7 Provincial Election	8	9
10	11 1:00pm EAC	12	13	14	15	16 12:00pm Gemmill Park Opening
17	18	19 8:00am CEDC 2:30pm AAC 6:00pm Special Council - COP	20 5:30pm CoA 7:00pm Daycare	21 8:00am Beautification	22	23
24	25	26 6:00pm Council	27 7:00pm Heritage 7:00pm Library	28	29	30

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-57

BEING a by-law to authorize the sale of certain lands described as Part Lot 15, Concession 10, being Lots 26, 27 and 28 as identified on the concept plan of the Business Park lands located at the south corner of Industrial Drive, Almonte Ward (Part of PIN 05090-0231).

WHEREAS Section 5.3 of the *Municipal Act, 2001* (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 9 of the *Municipal Act, 2001* (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

WHEREAS Section 268(1) of the *Municipal Act, 2001* (S.O. 2001, c.25), authorizes municipal councils to pass by-laws for establishing procedures, including the giving of notice to the public, governing the sale of land;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it appropriate to pass a by-law to sell such land;

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

1. That the lands described as Part Lot 15, Concession 10, being Lots 26, 27 and 28, as identified on the concept plan of the Business Park lands, Almonte Ward, as shown on Schedule 'A' be sold to Bloorguard Investment Co. LTD. In Trust for the consideration of \$250,000.00 plus HST.
2. That the Mayor and Clerk are hereby authorized to execute such documents on behalf of the Corporation and to affix the seal of the Corporation thereto as may be necessary to give effect to the said sale.

BY-LAW READ, passed, signed and sealed in open Council this 5th day of June, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-58

BEING a by-law to impose waterworks and sewer rates.

WHEREAS under section 326 (4) of the Municipal Act, 2001 (S.O.2001, c.25), a municipality may by by-law levy a special local municipality levy under section 312 on the rateable property in the area of an identified special service to raise the costs determined by this service;

AND WHEREAS under section 391(1) a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided by it;

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

1. This By-law shall be short-titled: "Water and Sewer Services Rates By-law".
2. A water and sewer services annual base charge of \$585.00 to provide fixed annual funding to the Municipality to ensure a safe, clean water supply in accordance with Ontario's clean drinking water standards and for the collection and treatment of wastewater shall be imposed upon the owners of lands for each residential or non-residential unit.
3. A residential unit is defined as an owned housing unit or a unit under separate lease or rental agreement that has access to municipal water and/or sewer services. The unit (s) is a single family home, a duplex, a row house, a multi-residential unit, an apartment, a condominium or any other place designed for human occupancy. The residential unit may have its own water meter or share a meter (s).
4. A non-residential unit is defined as a unit providing a commercial or industrial activity that may or may not have a separate entrance (internal or external to the building) and has access to municipal water and/or sewer services. The non-residential unit may have its own water meter or share a meter (s).
5. Hospitals and Schools will be charged one base charge per facility.
6. For each account, the rate charged for consumption shall be \$11.71 per 1,000 gallons. An account may include one unit or many units.
7. A one- time late payment fee of 10% of the current billed amount will be added to an account if not paid by the due date. If the account is not paid in full by the due date of the next billing period, the Municipality has the authority under Section 398 (2) of the Municipal Act, 2001 (S.O.2001, c.25) to transfer such

water and sewer arrears to the property tax roll.

8. When a water meter reading cannot be determined an owner will be charged their Water and Sewer Services Base Charge in accordance with article 3 above plus a consumption charge based on a system estimate at the rate of \$11.71 per one thousand gallons of water. If a reading cannot be obtained for a period of one year, the owner will be charged a consumption charge based on a system estimate and a service charge of \$25.00 will apply.
9. When the Municipality's officials have requested an owner continuously run their water, an owner will be charged their Water and Sewer Services Base Charge in accordance with article 4 above **plus** a consumption charge of \$11.71/1,000 gallons of water based on the lowest of 1) actual consumption 2) an average of the last three summer meter readings and 3) 14,000 gallons/year.
10. That By-law No.18-33 shall be and is hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this 5th day of June, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 5, 2018
TO: Committee of the Whole
FROM: Kenneth D. Becking P. Eng., Chief Administrative Officer
SUBJECT: Proposed OVRT Bypass Option 3

RECOMMENDATION:

THAT Council endorse the Ottawa Valley Rail Trail (OVRT) Bypass Option 3;

AND THAT the recommendation be forwarded to Lanark County Council for approval.

BACKGROUND:

Mayor McLaughlin, Councillor Torrance and senior staff attended a meeting with County Officials and senior staff to further discuss the OVRT on April 6, 2018. Items discussed included:

- Accessibility
- Safety/risk analysis by Lanark County OPP of key intersections in Almonte;
- Assessment of Bypass Option 2 (which permits ATVs on roads)
- Compatible uses
- Enforcement
- Divided trail – width (e.g. bridge), cost
- Speed limit and signage
- Paving
- Urban Use Trail Policy
- ATV Parking at Library
- Plan for 2 year consultation, what does it look like; request for 1 year review

One of the outcomes from the meeting was the rejection of Bypass Option 2 as a viable alternative. As part of the discussions, a third alternative was identified which would remove vehicular traffic from the OVRT through the bulk of the downtown core and address the bulk of the municipality's concerns.

The purpose of this report is to secure Council's concurrence prior to submission of the alternative to the County for approval.

DISCUSSION:

Bypass Option 3 would remove ATV traffic at Bridge Street and follow Queen Street and Martin Street North to the crossing of the trail at Carss Street where ATV's could then re-enter the CPR corridor.

FINANCIAL IMPLICATIONS:

Costs associated with the option are uncertain at this time but are expected to be minimal and involving primarily the erection of wayfinding signage.

SUMMARY:

The proposed alternative route would remove ATV traffic through the bulk of the downtown core and address the majority of the municipality's concerns.

This report respectfully submitted,



Kenneth D. Becking P. Eng., CAO