



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 23, 2025

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated September 9, 2025 be approved.	4 - 11
E. CONSENT REPORTS Recommended Motion: THAT Committee of the Whole recommend Council approve the consent recommendations E.1 to E.2:	
E.1 Heritage Advisory Committee Minutes - August 6, 2025 Recommended Motion: THAT the Heritage Advisory Committee recommends option 1 - wire wall, be used as the retaining wall for the 5-span bridge restoration project in Pakenham, AND THAT Council receive this motion and presentation as information.	12 - 16
E.2 Long Term Financial Plan – Work Plan Recommended Motion: THAT Committee of the Whole recommend Council receive the Long Term Financial Plan – Work Plan as information.	17 - 24
F. CONSULTANT PRESENTATIONS None.	

G. STAFF REPORTS

Community & Economic Development

- G.1 Public Art Policy** 25 - 45

Recommended Motion:

THAT Committee of the Whole recommend Council approve the Mississippi Mills Public Art Policy

AND FURTHER THAT Committee of the Whole recommend Council approve the establishment of the Mississippi Mills Public Art Advisory Committee (MMPAAC) and its Terms of Reference.

Development Services & Engineering

- G.2 Recommendation Report - Brown Lands Subdivision (09-T-23005 and D14-STR-23)** 46 - 154

Recommended Motion:

THAT Committee of the Whole recommend that Council approve the draft plan conditions, similar in effect to Attachment I, and direct staff to send these conditions to Lanark County to be included in the draft approval of the Brown Lands Subdivision (09-T-23005); and

THAT Committee of the Whole recommend that Council deem the municipally owned lands identified in Appendix B of Attachment H as non-viable lands and add these lands to the Land Sale By-law and further direct staff to proceed with the conveyance of these lands to the Strathburn Almonte Regional Inc. prior to the registration of the subdivision.

- G.3 Recommendation Report - Hannan Hills Subdivision (09-T-21022 and D14-138-24)** 155 - 195

Recommended Motion:

THAT Committee of the Whole recommend that Council approve the draft plan conditions, similar in effect to Attachment C and conditional on the results of consultation with the First Nations who have provided comments to Lanark County, and direct staff to forward the draft conditions to Lanark County to be included the draft approval of the Hannan Hills Subdivision (09-T-21002).

H. NOTICE OF MOTION

I. QUARTERLY REPORTS

These reports are for information purposes only. Please reach out to staff with any questions.

- I.1 Community and Economic Development Quarterly Report Q2 2025** 196 - 199

- I.2 Project Management Office - Q2** 200 - 206

J. INFORMATION ITEMS

J.1 Correspondence

The following items are correspondence received by the Municipality; no action is required, as this is for information purposes only.

- Honourable Robert Black re: Soil Health

J.2 Mayor's Report

207 - 219

a. AMO/ROMA Board Updates

J.3 County Councillor's Report

220 - 225

J.4 Mississippi Valley Conservation Authority Report

J.5 Lanark County Police Services Board

J.6 Library Board Report

J.7 Meeting Calendar

226 - 227

K. OTHER/NEW BUSINESS

L. ADJOURNMENT

Recommended Motion:

THAT the meeting be adjourned at X:XX p.m.



The Municipality of Mississippi Mills
Committee of the Whole Meeting
MINUTES

September 9, 2025
Hybrid
3131 Old Perth Road.

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Ferguson
Councillor Holmes
Councillor Lowe
Councillor Souter
Councillor Torrance

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Casey Munro, Deputy Clerk
Kathy Davis, Director of Corporate Services
Melanie Knight, Director of Development Services & Engineering
Cory Smith, Director of Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 7:40 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared

C. APPROVAL OF AGENDA

Resolution No CW164-25

Moved by Councillor Ferguson

Seconded by Councillor Souter

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW165-25

Moved by Deputy Mayor Minnille

Seconded by Councillor Souter

THAT the minutes dated **August 26th, 2025**, be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW166-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend Council approve the consent recommendations E.1 to E.6:

CARRIED

E.1 Committee of Adjustment - June 18, 2025 minutes

Resolution No CW167-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend that Council receive the Committee of Adjustment Minutes dated June 18, 2025.

CARRIED

E.2 Accessibility Advisory Committee - June 19, 2025

Resolution No CW168-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend that Council receive the Accessibility Advisory Committee Minutes dated June 19,2025.

CARRIED

E.3 Award of Contract No. 25-27 Hard Surface Renewals

Resolution No CW169-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend Council award the contract for Tender No. 25-27, Hard Surfaced Renewals to Thomas Cavanagh Construction Limited Incorporated in the amount of \$196,000.00 (HST Excluded).

CARRIED

E.4 Award of Contract No. 25-28, Asphalt Mill and Overlay

Resolution No CW170-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend Council award the contract for Tender No. 25-28, Mill and Overlay to Thomas Cavanagh Construction Limited Incorporated in the amount of \$175,957.80 (HST Excluded).

CARRIED

E.5 Award of Contract – MMPW25-01 Sanitary Sewer Lining

Resolution No CW171-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend Council award the contract for Tender No. MMPW25-01, 2025 Sewer Lining Program to Clearwater Structures Inc. in the amount of \$215,407.00 (excluding HST).

CARRIED

E.6 Final Acceptance of Mill Run - Mill Run Phase 5 and Phase 3A, including Menzie St.

Resolution No CW172-25

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommend that Council authorize final acceptance for Mill Run Subdivision Phase 3A (27M-80), including Menzie Street, and Phase 5 (27M-96), in accordance with Section 15 of the respective subdivision agreements with Menzie-Almonte Inc.;

AND THAT Committee of the Whole recommend that Council direct staff to prepare assumption By-laws for the roads and associated infrastructure works that have been constructed for Mill Run Subdivision Phase 3A (27M-80) including Menzie Street, and Phase 5 (27M-96), to be included on the September 26 Council agenda.

CARRIED

F. CONSULTANT PRESENTATIONS

F.1 Long Term Financial Plan 2026 to 2035

Director Davis introduced Bruce Peever from KPMG to provide information on the Long-Term Financial Plan.

Bruce Peever from KPMG presented the findings and final report of the Long-Term Financial Plan, highlighting forecasting and framework, principles, and providing a summary of the recommendations.

Council asked questions about provincial funding, about tools and leading practices, the financial model, lifecycle costing, the levy, and implementation.

Resolution No CW173-25

Moved by Councillor Souter

Seconded by Mayor Lowry

THAT Committee of the Whole recommend Council receive the Long-Term Financial Plan and report from KPMG as information;

AND THAT Committee of the Whole recommends that Council direct staff to create a work plan to address the recommendations in KPMG's Final Report.

CARRIED

Resolution No CW174-25

Moved by Councillor Torrance

Seconded by Councillor Souter

THAT Committee of the Whole recommend Council direct staff to include an option for a Capital Levy with the 2026 Staff Draft Budget for Council's consideration.

CARRIED

G. STAFF REPORTS

G.1 Recommendation Report - D14-MOR-25

Resolution No CW175-25

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands, from Agricultural (A) to Agricultural, Special Provision 51 (A-51) in order to satisfy the conditional approval for severance application B25-017, permit site specific provisions for agricultural use, and prohibit residential uses, similar in effect to Attachment B.

CARRIED

G.2 Procurement of Motor Grader

Resolution No CW176-25

Moved by Councillor Souter

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council direct staff to enter into a lease agreement over a 60-month period for a new John Deere 772 GP for monthly costs of \$8,470.00 plus HST and a residual Buyout of \$263,000.00 plus HST.

CARRIED

STAFF DIRECTION: Staff to provide information on the depreciation rate

H. NOTICE OF MOTION

None

I. QUARTERLY REPORTS

I.1 Protective Services Quarterly Report – Q2

I.2 Department of Roads and Public Works Quarterly Report – Q2

J. INFORMATION ITEMS

J.1 Correspondence

Mayor to speak with the Warden and County CAO for more information in the EORN projects and the diminishing cell service in Mississippi Mills.

J.2 Mayor's Report

J.2.a AMO/ROMA Board Updates

AMO and ROMA have not met yet.

Mayor Lowry provided an update on the delegation at MVCA regarding the Mill of Kintail.

J.3 County Councillor's Report

Deputy Mayor Minnille provided an update on the recent County Council meetings.

J.4 Mississippi Valley Conservation Authority Report

The Board met yesterday.

J.5 Lanark County Police Services Board

Next Meeting - September 17th

J.6 Library Board Report

No report

J.7 Meeting Calendar

No updates

K. OTHER/NEW BUSINESS

None.

L. ADJOURNMENT

Moved by Councillor Souter

Seconded by Councillor Torrance

THAT the meeting be adjourned at 9:42 p.m.

CARRIED

Jeanne Harfield, Clerk



The Corporation of the Municipality of Mississippi Mills

Heritage Advisory Committee Meeting

MINUTES

August 6, 2025

4:00 p.m.

E-participation

Committee Present: Michael Rikley-Lancaster

Harold McKay

Sandra Franks

Jane Torrance

Gary Lamers

Committee Absent: Janet Carlile

Stephen Brathwaite

Staff Present: Drew Brennan, Senior Planner

Jennifer Russell, Planning Technician

Hayley McCartney, Policy Planner

Others Present: Sally Coutts, Heritage Consultant

Sarah More, Researcher

A. CALL TO ORDER

The chair called the meeting to order at 4:02 pm.

Jennifer Russell, Planning Technician, and Drew Brennan, Senior Planner, introduced themselves to the committee members.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

C. APPROVAL OF AGENDA

Moved by Gary Lamers

Seconded by Jane Torrance

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Jane Torrance

Seconded by Gary Lamers

THAT the minutes dated June 4, 2025 be approved.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Lanark County - 5 Span Bridge Pakenham

Sean Derouin, Lanark County Director of Public Works, provided a history of the 5 span bridge and the upcoming restoration work. The contractor is currently waiting on approval from the conservation authority to begin work in the water which will hopefully start early next week. Live cameras have been installed for residents to be able to live stream the bridge work in real-time.

The County is currently designing the approaches for the bridge and has provided the committee with two (2) options for the 5 span bridge retaining wall restoration work, wire walls or armour stone.

The committee discussed the following items:

- The two options will be similar in terms of price due to material price, labour, and installation etc.
- Sally Coutts, committee's heritage consultant, supports the wire walls as they mimic the pitch of the original retaining wall. The wire wall also doesn't compete with the grandiose of the historic stone bridge.
- Retaining the heritage authenticity is the most important aspect.

- Grass would be hard to grow and maintain on such a steep incline. Soil tends to get into small spaces and grows roots etc that could deteriorate the structure over time. The preference is to stick with the pitching for the heritage aspect.
- For streetlights that are being installed on either ends of the bridge, the County has chosen lights that are consistent with the municipality's standards, which were provided to them by the Public Work's department. The County to confirm which streetlight style is proposed.

Moved by Gary Lamers

Seconded by Harold McKay

**THAT the Heritage Advisory Committee recommends option 1 - wire wall, be used as the retaining wall for the 5 span bridge restoration project in Pakenham,
AND THAT Council receive this motion and presentation as information.**

CARRIED

F. STAFF REPORTS AND HERITAGE APPLICATIONS

None.

G. BUSINESS ARISING OUT OF MINUTES

G.1 Old Methodist Cemetery Tour & Grant Opportunity

Committee member, Gary Lamers, provided a summary and update on the Old Methodist cemetery tour and grant options. He advised that Keith Blades will be bringing students from the Willowbank school of restoration in Niagara on the Lake to visit the cemetery on the morning of Monday September 29th, 2025 to develop options on conservation of the markers, and to present these options to the heritage committee later that day. The committee members are also invited to visit the cemetery with Keith while they do their analysis. Keith will review the following 3 areas: conservation of the headstones, fences, and the definition of the cemetery boundaries. The committee will likely be required to find someone to do the suggested work.

Funding options that might be available for this project: community grant program, Lanark County grants, Provincial, and Federal grants.

The committee discussed the following items:

- The cemetery is not a designated heritage site; It might be an option to consider it for future registration.
- The founder of Almonte's headstone can't easily be seen and should be more visible within the cemetery.
- Smaller grant options might be more likely to be successful.
- For sponsorships, staff can look into options or add it to the budget for next year.
- A standard of care for the cemetery has to be maintained based on the municipality's requirements, however the committee can present to Council the request for higher standards and budgets based on Keith's findings.
- Private sponsorships and partnerships are also an option to consider.
- It would be beneficial to have the map of where the headstones were originally located.

Staff to coordinate the location of a Heritage committee meeting on Monday September 29th at 4pm in a heritage designated building, to hear the findings from Keith Blades and students. Options for a location could include Almonte Old Town Hall, the textile museum, or the Auld Kirk etc.

H. INFORMATION AND NEW BUSINESS

H.1 Heritage Conference - Prince Edward County

Committee members, Michael Rikley-Lancaster and Gary Lamers, provided a summary of the conference, which included the utilization of heritage properties as being the main theme, creativity in funding, “nothing is off the table”, enjoyment seeing the heritage preservation in another town, (e.g. base31) and reestablishing languages.

H.2 Almonte Town & Home Tour - August 16, 2025

Michael Rikley-Lancaster provided a summary of the event and encouraged committee members to attend.

It's \$40 a ticket and it sells out every year. Currently there are seven (7) properties included in the tour, which includes Burnside, Pinehurst, the Victorian house on Country St, and Mill St condos.

H.3 Doors Open - September 28, 2025

Doors Open is an annual event organized by the municipality. They are currently looking for heritage homes and volunteers that might be interested in being a part of the event. Committee members can reach out to Tiffany MacLaren, Economic Development Manager, directly.

Committee members suggested Mike Dupuis' property as an option for the hydro component and house tour, as well as Enerdu.

I. MEETING ANNOUNCEMENTS

The next meeting is scheduled for Wednesday, September 3, 2025 at 4:00 pm.

J. ADJOURNMENT

Moved by Jane Torrance

Seconded by Sandra Franks

THAT the meeting be adjourned at 4:57 pm.

CARRIED

Jennifer Russell, Recording
Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 23, 2025
TO: Committee of the Whole
FROM: Kathy Davis, Director of Corporate Services, Treasurer
SUBJECT: Long Term Financial Plan – Work Plan

RECOMMENDATION:

THAT the Committee of the Whole recommend Council receive the Long Term Financial Plan – Work Plan as information.

BACKGROUND:

On September 9, 2025, KPMG presented its findings and recommendations related to long term financial planning for the Municipality. Included in the report were a number of recommendations, and Council has directed staff to prepare a work plan to address the recommendations.

DISCUSSION:

The recommendations covered 5 different areas (Attachment A):

1. Adopt Financial Principles
2. Update Financial Policies
3. Implement Life-Cycle Costing
4. Implement a Capital Levy
5. Continually Communicate Results

Within the first recommendation, 14 principles have been identified and recommended by KPMG. Staff have categorized these principles to structure the work plan and allow for a phased in approach to reviewing each with Council for consideration and direction. The principles indirectly support recommendations 2, 3, and 4 above.

Attachment B contains staff's proposed work plan to address each of these areas, allowing due time for Council to consider, discuss, and decide on critical factors related to each. The goal of the work plan is to address the recommendations during the current term of Council.

Because of the considerable complexity of some of these principles, it is not anticipated that the work will be complete before the 2026 staff draft budget is provided to Council.

In addition, the first two principles in Recommendation 1 above relate to a User Fee Study, which staff would propose be deferred for consideration by the next Council in 2026/2027.

Below is a summary of the work plan and staff's proposed order of review with Council.

Category	Recommendation	Principle	Start Date	End Date
Capital Levy	1 – Financial Principles	9 – Capital Levy	September 2025	December 2025
	4 – Establish Capital Levy			
Communication	5 – Communication		September 2025	December 2025
Life Cycle Asset Management	1 – Financial Principles	13 & 14 – Life Cycle Asset Management	October 2025	November 2025
	3 – Life Cycle Asset Management			
Stabilization Reserves	1 – Financial Principles	7, 8, 10, 11 – Stabilization Reserves	December 2025	January 2026
	2 – Financial Policies (Reserves & Reserve Funds)			
Debt Management	1 – Financial Principles	3, 4, 5, 6 – Debt Management	February 2026	March 2026
	2 – Financial Policies (Debt)			
Budget Policy	1 – Financial Principles	12 – Annual Budget	March 2026	April 2026
	2 – Financial Policies (Budget)			
User Fee Study	1 – Financial Principles	1 & 2 – Cost Recovery	November 2026	July 2027

Capital Levy – September to December, 2025

Further to direction from Council, staff will prepare a report for discussion with Council about the implementation and implications of introducing a capital levy. While a capital levy would not change the proposed operating or capital budget for 2026, it would have planning implications for implementation. Staff would see this as being a more timely priority than some of the other items in KPMG's report.

Communication – September to December, 2025

The municipality's communications team has developed a plan for 2026 budget communications, but additional information and data can be added. Considering the discussion at the September 9th meeting, staff have prioritized this item in the work plan for short term implementation, but also propose incorporating communication guidelines or standards into policy or procedure. Communication to the public related to items such as sustainability measures, financial ratios and targets, capital and infrastructure needs and costs, and other important financial data will be considered via multiple platforms and media.

Life Cycle Asset Management – October to November, 2025

Staff have been working on the 2026 staff draft budget, incorporating recommendations from the recently completed Asset Management Plan. This plan speaks to life cycle costing and provides recommended investments for different asset categories which will be communicated in the draft budget binder. Over time, the municipality will be better able to incorporate full life cycle costing into its budget with appropriate planning and allocation of resources. It's proposed that the Strategic Asset Management Policy be reviewed in conjunction with the presentation and discussion of different methodologies and implementation timelines.

Stabilization Reserves – December 2025 to January, 2026

In 2024, Council conducted a thorough review of the status of its reserves and updated its Reserves and Reserve Funds policy. With the recommendations provided in the Long Term Financial Plan (LTFP), staff suggest a further review and update considering the principles proposed with due consideration for targets and the use and sustainability of reserves.

Debt Management – February to March, 2026

Council has also recently reviewed the Debt Policy, with an annual review. Similar to the recommendations for Reserves, staff propose a new review incorporating the recommendations in the LTFP report, so that Council has the opportunity to review historical data and ratios, and set reasonable and meaningful targets to support long term sustainability and ensure ample space in the Annual Repayment Limit (ARL) for larger capital projects.

Budget Policy – March to April, 2025

Given the numerous recommendations and principles that Council will be considering over the next year, staff propose that a budget policy be developed to capture the culmination of this work. This policy would not be drafted or proposed until the other principles and communication standards have been duly discussed by Council, so that it can capture the decisions and direction and related policy references when the work is complete.

User Fee Study – 2026/27 (deferred)

As briefly discussed above, staff believe that this is a larger project and a budget item that has not been considered in the 2026 draft budget at this point in time, and suggest that this be deferred for consideration in a future budget year.

OPTIONS:

Option A (Recommended): THAT Committee of the Whole recommend Council receive this report as information.

Option B: THAT Committee of the Whole suggest amendments to the work plan and recommend Council direct staff to incorporate such amendments.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications. The purpose of this report is to communicate staff's proposed work plan to address recommendations in KPMG's final report related to the Municipality's LTFP. In attending to this work, Council will be discussing and addressing long term financial sustainability for the Municipality.

STRATEGIC PLAN

This report supports Strategic Priority 4) Sustainable Financial Stewardship.

PUBLIC ENGAGEMENT

In developing a communication plan related to the Long Term Financial Plan, staff will explore different means of communication related to the many and complex items included in the plan.

SUMMARY:

On September 9, 2025, KPMG presented recommendations for long-term financial planning to the Municipality, which Council has directed staff to address through a structured work plan. The recommendations span five areas: adopting financial principles, updating financial policies, implementing life-cycle costing, introducing a capital levy, and strengthening communication. Staff have organized KPMG's 14 proposed financial principles into categories that align with these recommendations and developed a phased approach for Council's review and direction. Attachment B outlines a timeline for addressing each area during the current term of Council, though completion of all work is not expected before the 2026 staff draft budget. Notably, the User Fee Study has been identified as a larger project and is recommended for deferral to the next Council term.

The work plan prioritizes near-term actions on the capital levy and communication, with staff preparing reports and communication strategies for Council's consideration later in 2025. Other areas will follow in sequence, including life-cycle asset management, stabilization reserves, debt management, and budget policy development, each building on Council's prior reviews and existing policies. The overall intent is to ensure that Council has adequate time and information to make informed decisions on financial sustainability, while aligning policies, principles, and communication practices. This staged approach supports Council's Strategic Priority for Sustainable Financial Stewardship and will incorporate public engagement to communicate complex financial issues clearly and effectively.

Respectfully submitted by,

Reviewed by:

Kathy Davis,
Director of Corporate Services, Treasurer

Name,
Title

ATTACHMENTS:

1. Long Term Financial Plan Recommendations (KPMG)
2. Staff Work Plan - LTFP

Municipality of Mississippi Mills – Long-Term Financial Plan

Summary of recommendations

The Municipality should adopt and continually update the LTFP as a single source of truth based on latest operating and capital budgets, financial position (i.e., reserves and reserve funds, staffing levels, and debt), and changes to key assumptions. In addition to adopting the LTFP, the following recommendations were identified for consideration:

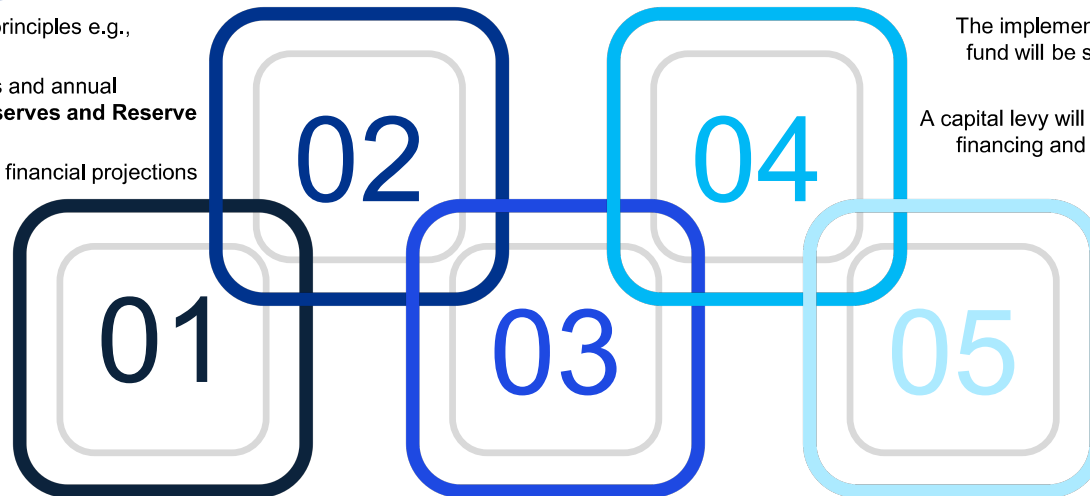
UPDATE FINANCIAL POLICIES

1. Align the **Debt Policy** to financial principles e.g., liability servicing limits.
2. Review minimum reserve balances and annual contribution targets update the **Reserves and Reserve Funds Policy**.
3. Require all master plans to contain financial projections for integrated into the LTFP.

IMPLEMENT A CAPITAL LEVY

The implementation of a capital levy will ensure that the fund will be sustainable and protected from inflationary factors.

A capital levy will reduce the Municipality's reliance on debt financing and reduce the long-term tax impact of capital expenditures.



ADOPT FINANCIAL PRINCIPLES

The Municipality should adopt the financial principles presented in the LTFP to encourage financial accountability and good financial stewardship.

IMPLEMENT LIFE-CYCLE COSTING

Apply life-cycle costing to replace the Municipality's key assets at the end of their useful life.

By charging itself for the use of the asset and allocating that revenue to a specific reserve, the Municipality will build its reserve and reserve fund position and significantly reduce the long-term cost of capital asset replacement.

CONTINUALLY COMMUNICATE RESULTS

To demonstrate progress towards the financial principles in the LTFP, the Municipality should report annually on key financial indicators.

This approach ensures transparency and helps Council understand how financial decisions align with long-term goals.



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		Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May to December 2026	2027
Recommendation 1 - Adopt Financial Principles	Activity										
Principle 1 - User Fees based on Cost Recovery Beneficiary Pay Principle Principle 2 - User Fees employ Full Cost Recovery Based on Activity Costing	present details of proposed user fee study to (new) Council for consideration										
	if directed, add user fee study to 2027 budget for Council's consideration										
	issue RFP for user fee study										
	award RFP for user fee study										
	conduct user fee study										
Principle 3 - Debt Management - set target for repayment as % of expenditures Principle 4 - Debt Management - set target for repayment as % of tax revenues Principle 5 - Debt Management - set target for repayment as % of revenues Principle 6 - Debt Management - debt financing as last resort tool	conclude and present to Council										
	incorporate results into 2028 Fees and Charges by-law										
	present historical ratio data and analysis to Council for consideration										
	propose that ratios be reported annually to Council and public										
	review and propose changes to Debt Policy										
Principle 7 - Establishment of Operating Stabilization Reserve Principle 8 - Establishment of Capital Stabilization Reserve Principle 10 - Targeted Operating Rate Stabilization Reserve Balance Principle 11 - Targeted Capital Rate Stabilization Reserve Balance	incorporate Council's direction into revised policy										
	use updated policy to ensure critical background information is always provided with annual budget										
	present historical reserve data and analysis to Council for consideration										
	present projected reserve data and analysis to Council for consideration under different scenarios										
	review and propose changes to Reserves and Reserve Funds policy										
Principle 9 - Establishment of a Capital Levy	incorporate Council's direction into revised policy										
	use updated policy to ensure critical background information is always provided with annual budget										
	prepare background information and staff report for Council's information and consideration										
	incorporate options for the establishment of a capital levy into the 2026 draft staff budget										
	follow Council direction related to implementation (or not)										
Principle 12 - complete budgets before December 31st of applicable year	review all principles and policy updates and research best practice for budget development										
	present a draft budget policy for Council's consideration including targeted completion date										
	incorporate Council's direction into policy										
	follow Council direction related to implementation (or not)										
	present review of AMP and implications on LTFP to Council for consideration										
Principle 13 - Life cycle Asset Management - complete AMP Principle 14 - Life cycle Asset Management - review capital additions as % of amortization expense	present targets, methodologies, and funding source options and scenarios to Council for consideration										
	review and propose changes to Strategic Asset Management Policy										
	incorporate Council's direction into revised policy										
	use updated policy to ensure critical background information is always provided with annual budget										
Recommendation 2 - Update Financial Policies											
Debt Policy	see Principles 3 to 6 above										
Reserves & Reserve Funds Policy	see Principles 7, 8, 10 and 11 above										
Master Plans to Contain Financial Projections	future item										
Recommendation 3 - Implement Life Cycle Costing											
Life Cycle Asset Management	see principles 13 and 14 above										
Recommendation 4 - Implement a Capital Levy											
Capital Levy	see Principle 9 above										
Recommendation 5											
Continually Communicate Results	identify key ratios and indicators										
	report to Council with staff draft budget										
	incorporate reporting into draft Budget policy (see Principle 12 above)										
	develop communication plan regarding LTFP for Council's review and consideration										

[illegible]

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 23, 2025
TO: Committee of the Whole
FROM: Tiffany MacLaren, Manager, Community and Economic Development
SUBJECT: **Public Art Policy**

RECOMMENDATION:

THAT the Committee of the Whole recommends Council approve the Mississippi Mills Public Art Policy

AND FURTHER THAT the Committee of the Whole recommends that Council approve the establishment of the Mississippi Mills Public Art Advisory Committee (MMPAAC) and its Terms of Reference.

BACKGROUND:

Public art plays a vital role in shaping vibrant, inclusive communities. It enhances the visual landscape, supports placemaking, and reflects the cultural identity of Mississippi Mills. The Community Services Master Plan and the Public Realm Plan both recognize public art as essential to cultural infrastructure and community well-being.

The proposed Public Art Policy outlines a clear framework for evaluating, installing, maintaining, and decommissioning public artworks on municipal property. It ensures alignment with strategic municipal goals and promotes transparency, accessibility, and community engagement.

This new policy responds directly to a recommendation in the **Community Services Master Plan**, which acknowledges the importance of public art for the community and advises the Municipality to formalize a Public Art Policy. The Plan recommends that such a policy outline the process for new installations and murals, define responsibilities for both the Municipality and artists, and establish maintenance requirements.

To support this policy and engage the community, staff recommend the establishment of the Mississippi Mills Public Art Advisory Committee (MMPAAC), an ad hoc advisory body that will provide expert and community-based input on public art matters. The committee will be activated only when public art proposals or related issues arise.

DISCUSSION:

The Public Art Policy provides guidance on:

- Submission requirements for public art proposals
- Review and approval processes
- Installation standards and maintenance expectations
- Artist rights and responsibilities
- Decommissioning procedures

The policy emphasizes inclusivity, accessibility, and respect for cultural and historical context. It also outlines the role of the Mississippi Mills Public Art Advisory Committee (MMPAAC) in advising Council and staff on artistic merit, site suitability, and community relevance.

The creation of this policy is recommendation #14 in the Community Services Master Plan in the section 12.2 Culture and Events. The consultants recommended a budget of \$30,000 for the creation of this policy.

The MMPAAC Terms of Reference define the committee's purpose, mandate, structure, and membership criteria. The committee will consist of 5–7 volunteer members, including artists, curators, educators, and community representatives. Members will serve a four-year term and be appointed by Council.

This framework ensures that public art initiatives are thoughtfully considered, community-informed, and aligned with municipal priorities.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications associated with adopting the Public Art Policy or establishing the MMPAAC. The draft policy was created internally by staff.

Any future public art projects will be subject to Council approval and may be funded through grants, donations, or partnerships. The policy requires that all proposals include a detailed budget and maintenance plan to ensure financial sustainability.

STRATEGIC PLAN

- **Welcoming, Inclusive, Active and Healthy Community:** Public art fosters civic pride and community engagement.

- **Vibrant and Prosperous Economy:** Art installations enhance tourism and support local artists.
- **Modern, Efficient and Effective Municipal Operations:** Clear procedures streamline public art processes.
- **Accountable and Transparent Governance:** Community input and advisory committee involvement ensure transparency.
- **Safe and Sustainable:** Durable, low-maintenance installations promote long-term stewardship.

PUBLIC ENGAGEMENT

The policy encourages public input during proposal reviews and supports educational programming and youth engagement. The MMPAAC will help facilitate community dialogue and ensure diverse voices are represented in public art decisions.

The committee vacancies will be promoted widely through all municipal vehicles to ensure the public is aware of the opportunity.

SUMMARY:

Staff recommend that Council approve the Mississippi Mills Public Art Policy and the Terms of Reference for the Mississippi Mills Public Art Advisory Committee (MMPAAC). These documents provide a comprehensive framework for managing public art in the Municipality, ensuring alignment with strategic goals and fostering inclusive, vibrant public spaces.

Respectfully submitted by,

Reviewed by:

Tiffany MacLaren,
Manager, Community and
Economic Development

Ken Kelly,
CAO

ATTACHMENTS:

1. Mississippi Mills Public Art Policy and FAQ
2. Mississippi Mills Public Art Advisory Committee Terms of Reference
3. Call for Volunteers Mississippi Mills Public Art Advisory
4. Public Art Proposal Review Staff Checklist & Workflow



MISSISSIPPI MILLS PUBLIC ART POLICY

1. Purpose and Vision

Public art enhances the identity and vitality of Mississippi Mills. It fosters community pride, reflects our heritage, and contributes to placemaking by creating vibrant, inclusive spaces. Art in public spaces tells the stories of our community—past, present, and future—and supports the goals outlined in Mississippi Mills [Strategic Plan](#) and [Community Services Master Plan](#).

2. Scope

This policy applies to all permanent public art installations proposed for municipal property, including parks, trails, streetscapes, and buildings.

3. Strategic Alignment:

Public art initiatives should align with the Municipality's broader strategic goals, including those outlined in the [Strategic Plan](#) and [Community Services Master Plan](#). Art projects should support economic development, tourism, and community well-being and contribute to a lively public realm. By integrating public art into planning and development processes, the Municipality ensures that creative expression contributes to long-term growth and resilience. The Mississippi Mills Public Art Policy is well aligned with the following municipal plans:

2023–2027 Strategic Plan: Supports goals around placemaking, economic development, and inclusive growth.

2025 Community Services Master Plan: Recognizes public art as essential to cultural infrastructure and community identity.

Public Realm Plan: Emphasizes integrating art into civic and commercial spaces to enhance visual appeal and community pride.

4. Definitions

- **Public Art:** Original works of art created for public spaces, accessible to all, and intended to enrich the community.
- **Permanent Installation:** Artwork designed to remain in place for 10+ years, securely installed and weather resistant.

- **Temporary Installation:** Artwork intended for display for a limited time (e.g., seasonal or event-based).
- **Integrated Art:** Art incorporated into the design of infrastructure (e.g., benches, bridges, buildings).
- **Standalone Art:** Freestanding sculptures, murals, or installations not tied to infrastructure.
- **Artist's Moral Rights:**
Protected under Canadian Copyright Law, these rights ensure artists are credited for their work and prevent changes that could harm the work or their reputation. Moral Rights stay with the artist even if someone else owns the copyright, and they can choose to waive them.

5. Guiding Principles

Mississippi Mills is committed to equity, diversity, and inclusion in all municipal initiatives. Public art projects will strive to reflect the diverse voices of our community, including Indigenous, racialized, 2SLGBTQI+, and emerging artists. This commitment aligns with the Municipality's inclusion initiatives.

Placemaking & Storytelling

Public art is a powerful tool for placemaking—it transforms ordinary spaces into meaningful destinations that reflect the identity and spirit of the community. In Mississippi Mills, public art should celebrate local heritage, culture, and creativity, helping residents and visitors connect with the stories of the land and its people. Whether celebrating historical events, showcasing Indigenous perspectives, or expressing new ideas, public art contributes to a shared sense of belonging and pride.

Accessibility & Inclusivity

Art in public spaces must be accessible to everyone, regardless of age, ability, or background. This includes physical accessibility, such as barrier-free design, as well as cultural and emotional accessibility—ensuring that the artwork resonates with a diverse audience. Public art should reflect the values of inclusivity, diversity and equity, offering opportunities for underrepresented voices and fostering dialogue across communities.

Durability & Maintenance

To ensure long-term sustainability, public art installations must be constructed from durable, weather-resistant materials and installed in a secure, permanent fashion. A Maintenance Guide outlining care instructions, expected lifespan, and repair

recommendations is required with all proposals. The Municipality prioritizes low maintenance works that can withstand environmental conditions and minimize ongoing costs, while preserving the integrity and safety of the installation.

Respect & Sensitivity

Art is inherently subjective, but public installations must be respectful of community standards and values. Works should avoid offensive, discriminatory, or divisive content and instead promote understanding, reflection, and celebration. Artists are encouraged to consider the cultural, historical, and social context of the site and to engage with local communities during the creative process to ensure the artwork is meaningful and appropriate.

The Municipality of Mississippi Mills recognizes the importance of community-based guidance in shaping its public art initiatives. To support this, the Municipality will establish a Public Art Advisory Committee (MMPAAC), that will provide expert and community-based advice to Council. The MMPAAC will be an ad hoc advisory body activated only when public art matters arise, such as reviewing proposals, supporting grant or donation opportunities, advising on maintenance or vandalism concerns, and considering decommissioning. The committee will not initiate public art calls independently and holds no budget authority; all decisions remain with Council.

Artist's Moral Rights

Artist's Moral Rights include the right to the integrity of the work in regard to associations or modifications. These include the right to be associated with the work as its author by name, pseudonym or the right to remain anonymous. Moral Rights are non-transferable and endure even after copyright has been assigned. The rights may be waived by the artist agreeing to not exercise them in whole or in part.

Examples of violation of Moral Rights may include:

- An act or omission performed on the artwork that affects the honour or reputation of the artist; and
- Changing the colour of the artwork or adorning it with additional elements.

For clarity, taking steps to restore or preserve the artwork would not be included as a violation of Moral Rights as long as this work is performed in good faith. Changing the location of the work does not generally constitute a violation either, but in the case of works of public art, the exact siting may be considered part of the overall works and should not be relocated without discussion with the artist or their estate, wherever possible.

6. Submission Requirements

Concept, Materials, Dimensions, Installation Method

Applicants must clearly describe the artistic concept, including the theme, message, and visual elements of the proposed work. Materials must be specified (e.g., metal, stone, paint) along with the dimensions of the work, and how it will be installed—whether freestanding, wall-mounted, or integrated into existing infrastructure. These details help to assess the feasibility and safety of the artwork, and compatibility with the site and surrounding area.

Site Plan and Location

A detailed site plan must be included, showing the exact location of the proposed artwork within the public space. The site plan must include measurements, orientation, and proximity to other features (e.g., pathways, buildings, vegetation). The site plan ensures the artwork fits harmoniously into its surroundings and complies with municipal regulations.

Applicants are encouraged to consult with Development Services and Engineering staff to ensure proposed locations do not interfere with existing or planned infrastructure improvements, future development on private property and the Public Realm Plan, where applicable.

Artist Statement and Portfolio

The submission must include a statement from the artist explaining their creative vision, background, and connection to the community or theme. A portfolio of past work helps reviewers understand the artist's style, experience, and capacity to deliver the proposed project. This supports transparency and builds trust in the selection process.

Maintenance Plan, Lifespan and Decommissioning and Removal

Artists, or their representative must submit a Maintenance Guide outlining how the artwork should be cared for over time. This includes cleaning instructions, expected lifespan, and recommendations for minor repairs. The Municipality prioritizes low-maintenance works, so this guide is essential for long-term stewardship and budgeting. Also, procedures for removal, of the art at the end of its term or if deemed necessary to remove for any reason including any obligation to return to the artist or method for surplus and or disposal.

Budget and Funding Sources

A detailed budget must be provided, including costs for materials, fabrication, installation, and projected annual and long term maintenance and operational costs and any professional services. Applicants should also identify funding sources—whether through grants, sponsorships, or personal investment. This ensures financial feasibility and helps the Municipality assess potential support needs.

7. Procedures

When a proposal for Public Art is received:

Municipal Staff will:

- Review submissions for compliance with this policy and municipal plans.
- Assess feasibility, safety, accessibility, and maintenance.
- Engage the Public Art Advisory Committee (MMPAAC), to provide expert and community-based input on the proposal.
- Prepare a staff report for Council, incorporating feedback from MMPAAC where applicable.

Staff will also consult with Development Services and Engineering, the Accessibility Advisory and Heritage Advisory Committees, as well as Indigenous groups and community representatives, to ensure the proposed site and artwork are contextually appropriate and inclusive. All potentially impacted departments will be circulated for comment as well. The staff report will also provide clear direction on which department is responsible for any annual or long term operational or maintenance costs and the amount of these costs to be allocated in the budget.

The MMPAAC operates on an ad hoc basis and is activated when public art submissions and matters related to public art arise. The Committee does not hold decision-making authority but serves to advise staff and Council on artistic merit and suitability, community relevance, and alignment with municipal goals.

Council Approval

Council approval is required for all public art proposals. Staff will present input from the Mississippi Mills Public Art Advisory Committee (MMPAAC) as part of the recommendation. Final decisions regarding public art installations rest solely with Council.

8. Installation Standards

- Art must be installed permanently and securely.
- Materials must be weather- and vandal-resistant.
- Installation must comply with Ontario Building Code, Accessibility Standards, and Engineering Guidelines, to the satisfaction of the Municipality.

Where applicable, installation plans must be reviewed in coordination with Development Services and Engineering staff to ensure compliance with existing or planned infrastructure improvements, future development on private property and the Public Realm Study, where applicable.

9. Maintenance & Stewardship

- Artists or representative must provide a Maintenance Guide.
- The Municipality maintains a Public Art Inventory that includes existing artworks, events, and cultural assets,
- In addition, a public-facing recreation and culture assets map that includes public art and heritage sites is maintained and can be accessed at: [Parks and Facilities | Mississippi Mills](#)
- Excessive maintenance needs may trigger the Municipality to initiate a review to determine if decommissioning is warranted.

10. Vandalism Response

- Minor vandalism will be addressed through routine maintenance by the Municipality.
- Major damage will be assessed for repair feasibility by the Municipality and if restoration is impractical, decommissioning may be initiated.

The MMPAAC will be consulted if vandalism occurs to provide recommendations based on condition, relevance, and community impact.

11. Decommissioning Process

Decommissioning refers to the formal process of removing a public artwork installation from a municipal collection or public space. This may occur due to deterioration, damage, safety concerns, changes in site use, or shifts in community priorities. It is distinct from temporary removal for maintenance or relocation and typically results in permanent removal, disposal, or transfer of ownership.

The MMPAAC will be consulted during the decommissioning process to provide recommendations based on condition, relevance, and community impact.

MISSISSIPPI MILLS PUBLIC ART DECOMMISSIONING STEPS

Assessment

The Municipality will evaluate the artwork's condition, relevance, safety, and compatibility with its site. This includes consideration of factors such as structural integrity, public feedback, and alignment with the Municipality's current community priorities.

Consultation

- **Artist or Estate:** the Municipality will make reasonable and documented efforts to contact the artist or their estate. This includes outreach via known contact

information, professional networks, and public notices. If contact cannot be established after reasonable attempts, the process may proceed with appropriate ethical considerations.

- **Community:** the Municipality will engage the public, especially if the artwork holds cultural, historical, or emotional significance. Public input may inform the final recommendation.

Recommendation

The MMPAAC reviews all consultation results and community input and will recommend a course of action. This may include retention, relocation, or decommissioning of the artwork.

Approval

A staff report will be presented to Council for final decision, including the MMPAAC's recommendations, documentation of consultation and rationale for the recommendation.

Disposition

Options may include:

- Return to the artist or estate (if contact is successful)
- Donation to a public or nonprofit institution
- Sale through appropriate channels
- Recycling or destruction, if no other options are viable

Documentation

The Municipality will maintain a complete record of:

- The rationale for decommissioning
- Outreach efforts to the artist or estate
- Community consultation outcomes
- Final decision and disposition method

11. Mississippi Mills Public Art Advisory Committee

Council may establish a committee to:

- Advise on proposals and site selection.
- Support community engagement.
- Advise staff and Council on decommissioning.

The MMPAAC encourages public engagement and dialogue around public art projects, supporting inclusive and transparent decision-making.

12. Community Engagement

The Municipality encourages:

- Public input during proposal review.
- Educational programming around public art.
- Opportunities for local artists and youth.

Examples of community engagement tools include public surveys, open houses, youth workshops, pop-up feedback stations, and online consultation platforms. These tools may be used through the support of the MMPAAC to gather input on proposed public art projects and to foster dialogue around community values and artistic expression.

Frequently Asked Questions (FAQ)

Q: Who can submit a public art proposal?

A: Anyone—individual artists, community groups, or organizations—may submit a proposal for public art on municipal property.

Q: What types of art are eligible?

A: Eligible works include sculptures, murals, mosaics, installations, and integrated design elements. Art must be original, durable, and suitable for public display.

Q: How long does the approval process take?

A: Timelines vary depending on complexity, but proposals typically undergo staff review and Council consideration within 2–3 months.

Q: What happens if the artwork is vandalized?

A: Minor damage will be repaired by municipal staff. Major damage may lead to restoration or decommissioning, depending on feasibility as per the Public Art Policy.

Q: Can the Municipality remove artwork after installation?

A: Yes, through the decommissioning process, which includes staff review, artist consultation, and Council approval.

Q: Is there funding available for public art?

A: Funding may be available through municipal grants, partnerships, or community fundraising. Artists are encouraged to include funding sources in their proposal.

Q: What is a Maintenance Guide?

A: A Maintenance Guide is a document provided by the artist that outlines how to care for and preserve the artwork over time. It ensures the Municipality understands the materials used, potential vulnerabilities, and recommended upkeep procedures.

Q: Why is a Maintenance Guide required?

A: Public art must be durable and low-maintenance. The guide helps municipal staff plan for long-term stewardship and ensures the artwork remains safe, attractive, and intact for years to come.

Q: What should be included in a Maintenance Guide?

A: A complete guide typically includes:

- **Material specifications** (e.g., type of paint, metal, wood, sealants)
- **Expected lifespan** of the artwork
- **Cleaning instructions** (e.g., what products or methods to avoid)
- **Inspection schedule** (e.g., annual checks for wear or damage)
- **Repair recommendations** (e.g., how to fix minor chips or corrosion)

- **Environmental considerations** (e.g., UV exposure, moisture, freeze-thaw cycles)

Q: Who uses the Maintenance Guide?

A: Municipal staff responsible for parks, facilities, or public works will use the guide to monitor and maintain the artwork. It may also be referenced during vandalism response or decommissioning decisions.

Q: What happens if the artwork requires more maintenance than expected?

A: If an artwork becomes high-maintenance or poses safety risks, the Municipality may review its status and consider decommissioning, in consultation with the artist or their estate.

Q: Can the artist help with maintenance?

A: Artists may offer to assist with maintenance or restoration, especially for unique or complex works. This should be discussed during the proposal phase and noted in the Maintenance Guide.

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MISSISSIPPI MILLS PUBLIC ART ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

The Mississippi Mills Public Art Advisory Committee (MMPAAC) will provide expert and community-based advice to Council on matters related to public art in Mississippi Mills. The Committee will support the development, maintenance and thoughtful decommissioning of public artworks, ensuring alignment with community priorities and municipal goals.

Public art is recognized in the Community Services Master Plan as a vital component of cultural and recreational infrastructure, contributing to community identity, placemaking, and civic pride. The Public Realm Plan further emphasizes the importance of integrating public art into commercial and civic spaces to enhance the visual landscape and foster a sense of belonging.

This Committee will evaluate public art opportunities that arise through proposals, grants, donations, anniversaries, or other special initiatives by advising Council on feasibility, process, and alignment with municipal goals. The Committee will not initiate public art calls independently but may be engaged when opportunities are identified by staff or Council.

Mandate

The MMPAAC will:

- Advise Council on proposals for new public art installations.
- Support the development of calls and selection processes for new public art when initiated by Council or Municipal Staff.
- Review and advise on maintenance concerns, including vandalism or deterioration.
- Provide recommendations regarding the decommissioning of public artworks.
- Encourage public engagement and dialogue around public art projects.

Structure and Operations

The Committee will operate on an ad hoc basis, meeting only when public art matters arise.

The MMPAAC will serve a four-year term, after which a public call for new members will be issued. Existing members may reapply.

The Committee will have no annual budget; all decisions and funding allocations will remain with municipal budgeting processes and Council.

A municipal staff liaison will support the committee administratively and provide technical guidance.

Committee Membership

The MMPAAC will consist of 5-7 volunteer members appointed by Council.

Members should reflect a diversity of perspectives and expertise, and may include:

- 1 Council Member
- Local artists and art enthusiasts
- Curators or arts administrators
- Historians or heritage professionals
- Educators in arts or humanities
- Community members with a passion for public art

Members must reside in own property in the Municipality of Mississippi Mills. All members will be expected to participate in meetings and contribute to discussions in a collaborative and respectful manner.

CALL FOR VOLUNTEERS – MISSISSIPPI MILLS PUBLIC ART ADVISORY COMMITTEE

Are you passionate about art and community spaces? The Municipality of Mississippi Mills is seeking volunteers to join the Mississippi Mills Public Art Advisory Committee (MMPAAC)—a formal advisory committee comprised of community members who will provide advice to Council on public art projects and policies.

Public art plays a vital role in shaping vibrant, inclusive communities. As identified in the Community Services Master Plan and the Public Realm Plan, public art enhances our shared spaces, reflects our local identity, and fosters civic pride. The MMPAAC will help guide the development, maintenance, and thoughtful decommissioning of public artworks in Mississippi Mills.

This Committee will meet on an ad hoc basis, only when public art matters arise—such as reviewing proposals, supporting grant or donation opportunities, or advising on maintenance and decommissioning. Members will serve a four-year term, with the option to reapply. The committee does not hold a budget and all decisions remain with Council.

We welcome applications from:

- Local artists and art enthusiasts
- Curators or arts administrators
- Historians or heritage professionals
- Educators in arts or humanities
- Community members with a passion for public art

If you're interested in contributing your voice and expertise to help shape the future of public art in Mississippi Mills, we encourage you to apply!

PUBLIC ART PROPOSAL REVIEW STAFF CHECKLIST & WORKFLOW

Step 1: Initial Submission

- ☐ Confirm receipt of complete proposal including:
 - Concept description
 - Materials, dimensions, installation method
 - Site plan and location
 - Artist statement and portfolio
 - Maintenance guide
 - Budget and funding sources

Step 2: Internal Review

- ☐ Review for compliance with:
 - Public Art Policy
 - Strategic Plan
 - Community Services Master Plan
 - Public Realm Plan
- ☐ Assess feasibility, safety, and accessibility
- ☐ Consult with:
 - Development Services and Engineering (site compatibility, existing and future infrastructure, any conflicts with private property development)
 - Engineering/Public Works (installation logistics, infrastructure)
 - Accessibility Advisory Committee (barrier-free design)
 - Heritage Advisory Committee (if applicable)
 - Indigenous or cultural representatives (if relevant to theme or location)

Step 3: Public Art Advisory Committee (MMPAAC) Engagement

- ☐ Activate MMPAAC (ad hoc)
- ☐ Share proposal materials with MMPAAC
- ☐ Schedule meeting for MMPAAC to:

- Review artistic merit and community relevance
- Advise on site suitability and public engagement
- Recommend any revisions or considerations

Step 4: Community Engagement

- ☐ Determine appropriate engagement tools:
 - Public survey
 - Open house or pop-up consultation
 - Online feedback platform
- ☐ Document feedback and summarize for Council

Step 5: Staff Report Preparation and Presentation to Council

- ☐ Compile findings from internal review, MMPAAC input, and public engagement
- ☐ Prepare staff report with recommendation for Council
- ☐ Present proposal and staff report to Council
- ☐ Include MMPAAC and public feedback
- ☐ Include proposed municipal department responsibilities both for ongoing operation and for maintenance (if applicable).

Step 6: Council Decision

- ☐ Council renders decision including any specific direction to staff

Step 7: Implementation

- ☐ Community Services department staff coordinate installation with artist and Public Works
- ☐ Add artwork to Public Art Inventory and public map
- ☐ Schedule maintenance checks per Maintenance Guide

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: September 23, 2025

TO: Committee of the Whole

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: **Recommendation Report**
Zoning By-law Amendment – D14-STR-23
Plan of Subdivision – 09-T-23005
Part of Lots 34-40, 46, 77, 79, 81-82, 84-87, 99-100, 108-109, 167-168 and 176-177 and all of Lots 20-28, 47-76, 78, 80, 83, 92-98, 101-107, 115-166 and 169-175 and part of Malloch Street, James Street, Mary Street, William Street, Malcolm Street, and John Street (closed by by-law LC204530), Burnside Section Plan 6262, Formerly Town of Almonte, now Municipality of Mississippi Mills, County of Lanark
Almonte Ward, Municipality of Mississippi Mills

OWNER: Strathburn Almonte Regional Inc. (c/o Regional Group)

APPLICANT: Evan Garfinkel (The Regional Group)

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the draft plan conditions, similar in effect to Attachment I, and direct staff to send these conditions to Lanark County to be included in the draft approval of the Brown Lands Subdivision (09-T-23005); and

THAT Committee of the Whole recommend that Council deem the municipally owned lands identified in Appendix B of Attachment H as non-viable lands and add these lands to the Land Sale By-law and further direct staff to proceed with the conveyance of these lands to the Strathburn Almonte Regional Inc. prior to the registration of the subdivision.

PURPOSE AND EFFECT AND PROPOSED DEVELOPMENT:

As noted in the attached Background Report, the Plan of Subdivision (and associated Zoning By-law Amendment) proposes a 246-dwelling unit subdivision that consists of single and semi-detached dwellings as well as townhomes of varying lot sizes as well as parkland and open space with an overall density of 15 units per gross hectare and a ratio of 58% low density and 42% medium density.


The Zoning By-law Amendment proposes to rezone the subject lands from Development (D) to Residential zonings of various densities, Parkland and Open Space (OS) for the stormwater management areas, open space and parkland. The proposed Zoning By-law Amendment aligns with the proposed uses reflected in the subdivision.

DESCRIPTION OF SUBJECT LANDS AND SURROUNDING LAND USES:

The subject property is located within Almonte, north of Strathburn Street and east of County Road 29. The subject property measures approximately 17 hectares in size and is currently vacant. Surrounding land uses include low-rise residential uses, farmland and the Mississippi River.

Figure 1: Subject Lands



 Approximate area of subdivision and area to be rezoned from Development (D) to Residential Special Exception (RX-XX) and Open Space (OS)

PROVINCIAL PLANNING STATEMENT (PPS), 2024

Under the Planning Act, all planning decisions must be consistent with policy statements issued by the provincial government. Section 2.2 of the PPS directs planning authorities to ensure the provision of an appropriate range and mix of housing types and densities to meet the projected needs of both current and future residents within the regional market area. In achieving this objective, planning authorities are required to promote residential densities that make efficient use of land, resources, infrastructure, and public service facilities, while also supporting active transportation.

Staff are of the opinion that the proposed development is consistent with the policies of the Provincial Planning Statement, 2024.

COMMUNITY OFFICIAL PLAN (COP):

The property is designated Residential in the Official Plan. The Residential designation permits a range of housing types with a variety of densities. Official Plan Amendment 32 re-introduced an overall gross density for residential areas of 15 to 35 residential units per gross hectare of land proposed by a Plan of Subdivision.

TRANSPORTATION MASTER PLAN (TMP):

At the time of application, in 2023, the 2016 TMP had identified Malcolm Street and Strathburn Street as collector roads. It is important to note that development charges (DCs) can be used to implement upgrades to collector roads. The function of collector roads are to provide efficient movement for all users between neighbourhoods and strategic centres within the same road space. These streets should balance pass-through vehicular operations, with destination-based needs such as on-street parking, pedestrians and cyclists.

During the development of the new TMP, the function of Malcolm and Strathburn Streets were determined to not warrant the classification of collector roads because Strathburn and Malcolm Streets do not provide the function to “collect” local traffic to strategic centres and destination-based needs. The road classification in the new TMP has changed these streets to “local” which is intended to provide access to neighbourhood nodes, local communities and private properties. The new TMP requires that any upgrades to local streets required due to development are not DC eligible and are to be implemented at the sole cost of the developer.

The change of road classification during the subdivision application process and the impacts that this had to improvements on Strathburn and Malcolm Streets are discussed further under the Evaluation discussion of the report.

ZONING BY-LAW #11-83:

The property is zoned Development (D) in the Zoning By-law. The Development zone is essentially a place holder zone to allow for existing uses to continue while acknowledging that the land is intended to be developed in the future. The proposed zoning is to align with the lot fabric of the proposed subdivision.

The Zoning By-law Amendment will not be approved until such time that the subdivision application has received Draft Plan Approval by the County. One of the conditions of draft plan approval is that the proposed zoning is in full force and effect prior to the registration of the Subdivision Agreement.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. As noted in the Background Report, the Municipality received a petition from members of the Cameron neighbourhood with 104 signatures from 59 households. It should be noted that additional public consultation and reporting to Council have been completed for this proposed development. An open house for the project was held in June 2024 for the residents in the immediate area and a Status Report was presented to Committee of the Whole on [October 15, 2024](#).

Public notice for the statutory and non-statutory public meeting was circulated on May 13, 2025, along with email notification to all members of the public who provided written comments or asked to be notified of any decisions relating to these applications. A public meeting was held on June 3, 2025. The summary of all public comments is contained in Attachment D with a staff response to the comments.

EVALUATION:

Residential Uses, Open Spaces and Density

The subdivision proposes a mix of single detached and semi-detached dwellings and townhouses with parkland and open space areas. The total number of units proposed is 235 at a gross density of 15 units per hectare. A concept plan illustrating the phases and land uses is contained in Attachment A. The subdivision is proposed to be phased in four separate phases starting with construction of homes along Street Three.

Official Plan Amendment 32 reintroduced the range of density of 15 to 35 units per gross hectare and added a series of policies to address minimum densities in subdivisions. Section 3.6.5 of the Official Plan has a key policy that should be noted:

3.6.5 Range of Housing Types...

7. To encourage a variety and mix of housing types, at least one model home with a purpose-built ARU is required to be offered for sale in new subdivisions and this requirement will be implemented via the Subdivision Agreement.

A condition that addresses the above noted policy has been included in the draft conditions. Policy 7 will be implemented via the subdivision agreement

Access to the trail along the Mississippi River has been maintained via a servicing block on the northern corner of the subdivision which can be accessed via the local streets or a combination of local streets and parkland. This access may be modified if the draft

plan is amended to accommodate a land conveyance request which is discussed in the next section.

Part of the subject property includes regulated areas under the authority of the Mississippi Valley Conservation Authority. The applicant has developed a wetland compensation plan for the loss of some wetlands contained in the parkland. The compensation plan can be accessed on Lanark County's website here: [Landscape Compensation Plan](#).

Improvements to Local Streets (Strathburn and Malcolm) and Land Sale

As indicated above, the classification changed for Strathburn and Malcolm from collector roads to local roads in the TMP. This change removed the potential for any upgrades to these streets to be DC eligible.

The applicant originally proposed in 2024 that the required upgrades to Strathburn and Malcolm should be included in the DC by-law because the streets were classified as collector roads in the 2016 TMP. These upgrades included adding a sidewalk along Strathburn St from Malcolm Street to Street Two and a sidewalk along Malcolm Street from Strathburn to Dunn Street. If this was implemented, the upgrades could have been DC eligible, which means that the applicant could complete the necessary upgrades and over time, the Municipality would pay back the developer for these works via an agreement called a Front Ending Agreement.

The applicant has provided staff with a legal opinion indicating that the applicant should not be responsible for the costs to upgrade Strathburn and Malcolm Streets as they do not agree that the works are solely attributable to the development. The applicant's legal opinion is contained in Attachment G. In this specific circumstance, the subdivision application was received in 2023 when the 2016 TMP was in effect, and the new TMP was implemented before any development approvals were granted. Staff have consulted with municipal legal staff on this matter and while there could be a counter argument regarding the notion that the off-site works are/are not attributable to this development, since there was a change in road classification which removed the ability for the developer to 'front end' the upgrades to Strathburn and Malcolm, there is merit in the legal opinion provided by the applicant.

The applicant has proposed a solution to cover the costs of the necessary upgrades to Strathburn and Malcolm. This proposal is contained in Attachment H and details a small piece of land still in the Municipality's ownership which abuts the subdivision northeast boundary before the edge of the slope to the river. These lands are identified in Appendix A of Attachment H; and are part of the larger, former right-of-way established in the original Burnside neighbourhood of Plan 6262. The applicant has proposed that if a 6.0-metre-wide portion of this former right-of-way were included in the overall development, then the developer is willing to undertake the necessary improvements to Strathburn and Malcolm provided in Appendix B of Attachment H.

It is important to note that this conveyance of land would not result in any restriction for the public to access the existing trail along the river; however, access to the trail from the subdivision would be relocated to Block 155 which is a future road connection that is parallel with the open space block (Block 154). Staff have reviewed the proposal and

the parcel of land in question and have determined that the land can be deemed non-viable as these lands would never be constructed as a road as they abut the slope leading to the River.

If approved, an off-site works agreement would be developed between the Municipality and Regional. A draft condition (condition 12) speaking to this condition and to the land conveyance is contained in Attachment I.

Timing of Development

It is important to note that due to the water servicing requirements, building permits will only be issued for the first 50 dwellings until the extension of water servicing from Carss Street (Union Street) across the Mississippi River (referred to as: the third river crossing) has started, after which an additional 25 building permits will be available. The water servicing details are discussed in greater detail below.

With respect to timing of development both the County Road 29 (CR 29) watermain extension and the third river crossing projects must be advanced to support the full development. The CR 29 watermain extension which is currently in design will provide the initial water connection and the third river crossing will complete the final connection. Details are contained below regarding the milestones for the third river crossing. This river crossing will likely not be constructed until 2028/2029 pending approved budgets.

Draft approval of a subdivision is only the first in a series of approvals required before homes are occupied in a new development. The next step after draft approval is detailed design, which typically takes 18 months to complete. After detailed design is completed, the first phase of the subdivision can be registered, and on-site construction works can begin. It is only until the infrastructure and roads to service the homes are built, are building permits issued and house construction can take 9 to 12 months to complete before occupancy takes place. If an aggressive timeline is sought by the developer and all other off-site infrastructure projects proceed as planned without delay, occupancy of the first phase of the subdivision would not occur until late 2029 which will consist of a maximum of 75 units.

Servicing and Infrastructure Considerations

New watermains will need to be constructed to connect this and future developments to the existing Almonte potable water distribution system as identified in the Water and Wastewater Master Plan. These improvements will maintain the level of service within the existing and future Almonte system, particularly regarding minimum water pressure and fire flow requirements.

There are several infrastructure projects which are directly related to the proposed subdivision and are detailed below.

County Road 29 Watermain

A watermain is needed along the northern side of Country Road 29 to connect the future northwestern development to the existing water distribution system. The new 300

mm trunk watermain will connect to the existing system at Well 6 (Almonte Street and CR 29) and run north to Brown Lands. The watermain will be upsized through the Brown Lands Subdivision and then connect to the third river crossing to form a looped system which is important for hydraulic function, water quality and redundancy in operations.

This watermain will also connect to the new ground level water storage reservoir to maximize the benefit of this existing water storage infrastructure. New pressure relief valves will be installed in the area to isolate the pressure zone that requires pressure control.

The Municipality is currently designing this project in coordination with the developer and Lanark County (CR 29/Almonte Intersection Improvement) in preparation for tendering in winter 2026.

Third River Crossing

As noted above, to supply the future northwestern development including Brown Lands Subdivision, a 300 mm diameter watermain that crosses the Mississippi River (the “third crossing”) needs to be installed at the northern end of Almonte.

This watermain will connect the 300 mm trunk watermain on CR 29 to the 300 mm Union Street trunk watermain forming a looped system which is important for hydraulic function, water quality and redundancy in operations. This involves crossing under the Mississippi River.

Previously, Enbridge had planned a river crossing and the Municipality intended to partner with Enbridge to complete the river crossing in the previous term of Council; however, Enbridge is no longer proceeding with this project. As a result, a feasibility study to determine the appropriate technology for the river crossing will begin in 2025. Using the information from the feasibility study, a Municipal Class Environmental Assessment (EA) for the third river crossing will be scheduled to begin in 2026 with completion anticipated in early 2027. Once the EA has been completed, the Municipality would need to have a dedicated, approved budget (including funding from Development Charges) for the third river crossing including design (in 2027/2028) and construction (2028/2029).

Capacity Allocation

The proposed development is subject to the Capacity Allocation By-law and Policy. Attachment J contains a process flow for capacity allocation and subdivision applications.

At this stage, staff can provide ‘approval in principle’ for the allocation subject to the subdivision receiving draft approval from Lanark County. Draft approval of this subdivision will last three years from the date that the County grants approval. Once the subdivision receives draft approval, the allocation of capacity for the entire subdivision (235 units) will remain for the same three-year period. Before the three years is up and

draft approval lapses, the applicant will need to either register for one or more phases of the subdivision and or seek an extension to the draft approval. At the same time, Staff will review the capacity allocation to determine if an extension to the allocation and draft approval is in the interest of the Municipality. Ultimately extensions of draft approval are up to the County; however, the allocation of capacity is at the sole discretion of the Municipality and draft approval should not be granted without servicing capacity.

At the time of building permit stage (after the subdivision has been registered) the applicant will be limited to any restrictions on building permits contained in the subdivision agreement as well as the limitations of allotting capacity for that year. Prior to any phase of the subdivision being registered a staff report will be provided outlining the details of the subdivision registration (# of units, construction details) and details regarding building permits and allocation.

Currently, the Capacity Allocation By-law 24-093 limits allocation to be no more than two years. Since the passing of the by-law, the province has made changes to the Planning Act and increased the minimum number of years for draft approval of a subdivision from two years to three years. As a result, staff will be bringing forward an amendment to the Allocation By-law to permit allocation for a period of three years for *subdivision applications only* to align with the draft plan approval timeframe. Essentially, this future by-law amendment will result in the allocation process to run parallel to the series of steps in the subdivision process to ensure that there are no delays to the construction of housing units within Almonte.

Traffic Concerns and Road Modifications

During the review of the proposed development, concerns about the level of traffic impact, particularly increased traffic volumes on Malcolm Street, were raised by several members of the public. Since the application was submitted in 2022, community members have expressed ongoing concerns about potential increases in traffic associated with the development.

As a result, staff explored different options to fully understand the impact on the local street network. To assist with this process, staff engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons was the Municipality's consultant who prepared the Transportation Master Plan (TMP) and has the most up to date data on the traffic volumes, classification of roads and long-term understanding of the transportation needs of the Municipality. Attachment B contains the peer review completed by Parsons. Parsons has also completed a second review of the applicant's response to the peer review and has reiterated that the concept of a road closure is not supported. Parsons further indicated that traffic monitoring, calming techniques, new sidewalks and other interventions should be used to proactively mitigate traffic impacts along Malcolm Street.

Staff will be implementing minor road modifications on Malcolm Street, including the installation of a four-way stop at the intersection of Malcolm Street and Hope Street. Staff note that this is technically not a requirement based on traffic volumes at this time;

however, it is noted that it is an important intersection for pedestrians based on local feedback. This measure responds to formal requests from residents and is supported by community feedback, as confirmed by the 2024 Malcolm Street Survey. Additionally, a comprehensive traffic monitoring plan, contained in Attachment F, has been developed by staff and will be implemented progressively as the subdivision develops.

It is best practice for traffic monitoring to occur through the building out of the subdivision to determine what types of traffic impacts will be experienced as opposed to implementing solutions prior to development occurring.

One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline will provide the Municipality with a well-informed understanding of the development's impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to the concerns raised by residents and a commitment from staff that traffic will be monitored.

CONCLUSION:

Staff recommend that the draft plan conditions for the Brown Lands Plan of Subdivision be approved, similar in effect to those contained in Attachment I. Staff are satisfied that the proposal is consistent with the Provincial Planning Statement 2024, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83.

All of which is respectfully submitted by,

Approved by,



Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering

Ken Kelly
CAO

ATTACHMENTS:

1. Attachment A – Draft Plan of Subdivision and Concept Plan
2. Attachment B – Parsons Peer Review
3. Attachment C – Public Comments

4. Attachment D – Petition from Cameron residents
5. Attachment E – Background Report
6. Attachment F – Traffic Monitoring Plan
7. Attachment G – Applicant's Legal Opinion
8. Attachment H – Applicant's Land Sale Proposal
9. Attachment I – Draft Plan Conditions
10. Attachment J – Process flow for capacity allocation and subdivisions

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LEGEND:

- | | |
|-----|--|
| 33' | SINGLES |
| 37' | SINGLES |
| 42' | SINGLES |
| 50' | SINGLES |
| | TWO-STOREY TOWNHOME / SEMI-DETACHED |
| | PARK |
| | PUMP STATION |
| | FUTURE DEVELOPMENT LANDS |
| | LANDS TO BE TRANSFERRED TO ADJACENT PROPERTY OWNER |

- | | |
|--|--------------------------------------|
| | MVCA REGULATION LIMIT |
| | SETBACK TO WATERCOURSE |
| | LIMIT OF HAZARD LANDS (GEOTECHNICAL) |
| | TOP OF SLOPE (GEOTECHNICAL) |
| | EXISTING WETLAND LIMIT |
| | EXISTING WATERCOURSE |
| | MVCA 1:100 YEAR FLOODPLAIN LIMIT |
| | PHASE LINE |

NOVATECH

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Ottawa, Ontario, Canada K2M 1P6

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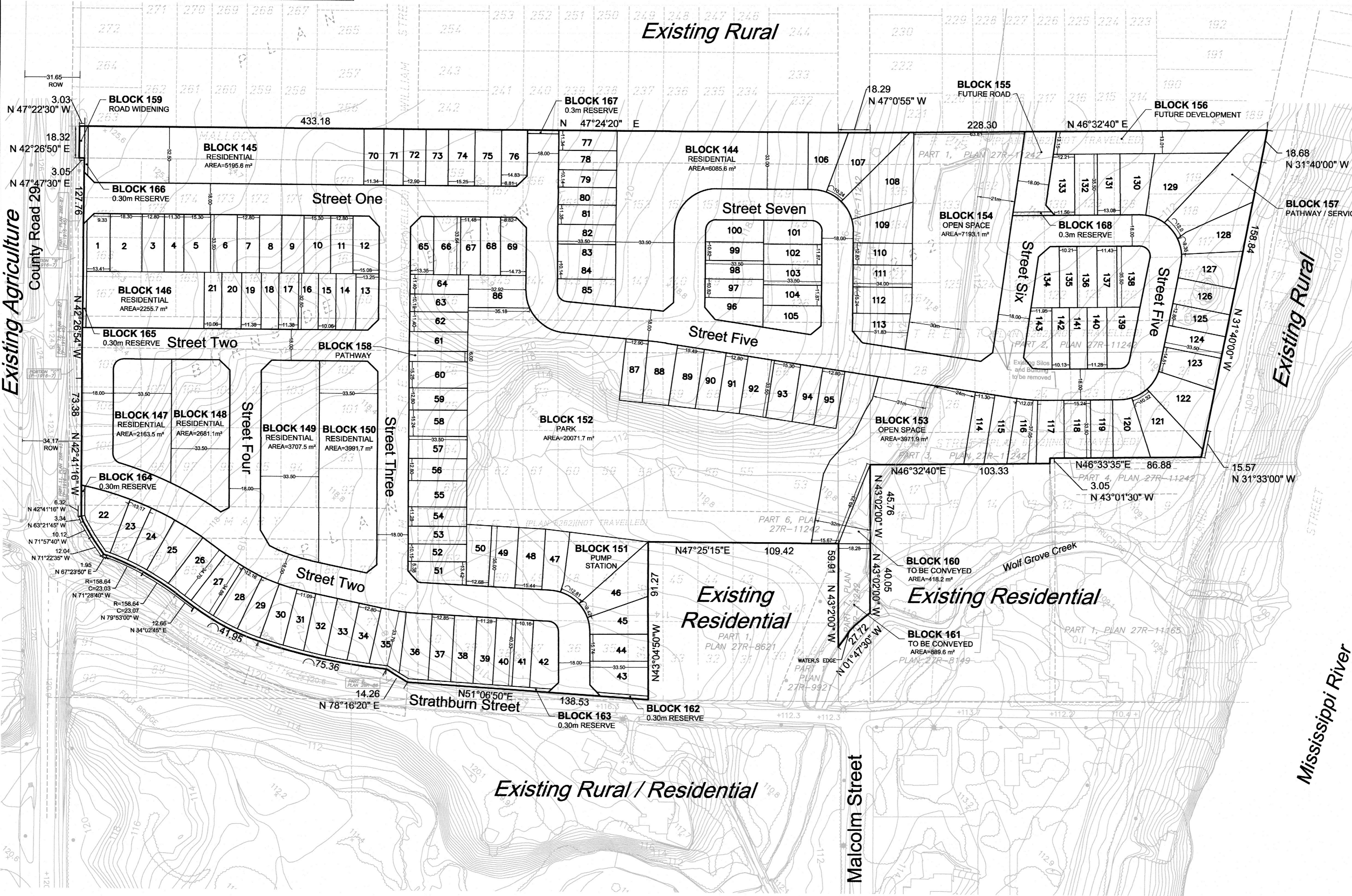
MUNICIPALITY of MISSISSIPPI MILLS
BROWN LANDS

CONCEPT PLAN

SCALE 1 : 2000
DATE JUL 2024 JOB 118178 FIGURE 3

SCHEDULE OF LANDUSE

BLOCK #'s	LAND USE	UNITS	AREA (hectares)
1 - 143	RESIDENTIAL (Single Family Homes)	143	6.85
144 - 150	RESIDENTIAL (Semis/Townhomes)	92	2.61
151	PUMP STATION		0.11
152	PARK		2.01
153, 154	OPEN SPACE		1.12
157, 158	PATHWAY / SERVICING		0.17
155	FUTURE ROAD		0.09
156	FUTURE DEVELOPMENT		0.14
159	ROAD WIDENING		0.01
160, 161	TO BE CONVEYED		0.13
162 - 168	0.30m RESERVE		0.01
	ROADS		3.71
TOTAL			16.95

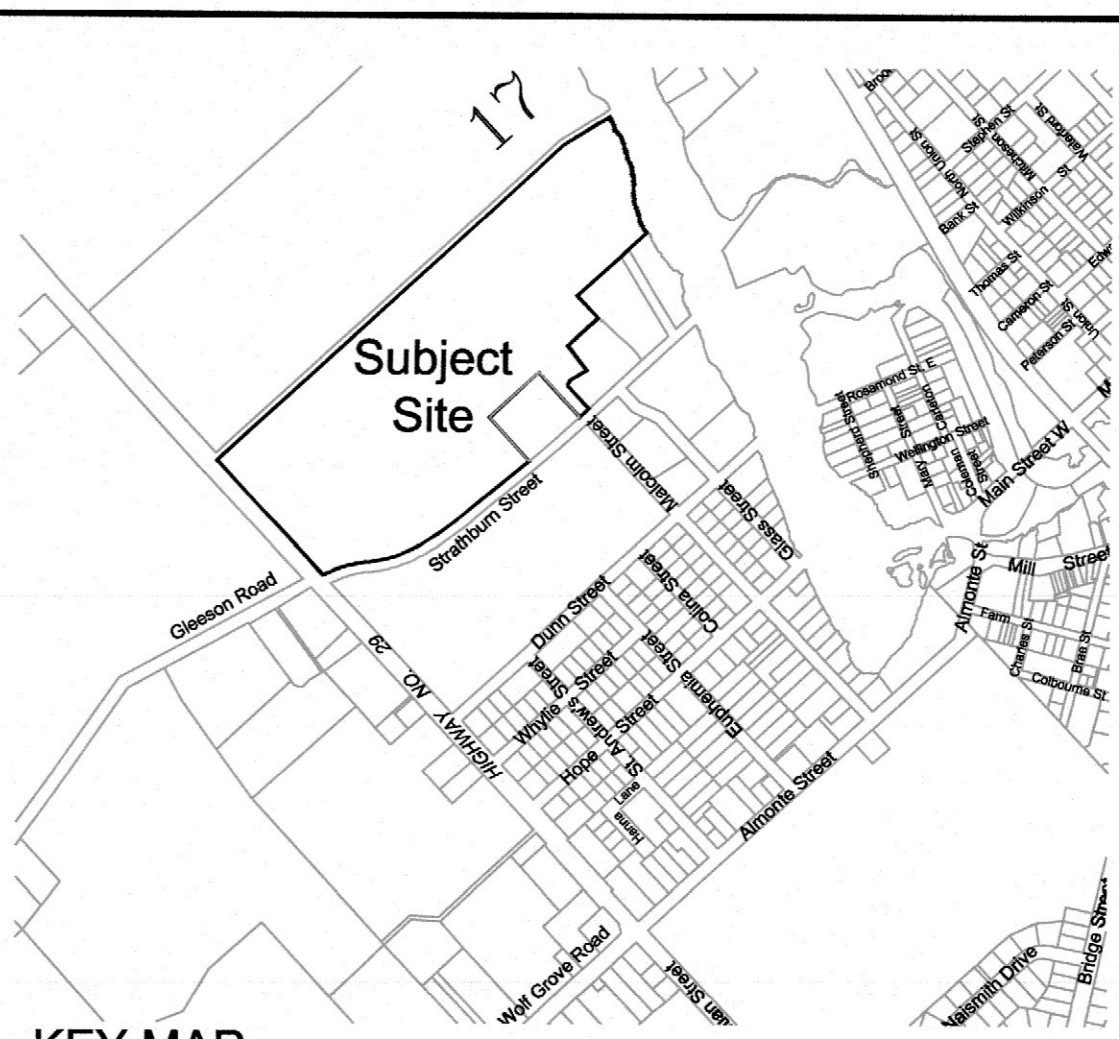
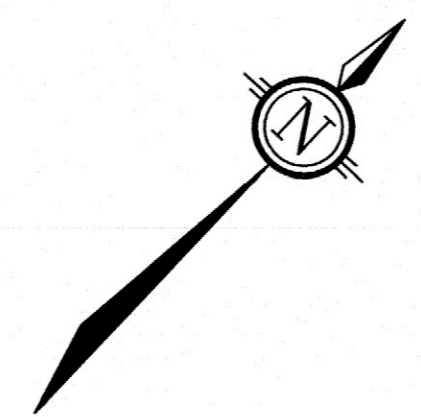


Existing Agriculture

Existing Rural

Existing Residential

Existing Rural / Residential



KEY MAP

NOT TO SCALE

METRIC : MEASUREMENTS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DRAFT PLAN OF SUBDIVISION OF
PART OF LOTS 34-40, 46, 77, 79, 81-82, 84-87,
99-100, 108-109, 167-168, AND 176-177
AND ALL OF LOTS 20-28, 47-76, 78, 80, 83, 92-98,
101-107, 115-166 AND 169-175
AND PART OF MALLOCH STREET, JAMES
STREET, MARY STREET, WILLIAM STREET,
MALCOLM STREET, AND JOHN STREET
(CLOSED BY BY-LAW LC204530)
BURNSIDE SECTION PLAN 6262
FORMERLY TOWN OF ALMONTE
MUNICIPALITY OF MISSISSIPPI MILLS
COUNTY OF LANARK
SCALE
1 : 1250
DATE: SEPTEMBER, 2024

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJOINING LANDS ARE CORRECTLY SHOWN.

DATED August 20, 2025

Bennett J. Faulhammer
Bennett J. Faulhammer
ONTARIO LAND SURVEYOR

Caillon Dietz Incorporated
ONTARIO LAND SURVEYORS
JOB No. 22-1819

OWNER'S CERTIFICATE

WE, STRATHBURN ALMONTE REGIONAL INC., BEING THE REGISTERED OWNER(S), HEREBY AUTHORIZE NOVATECH TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE COUNTY OF LANARK FOR REVIEW AND APPROVAL.

DATED August 18, 2025

Strathburn Almonte Regional Inc.
Strathburn Almonte Regional Inc.

- ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE PLANNING ACT.**
- A) The boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor.
 - B) The locations, widths & names of the proposed highways within the proposed subdivision & of existing highways on which the proposed subdivision abuts.
 - C) On a small keyplan, on a scale of not less than 1cm to 100m, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision & the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot of other original grant of which the land forms the whole part.
 - D) The purpose for which the proposed lots are to be used.
 - E) The existing uses of all adjoining lands.
 - F) The approximate dimensions & layout of the proposed lots.
 - G) Natural & artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands & wooded areas within or adjacent to the land proposed to be subdivided.
 - H) The availability and nature of domestic water supplies.
 - I) The nature & quality of the soil.
 - J) Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided.
 - K) The municipal services available or to be available to the land proposed to be subdivided.
 - L) The nature & extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements: 1994, c. 23, s. 30, 1996, c. 4, s. 28 (3).

BROWN LANDS

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PROJECT No. 118178

Technical Memorandum

To: Michel Asselin
Copy: Luke Harrington, Melanie Knight
From: Basel Ansari, P.Eng., Austin Shih, P.Eng., MASc

Date: 25 March 2025
Project: 479397-01000

Re: Brown Lands Subdivision – Technical Review Memorandum

1. Background

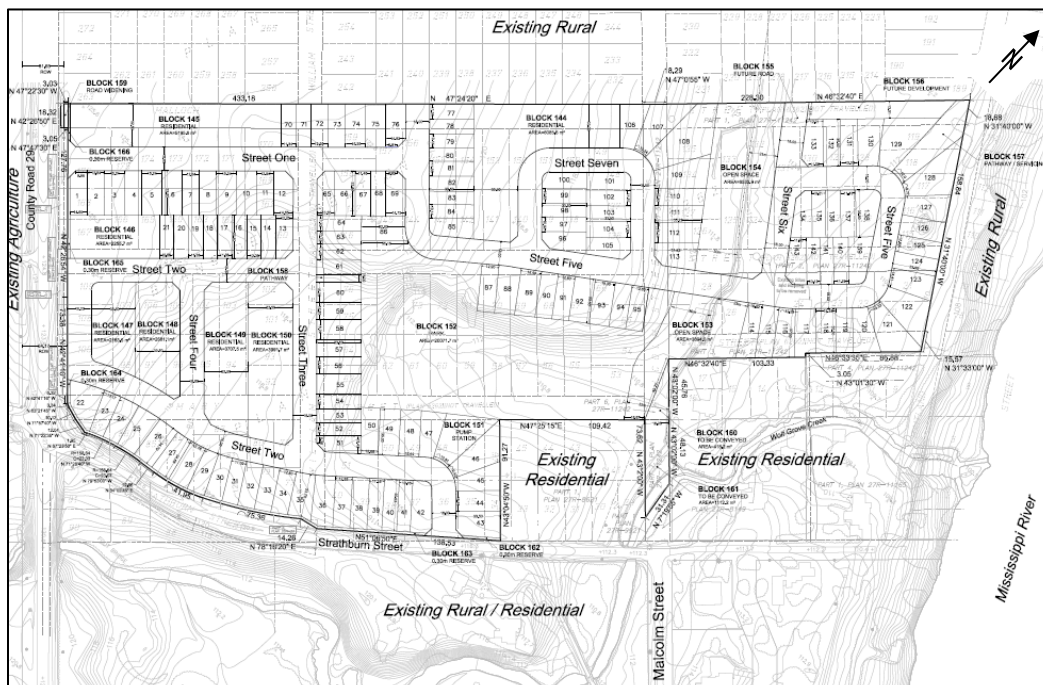
Parsons has been retained by the Municipality of Mississippi Mills to provide transportation technical guidance related to potential traffic implications stemming from a new subdivision proposal (The Brown Lands) in Almonte. The Brown Lands is located on vacant lands at the northeast corner of the County Road 29/Christian Street/Strathburn Street/Gleeson Road intersection. The plan of subdivision proposes 235 new residential units.

As part of the defined scope of work, Parsons will review all public engagement feedback related to the proposed Brown Lands Subdivision development application, conduct a technical peer review of the supporting Transportation Impact Study (TIS) prepared by Novatech (February 2024), and provide an objective response to outstanding transportation issues with particular focus on community concerns, industry standard approach and methodology, and general compliance with the 2024 Transportation Master Plan (TMP). Additionally, Parsons will highlight potential alternative solutions, if applicable that may be considered to address identified issues.

2. The Brown Lands Plan of Subdivision

The proposed development is expected to consist of 235 total residential units, which includes 143 single, 18 semi-detached and 74 townhouse units. The proposed development plan and internal street network are shown in **Figure 1**. The internal road network consists of seven streets, with Street 1 connecting to County Road 29 and Street 2 connecting to Strathburn Street. Concrete sidewalks are expected to be provided on at least one side of the internal street network.

Figure 1: Proposed Development Plan (Brown Lands TIS February 2024)



3. Brown Lands TIS Review

A Transportation Impact Study (TIS) was completed in February 2024, by Novatech Engineering Consultants Ltd. (Novatech) to support the Brown Lands plan of subdivision application. The Brown Lands TIS considers some community concerns with regards to site-generated traffic along Malcolm Street heard during the application process. However, it is important to note that the TIS was completed prior to the community engagement activities summarized in Section 4 of this memo and approval of the 2024 Mississippi Mills Transportation Master Plan (TMP). Therefore, it is understood that not all community concerns were addressed to residents' satisfaction in the TIS, which led to the municipality coordinating a public meeting and additional outreach.

As part of this assignment, the key conclusions and recommendations from the TIS, as well as relevant outcomes from subsequent discussions have been reviewed.

3.1. TIS Review and Comments

Overall, the Brown Lands TIS prepared by Novatech (February 2024) provides a comprehensive transportation assessment of the proposed Brown Lands Subdivision. The approach and analytical methodology generally follow industry practices. A table is provided in **Appendix A** listing some minor technical comments that have been noted during our review. In Parsons' view, addressing these minor comments are not expected to significantly alter the analytical results, and corresponding conclusions and recommendations of the TIS. However, these comments should be considered as part of any future submission.

There was one assumption in the TIS Parsons did not agree with. In our view, a left-turn prohibition at Street 2 through signage alone, without corresponding physical infrastructure would not realistically ensure no left-turn movements onto Strathburn Street and Malcolm Street from the proposed development. The TIS proceeded to assess the network functionality based on the original assumption. For the purposes of this technical memo, we have re-assigned outbound left-turn traffic back to Street 2 to properly complete our review. Further detail on this is provided in the subsequent sections of this memo.

We acknowledge that Brown Lands TIS did identify some geometric modifications to reduce traffic on Malcolm Street in either direction, such as only permitting right-in/right-out at site access via "pork chop" island or converting Strathburn Street to one-way eastbound between the access and Malcolm Street, but at that time (before the separate community engagement process), these alternative options were considered unsuitable by municipal staff.

3.2. Conclusions and Recommendations of the Brown Lands TIS

Some of the key findings and highlights from the Brown Lands TIS, by Novatech are provided below, with follow-up analysis and commentary by Parsons where applicable. Note, more detailed commentary on the identified issues has been provided in Section 5.

- Existing two-way traffic on Malcolm Street is in the order of 40 vehicle trips in the morning peak hour, and 60 vehicle trips in the afternoon peak hour. Parsons used these results to forecast roughly 500 (two-way) vehicles trips per day based on industry conversion rates¹.
- Due to the isolated location of the community bounded by CR 29 and the Mississippi River, the TIS did not apply any additional growth factors on existing Malcolm Street traffic beyond the proposed development, which Parsons considers reasonable.
- Site-generated traffic (approximately 150 two-way trips in AM peak hour and 200 two-way trips in PM peak hour using industry standard rates) were not expected to result in any major impact to traffic operations at the intersections analyzed along each of Malcolm Street, Strathburn Street, Almonte Street and County Road 29.

¹ The industry conversion of AM and PM peak hour trip volume to daily trip volume for commuter traffic is (AM Pk trips + PM Pk trips) * 5. This formula originates from the trip generation rates cited in the Institute of Transportation Engineers Trip Generation Manual.

- To address some community concerns related to traffic infiltration on Malcolm Street, a southbound left-turn prohibition at Street 2 onto Strathburn Street was suggested in the TIS. Additionally, a new auxiliary right-turn lane taper was recommended at the NB approach of the future County Road 29/ Street 1 intersection.
- The TIS assigned approximately 20% of site-generated traffic towards Malcolm Street via the Street 2 access but the outbound left-turn movement of the Street 2 was reassigned to CR 29 based on a proposed left-turn prohibition using signage.

As previously discussed in Section 3.1, we have reverted outbound left-turn traffic back to Malcolm Street to enable us to properly assess the long-term traffic implications under a “typical” or “do nothing” scenario. With this, the two-way morning and afternoon peak hour vehicles on Malcolm Street would increase to approximately *70 and 100 vehicles* respectively. This equates to approximately *850 vehicles per day (two-way)* on Malcolm Street at full buildout. This impact of this change is minimal and does not materially alter the operational results and corresponding conclusions in the TIS.

- As part of the approvals process, the municipality requested Novatech complete an additional sensitivity analysis that assessed the transportation network implication if 50% of all site-generated inbound and outbound traffic from the Brown Lands would use Malcolm Street as their primary access/ egress route, representing a worse case scenario. Of note, this scenario did not assume a left-turn prohibition for outbound movements of the Street 2 access.

This scenario resulted in the addition of approximately *80 morning peak hour and 100 afternoon peak hour* two-way site-generated trips to Malcolm Street during peak hours, resulting in a total two-way peak hour traffic volume of approximately *120 morning peak hour and 160 afternoon peak hour* vehicles, or approximately *1,400 (two-way) vehicles per day* using industry conversion rates.

The TIS analysis for the 50% traffic distribution sensitivity scenario results showed only a slight increase in delays at the Malcolm/Almonte intersection, but no major operational deficiencies. It is the opinion of Novatech that this scenario is unrealistic; more traffic is expected to be drawn towards County Road 29 via Street 1. Parsons agrees that this traffic distribution assumption reflects a worse case scenario and may not be the typical daily travel pattern when considering the internal street layout and the available capacity on CR 29.

Parsons generally agrees with the overall approach to the operational analysis completed in the TIS. The general conclusions and recommended modifications to the road network appear reasonable, based on information available at the time of the study.

3.3. 2024 TMP Implications

The Brown Lands TIS was prepared prior to Council approval of 2024 Mississippi Mills TMP. Both Malcolm Street and Strathburn Street were recommended to be reclassified as local streets, befitting the local context and sensitivities of the local community to traffic. Local streets have an ideal two-way peak hour traffic volumes of up to 120 vehicles/hour or 1,200 vehicles per day, but they can and often do operate above this threshold adequately with proper management. Malcolm Street and Strathburn Street were also designated local route cycling routes, which recommend shared on-road cycling befitting the local, low volume and low speed context.

Strathburn Street is currently rural with no pedestrian facility since the fronting lands are largely undeveloped. Malcolm Street is mostly urbanized, with a sidewalk on one side up to Dunn Street. The roughly 190m section of Malcolm Street north of Dunn Street to Strathburn Street has no sidewalk.

As previously discussed, the TIS forecasted two-way traffic without consideration of outbound left-turn traffic from Street 2 based on a left-turn prohibition. We have reintroduced the left-turn traffic to complete our review resulting in *70 morning and 100 afternoon combined peak hour vehicles* (existing plus site generated traffic) on Malcolm Street, representing approximately *850 (two-way) vehicles over a day*, which is still well below the noted threshold for a local street.

Novatech's 50% sensitivity scenario indicates that the afternoon peak hour traffic may reach *160 vehicles in the peak hour*, with a potential daily volume of *1,400 vehicles*, both exceed the ideal threshold outlined in the TMP. It is our opinion that such a scenario represents a worse case outcome and is an outlier rather than the norm or target to design for. In the unlikely case that the 50% or more distribution scenario occurs, Malcolm Street may experience some congestion, but it is expected the road will still operate adequately. As will be discussed in Section 4.2, there are options to enhance safety and comfort of residents on Malcolm through passive traffic calming to help reduce the safety risks in these rare instances.

The 2024 TMP outlines general framework to respond to road safety concerns (such as speed management and traffic calming) that references available policies, such as Lanark County Speed Management Policy (2023), the Canadian Guide to Traffic Calming (2018), among others. It is our understanding the municipality has taken steps to engage the community and assess existing traffic conditions along Malcolm Street to better understand local concerns and identify the appropriate response. This process and outcomes are documented in the next section.

4. Community Engagement and Malcolm Street Surveys

4.1. Community Engagement Highlights

A public meeting was held on June 25th, 2024, organized by the municipality and was attended by approximately 40 residents. The main comments and concerns raised during the meeting were:

- Introduce a dead-end/ close Strathburn Street, between the Street 2 access and Malcolm Street, to completely prevent site-generated traffic from the Brown Lands from using Malcolm Street.
- Consider a new traffic signal along County Road 29 at either Strathburn Street or the proposed site access (Street 1) intersections.
- Consider implementing traffic calming measures (as offered by municipal staff) along Malcolm Street and convert some two-way stop control intersections into all-way stop control along the road.

Following the public meeting, residents created a petition, which was signed by 104 individuals, requesting to make Strathburn Street a dead-end and prevent through traffic on Malcolm Street from the Brown Lands development.

Further public input and data was collected and summarized by the municipality in the *Community Survey Report for Traffic Management on Malcolm Street* (Community Survey Report). Staff prepared a short survey with two questions to residents of the Cameron neighbourhood that asked them to rate different traffic management options in terms of effectiveness. The survey had approximately 100 respondents. The results are as follows:

- There was substantial support to closing Strathburn Street west of Malcolm Street and adding a westbound right-turn lane added to the County Road 29/Almonte intersection.
- There was also support for a new traffic signal on County Road 29 at either Strathburn Street or the development Street 1 access.
- Residents were less supportive of converting the Malcolm/Hope intersection to all-way stop control and restricting left-turns from the development onto Strathburn Street.
- The least support was shown to providing traffic calming bollards on Malcolm Street and restricting left-turns from Malcolm Street onto Strathburn Street.

4.2. Malcolm Street Survey Highlights

Municipal staff also conducted vehicles and vehicle travel speed surveys on Malcolm Street, between Hope Street and Almonte Street, to better understand current traffic behaviour and conditions. The data was collected in June 2024 (24th to 28th). The average daily traffic was approximately 600 vehicles, where the average and median speeds (both approximately 35 km/h) were less than the 40 km/h posted speed limit and the 85th percentile speed was 41 km/h.

The average daily traffic volumes were higher than the estimated factor based on the peak hour conversion rate in Section 3.2. This result increases the estimate of future two-way daily traffic volume higher, but as discussed in the previous sections, it simply increases the risk of congestion; the road network would still operate adequately and expected volumes (not worse-case volumes) would still be at acceptable levels for a local street.

Another key road safety metric is vehicle speed. The 85th percentile speed² is slightly above the posted speed limit (by 1 km/h), which suggests the posted speed is generally being adhered to, but there will be instances where drivers exceed the posted speed. It is industry standard to use the 85th percentile to help identify locations of speeding or high risk of injury, and its commonly embedded within “screening criteria” for further study or consideration of traffic calming measures or other mitigation strategies. For example, the Lanark County Speed Management Policy (2023) identifies three screening criteria to consider speed management measures (or undergo a more detailed technical assessment):

- Within 500m of designated School Zone or Community Safety Zone or other location of special consideration;
- Where 85th percentile speed exceeds current speed limit by 10 km/h or more...; and
- Where the 95th percentile speed exceeds current speed limit by 20 km/h or more

In the City of Ottawa, funding for traffic calming studies is only triggered if recorded 85th percentile speeds are over 55 km/h or average speed is above 45 km/h. If not, only temporary traffic calming measures should be considered.

Based on best practices and contemporary speed management and traffic calming protocols, the available data suggests most drivers comply with the posted speed, and major interventions are not necessary. However, a combination of minor interventions should be considered to help address local concerns.

4.3. Parsons’ Thoughts on Traffic Issues

Community concerns are understood to primarily revolve around the increase of traffic volumes along Malcolm Street due to the proposed Brown Lands development, which may result in potential safety issues. However, increase in traffic does not necessarily result in unsafe conditions. As mentioned in previous sections, future traffic volumes on Malcolm Street including the Brown Lands are expected to fall within the optimal range for a local street. The worse case scenario, with 50% of Brown Lands traffic traveling to Malcolm Street, exceeds the optimal volume threshold by roughly 15%. However, it is important to understand that the ranges outlined by industry and the 2024 TMP are guidelines and context-sensitive; it is not uncommon for local streets to safely accommodate higher levels of traffic with proper management and design interventions.

At the intersection of Malcolm Street and Almonte Street, traffic operations are not expected to be a major concern, based on results of the Brown Lands TIS analysis; this conclusion also applies to the 50% worse case scenario. The existing stop control on the side street is expected to adequately accommodate future traffic. However, upon a desktop review of the existing intersection design, there may be opportunities to help mitigate some road safety risks. For example, the northeast corner of the intersection appears to have a radius of approximately 15m. Contemporary intersection and traffic calming guidelines suggests local street corner radii could be reduced as low as 3m to 5m³ to slow down right-turning vehicles.

5. Parsons Review of Desired Community Mitigation Measures

The concerns of community members should always be taken into consideration. It is understandable that community members will have reservations about a new development that will add more traffic and potential risks to local streets. However, perceived risks and desired outcomes must be investigated, and solutions be justified using evidence-based approaches and data before deciding upon the appropriate solution. Table 1 below outlines Parsons’ thoughts and views of the various mitigation proposals heard, with suggested actions where applicable.

² From City of Ottawa Traffic Calming Design Guidelines (2019) - The 85th percentile speed of all vehicles passing along a roadway during a specified time period is typically regarded as the representative speed of traffic. The 85th percentile speed is the speed exceeded by the fastest 15% of vehicles.

³ From Transportation Association of Canada (TAC) Canadian Guide to Traffic Calming, 2nd Edition (2018), Table 3.3.2., Pg. 64.

Table 1: Parsons Input Regarding Proposed Modifications

No.	Mitigation Proposal	Source	Technically Supported?	Parsons Comments
1	The full or partial closure of Strathburn Street to traffic between Malcolm Street and Street 2	Community	Not at this time	<p>Problem Statement:</p> <p>This is understood to be the community's most desired mitigation option. In the hierarchy of traffic calming measures, it is one of the most aggressive and impactful options. The full closure would require a new cul-de-sac on Strathburn Street that has land impacts. It is acknowledged this option would eliminate traffic infiltration on Malcolm Street.</p> <p>Parsons' View:</p> <p>It is Parsons view that this measure (including the conversion of Strathburn to one-way only) is not warranted based on information and data collected to date. As local streets, there is an ideal traffic volume threshold of 1,200 vehicles per day, forecasted full buildout activity on a "typical" day are not expected to exceed this number. Further, the 85th percentile speed shows most drivers on Malcolm St today adhere to the posted speed limit and are well below the industry threshold of 50 km/h.</p> <p>It is acknowledged that as future development occurs, there is risk that conditions will worsen, but it is common practice to first consider less invasive or drastic means to manage traffic behaviour and enhance safety on impacted corridors. Using targeted interventions may be effective before considering a permanent road closure.</p> <p>There are also secondary implications to closing a connected road link - reducing efficiency of municipal operations such as snow clearing and waste collection. It also reduces network resiliency if there is an incident in the community that requires emergency vehicle access, potentially increasing travel time. Proper consideration and consultation with relevant departments should be completed prior to implementing any road closure solution.</p> <p>Alternative Approach:</p> <ul style="list-style-type: none"> Given this is a future issue, forecasted volumes and implications as well as perceived issues are not yet realized or validated, a staggered plan should be considered. This approach requires monitoring activity and collecting data on Malcolm Street prior to and during early stages of occupancy. If activity demonstrates greater traffic volume growth than expected or increasing occurrences of speeding, consider a pilot of easy to implement temporary traffic calming measures to reduce attractiveness of Malcolm St as a short-cut route, such as (but not limited to): <ul style="list-style-type: none"> Centreline flex posts/ delineators Temporary lane or intersection narrowings, e.g., edgeline flex posts, pin curb or planters Textured Pavement Supportive pavement markings and signage <p>Note, the municipality may consider proactively applying temporary measures in advance of occupancy if desired.</p> Collect subsequent data and continue monitoring. If issues persist, proceed to higher tier measures such as (but not limited to): <ul style="list-style-type: none"> Speed humps Permanent road or intersection narrowings Mini-roundabout At this time, geometric modifications and permanent interventions such as converting Street 2 access to right-in right-out only, road closures or one-way conversions may be considered.

2	A new traffic signal along County Road 29 at either Strathburn Street or Street 1.	Community	Not at this time	<p>Problem Statement:</p> <p>Residents felt strongly that a traffic signal would improve traffic flows and improve safety for cyclists and pedestrians to cross County Road 29 at Street 1, as well as attract more residents away from Malcolm Street.</p> <p>Parsons' View:</p> <p>County Road 29 and its intersections are under the jurisdiction of Lanark County. As such, the decision to provide a traffic signal ultimately lies with the County. Based on input provided by the County to municipal staff, the signalization of either of the two intersection is not warranted because the anticipated traffic volumes are too low. The traffic analysis in the TIS further supports this conclusion based on operational results assuming stop-controlled intersections (with stop signs on the side street only) at both intersections result in a LOS B (where a LOS D is the typical minimum acceptable operational standard).</p> <p>If a traffic signal were to be implemented, it would not be a disbenefit to overall network operations and arguably would be more attractive to residents, but it has a capital and operating cost implication and the financial responsibility for this modification that is not warranted would need to be clarified between parties. It is noted that the TIS does recommend a northbound right-turn lane at the future intersection of County Road 29/Street 1 that will increase operational capacity.</p>
3	Traffic calming measures along Malcolm Street	Community + MM Staff	Yes	<p>Problem Statement:</p> <p>Residents are concerned about safety along Malcolm Street due to the increase in traffic stemming from the proposed Brown Lands development. Residents have claimed vehicles speeding at the Malcolm/Strathburn intersection when completing turns and leading to erratic vehicle behaviour (e.g. sliding onto front lawns)</p> <p>Parsons' View:</p> <p>The new TMP generally encourages the provision of traffic calming measures where needed. Along local roads, particularly when posted speeds are below 50km/h, traffic calming is recommended by the TMP in a context-specific manner and if vehicle speeds create unsafe or uncomfortable environments. The TMP identifies different policies that can be used to determine if the need for traffic calming measures is triggered by various factors. Three different policies are referenced:</p> <ul style="list-style-type: none"> • The TAC Canadian Guide to Traffic Calming (2018) – the guide lists several criteria to pass the screening process for traffic calming, which include either a serious collision with a vulnerable road user or meeting at least one of the context criteria and two of the traffic criteria. <ul style="list-style-type: none"> ○ Context criteria is dependent on pedestrian activity and surrounding land uses. ○ Traffic criteria is dependent on inappropriate driver behaviour, vehicle speeds significantly higher than posted speeds, high traffic volumes and high collision rates. • The Lanark County Speed Management Policy (2023) – the policy lists three main criteria for speed management measures, which includes the road experiencing high pedestrian activity (from school or community safety zones, or other locations with special considerations), the 85th percentile speed exceeds posted speed by 10 km/h, or the 95th percentile speed exceeds the speed limit by 20 km/h. • The Mississippi Mills Policy for Traffic Calming and Speed Management on Municipal Roads (2010) – the key criteria to be met is the 85th percentile speed, which would initiate a traffic calming study if speed exceeds posted speed by 15 km/h. <p>The municipality should monitor traffic activity and review different types of traffic calming measures, both at the Malcolm/Strathburn intersection as well as along the Malcolm Street corridor by following the alternative approach outlined in Item No. 1 of this table.</p>

				<p>Other Considerations:</p> <p>It is understood that the municipality is also considering converting the intersection of Malcolm/Hope from two-way stop to an all-way stop as an additional traffic calming measure. It is important to understand that all-way stop control is not considered an effective traffic calming measure based on best practices. The TAC Traffic Calming Guide and other industry guidelines state the overuse and improper application of all-way stop-control intersections can have the opposite effect, since drivers are inclined to ignore or not comply with signage when there is low vehicle activity, thereby increasing the risk of collision and injury. The proper application of all-way stop-control is guided by a warrant (outlined in the Ontario Traffic Manual: Book 12). This warrant should be used to determine if an all-way stop-control intersection is appropriate at any unsignalized location. An alternative approach may be to consider intersection specific traffic calming measures, such as a mini-roundabout, which adds a layer of safety, but has secondary benefits such as adding a landscaping and aesthetic feature.</p>
4	MM and County coordinate to increase westbound right-turn capacity at CR29 and Almonte Street	MM Staff	Yes	<p>Problem Statement:</p> <p>Based on a survey prepared and collected by the municipality, the community considers the provision of a westbound right-turn lane (or in general increasing westbound right-turn capacity) at the County Road 29/ Almonte Street intersection to be the second most effective method to reduce traffic generated by Brown Lands along Malcolm Street.</p> <p>Parsons' View:</p> <p>The Brown Lands TIS indicates the existing volume on the westbound right-turn movement at the County Road 29/Almonte intersection exceeds 60 vehicles in the peak hour, which would increase with future development traffic.</p> <p>The Transportation Association of Canada (TAC) Geometric Design Guidelines (2017) suggest that an auxiliary right-turn lane at unsignalized intersections may be considered when 60 right-turn vehicles per hour is exceeded, or there is demonstrated high risk of collision or aggressive interactions between the through and right-turn traffic. Furthermore, analysis results in the Brown Land TIS show the volume to capacity ratio (v/c ratio) of the westbound movement reaches 0.89 during the PM peak hour at full buildout, which is approaching the typical capacity limit (0.90) based on industry standards.</p> <p>The 2024 TMP, Table 39 and Schedule 18 has flagged the County Road 29/Almonte intersection for future intersection modifications, including auxiliary left-turn lanes on all approaches within 15 years. This presents an opportunity for the County to consider advancing works at this location and develop a design that accommodates not only traffic in the short-term but will also satisfy long-term needs.</p> <p>Based on these factors, Parsons agree there is sufficient evidence and justification to support modifications to this intersection, including (but not necessarily limited to) an auxiliary westbound right-turn lane.</p>
5	Restrict left turns out of development onto Strathburn Street	TIS + MM Staff	No	<p>Problem Statement:</p> <p>The Brown Land TIS proposes signage to prohibit outbound left-turns from Street 2 onto Strathburn Street. This option was introduced to address community safety concerns regarding traffic increase along Malcolm Street. Alternative physical options were dismissed by the TIS through discussions with municipality staff due to operational concerns and impacts for municipal and emergency vehicles.</p> <p>Parsons' View:</p> <p>Prohibiting left turns from Street 2 to Strathburn Street via signage alone will have limited effectiveness. This option would require constant enforcement to ensure residents are adhering to it. It also increases the risk of collision due to non-compliance. While it may help deter some of the outbound traffic and redirect them to County Road 29, to be truly effective, there must be some physical deterrent, either a road narrowing or physical median/ island. As it stands, it is not recommended as an isolated measure.</p>

6	Add a northbound auxiliary right-turn lane to the future CR 29/Street 1 intersection	TIS + MM Staff	Yes	<p>Problem Statement:</p> <p>The TIS recommended the addition of a northbound auxiliary right-turn lane at the future CR 29/Street 1 intersection to accommodate anticipated right-turn traffic.</p> <p>Parsons' View:</p> <p>Anticipated northbound right-turn traffic volumes at the CR 29/Street 1 intersection are expected to exceed 60 vehicles/hour. Based on industry guidance for right-turn lanes discussed in Item No.4 of this table, Parsons has no concerns with this recommendation.</p>
7	Active Transport (walking/cycling) facility improvements along Strathburn Street and at the intersection with Malcolm Street	MM Staff	Yes	<p>Problem Statement:</p> <p>Strathburn Street currently lacks active transportation facilities, along with a portion of Malcolm Street (north of Dunn Street). The proposed development presents an opportunity to make improvements to the surrounding active transportation network.</p> <p>Parsons' View:</p> <p>Municipal staff have proposed the section of Strathburn Street between Malcolm Street and Street 2 access be urbanized to support the proposed development. Malcolm Street is classified an urban street and Strathburn Street a rural street in the 2024 TMP. Any active transport interventions or enhancements must be tailored for the corridor environment, which is demonstrated in the TMP standard cross-sections.</p> <p>Schedule 9 of the 2024 TMP identifies gaps in the pedestrian network along Strathburn Street, where a facility would be provided on at least one side of the road in the future. For cyclists, the TMP Schedule 11 identifies Strathburn Street and Malcolm Street as Local Route designation that should provide shared road treatments, such as specialized pavement markings and signage.</p> <p>Parsons agree there is a tremendous opportunity to address existing gaps in the active transport network to better serve existing community residents and future residents of the proposed development. At this time, it is our understanding the municipality is considering urbanizing with sidewalk Strathburn Street between Malcolm Street and Street 2 and maintaining the rural design but adding a paved shoulder for active transport between Street 2 and County Road 29. New pedestrian facilities, whether paved shoulder if road remains rural or sidewalk if urbanized, and appropriate cycling road treatments along Strathburn Street is greatly supported. Additionally, there is value in also adding a new sidewalk on the west side of Malcolm Street between Dunn Street and Strathburn Street to fill the gap to the existing facility at Dunn Street.</p>

6. Closing

The Municipality of Mississippi Mills retained Parsons to provide a review of the transportation implications and associated community concerns related to a new residential subdivision proposal in Almonte (the Brown Lands). Municipal staff had provided the TIS Report prepared by the applicant's consultant (Novatech), as well as feedback from various community outreach activities. The TIS Report was considered adequate and applied appropriate industry approaches and methodology when evaluating the area transportation network.

The key concern expressed by the local community related to the traffic impacts from the new development on Malcolm Street. Some of the options to address these concerns raised by the community and/ or the municipality included:

1. Full closure of Strathburn Street to through traffic between Malcolm Street and Street 2 access
2. Limiting traffic at the Street 2 access to right-in/right-out only via a "pork chop" island
3. Prohibiting inbound traffic of the development from using Strathburn Street by converting it to one-way eastbound between Malcolm Street and Street 2 access
4. Maintaining normal operations on Street 2 and Strathburn Street (no restrictions), but apply interventions along Malcolm Street to reduce speeds

While the first three options are valid options to reduce traffic volumes on Malcolm Street, they are permanent and require additional considerations to ensure they are effective and do not trigger downstream impacts. For example, the full closure of Strathburn Street may adversely affect municipal operations and emergency vehicle travel times. Additional due diligence would be needed to confirm the impacts are acceptable.

In Parsons' view, the first three options are not warranted at this early stage, since the Brown Lands development has yet to achieve early occupancy. It would be prudent for the municipality to apply a gradual/ staggered approach to mitigating community concerns while avoiding unforeseen downstream impacts. This approach is embedded within standard practice when considering traffic calming mitigation; "it is not uncommon that the perceived nature of a traffic problem is substantially different from the real situation. " ⁴ The municipality should ensure the perceived problem is validated before considering permanent road network changes.

Therefore, we suggest the municipality observe and assess traffic conditions and maintain flexibility in how to address future traffic issues as they arise over the course of time. They should continue to monitor traffic conditions on Malcolm Street annually leading up to, and during early occupancy to properly assess changes in travel behaviour and trends in corridor activity with development. They may consider proactive low-cost and low-impact or temporary measures along Malcolm Street and Strathburn Street to passively manage traffic during or even in advance of occupancy as desired, but reserve stronger, higher cost and permanent measures if problems materialize or persist. If traffic growth along Malcolm Street exceeds expectations or observed vehicle behaviour heightens safety risks, despite early efforts, the municipality may always revisit the first three options at that time. Proactive monitoring will enable the municipality to assess the effectiveness of any measures applied and strategically adjust their approach accordingly.

Michel, should you have any questions or comments on this memorandum, please feel free to reach out to the undersigned.

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Reviewed by:



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⁴ TAC Canadian Guide to Traffic Calming, 2nd Edition (2018), Section 2.1.1. Guiding Principles, Pg. 17.

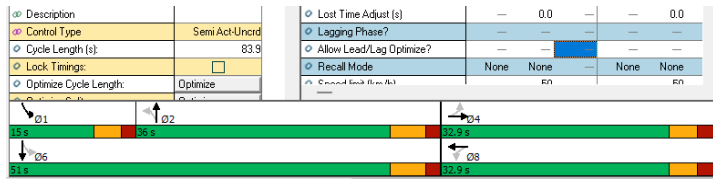
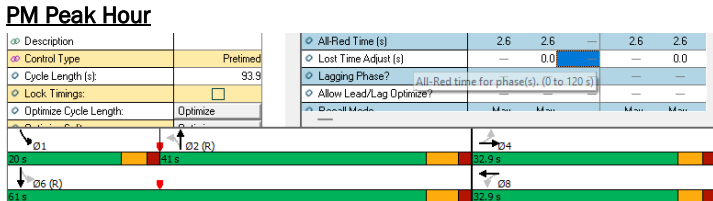
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Appendix A

TIS Technical Review and Comments

Table A-1: Comments Addressing the TIS Content

Section	Comment	Parsons Input
Throughout	Since the TIS report was prepared prior to the approval of the new 2024 Mississippi Mills TMP, it may be worth noting that some information in the TIS based on the 2016 MMTMP is now superseded by the 2024 TMP. This includes the roadway descriptions in Section 2.0, where Strathburn Street and Malcolm Street are both no longer classified as collector roads and are now considered local roads as per Schedule 15 in the new TMP. It also includes the planned conditions of Section 3.0 Table 2, where the new TMP's Table 38 provides a different set of future road projects. Lastly, the AADT and vehicles per hour based on road classification (indicated in Section 6.4 of the TIS) were modified slightly in the new TMP and a local road is considered optimal for a traffic volume up to 120 vehicles per hour.	If desired by the Municipality staff, information obtained from the previous TMP in the TIS report can be updated to utilize the new 2024 Mississippi Mills TMP.
Section 1.3, Page 2 and Section 6.0, Page 12	The HCM delay criteria for signalized intersections is provided (referred to as Exhibit 18-4 in the TIS). Also, MTO Guidelines is referenced for v/c ratio criteria at signals. However, analysis results in Section 6.0 only reference the v/c ratios at the County Road 2/Almonte intersection and do not acknowledge the v/c ratios exceeding 0.85 during the PM peak hour for the WB movement in all scenarios.	As the MTO Guidelines consider v/c ratios exceeding 0.85 to be less optimal, it may be noting delays for other movements at the signalized intersection and acknowledging v/c ratios exceeding 0.85.
Section 6.0, Page 12	Based on the Synchro reports in Appendix D, the analysis uses a Peak Hour Factor (PHF) of 0.9 for existing conditions and 1.0 for future conditions, as well as a saturated flow rate of 1,800 veh/hr/lane. These parameters are typically utilized by the City of Ottawa based on the requirements of the City's TIA Guidelines. However, they may not necessarily apply to the context of Almonte.	Consider using the default HCM saturated flow rate of 1,900 veh/hr/lane, as well as a more conservative PHF for future conditions. Also consider using the default Synchro PHF value of 0.92, or a value of 0.9 for future conditions to match the parameters of the existing conditions analysis. Spot checks using Synchro were carried out to recreate the Novatech analysis using the parameters mentioned. Based on the analysis, these changes are not expected to result in any major changes to conclusions of the TIS.
Appendix C and D	<p>Based on the Synchro reports, a cycle length of 75 seconds was used at the County Road 29/Almonte signalized intersection for both AM and PM in all scenarios. While this cycle length is acceptable as the most optimal time for traffic operations in all future scenarios, it may not be accurately representing the cycle lengths and phase splits in existing conditions based on the signal timing plan in Appendix C of the TIS, as it does not take into account the "green time only" table. The assumed existing timing plan splits for AM and PM have been recreated below based on the available signal timing plan.</p> <p>AM Peak Hour</p>  <p>PM Peak Hour</p> 	Note that this timing plan was tested and found to result in higher congestion and delay results for existing conditions, particularly for the AM peak hour. Optimizing the cycle length in future conditions to 75 seconds is found to be acceptable, but it may be worth noting that the current split is not optimal for existing conditions.

ATTACHMENT C – PUBLIC COMMENTS

Theme	Comment	Staff Response
Stormwater Management/ Flooding	I have serious reservations on the storm water management described within Regional Groups plan of subdivision. I also have concerns on the placement of the sanitary elevator – if it so non-evasive why is it located as far away from any “new homes for sale” as possible. It is located as close to existing non-Regional owned homes as possible. I have yet to drive by the pump station at Gemmill Bay and not smell raw sewage.	<p>The engineering submission provided by the developer has undergone a thorough review by the Municipality the Mississippi Valley Conservation Authority. The proposed stormwater management system has been designed to collect, treat, and discharge water into the river in a manner that complies fully with both Provincial and Municipal policies.</p> <p>Regarding the location of the proposed sewage pumping station – it has not been placed to avoid proximity to the new homes but rather has been strategically located based on technical and operational requirements. The selected site offers optimal access from the roadway and is situated at a lower elevation than the surrounding residential lots, which is necessary for the station’s proper function.</p> <p>Importantly, the new pumping station will include odour control technology, which is not currently in place at the Gemmill’s Bay facility.</p>
Traffic, active transportation and existing bike trail	Malcolm St will now become a thoroughfare for all new residents of the Brown Subdivision, and this is only Phase 1 – of how many phases? I have seen a petition floating around to have a road closure on Strathburn St - I believe this is best long-term solution to accommodate not only Phase 1 but all future phases. This could be easily built to allow for pedestrians/cycling as well as emergency vehicles. The development already as very easy and logical 2nd exit on to Highway 29 from Street 2. The residents of the neighbourhood adjacent to the new subdivision have asked the County to review the application with respect to the traffic study and the traffic that will	<p>The subdivision is proposed to be phased in four separate phases starting with construction of homes along Street Three. Even under an accelerated timeline, with no delays to off-site infrastructure, occupancy of the first phase (up to 75 units) is not expected before late 2029.</p> <p>Traffic impacts will be monitored through the build-out to ensure that any necessary measures are based on observed conditions rather than projections.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by the Municipality. This Plan will provide a baseline of</p>

Theme	Comment	Staff Response
	inevitably use Malcolm Street to get to the eastern elements of Almonte and beyond.	traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.
Traffic, active transportation and existing bike trail	<p>Section 4.2 Trip Distribution</p> <p>The distribution of trips has been derived based on the existing traffic patterns and is described as follows:</p> <ul style="list-style-type: none"> • 35% to/from the north via County Road 29 • 55% to/from the south via County Road 29 • 10% to/from the south via Malcolm Street <p>Background traffic volumes for the 2029 buildout year and the 2034 horizon year can be found in Figures 4 and 5, respectively.</p> <p>Figure 4: 2029 Background Traffic Volumes</p> <p>Further they suggest in figure 4: 2 cars will use Malcolm in the Am and 4 in the PM AFTER the 2029 build out. We can be certain, knowing human nature that these numbers shown for Malcolm Street are wishful thinking at best. We have initiated a petition and received 131 signatures in less than a week and are asking for the project to consider an alternative choice other than allowing access to Malcolm Street via Strathburn.</p> <p>We propose a closure of the sort the City of Ottawa uses in these instances that has a barricade that can easily be driven through by emergency vehicles if needed just east of the exit of “Street two” and west of the existing south access driveway on Strathburn. We feel it unreasonable to have Malcolm become a thoroughfare for 255 new residences, (only the first phase of the proposal and 250 more to</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality’s consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

Theme	Comment	Staff Response
	<p>follow) as the road is neither designed for, nor able to adequately provide safe and secure walking, (no sidewalk along one full section) for the existing residents.</p> <p>We have no issue with the development beyond this traffic issue.</p>	
Traffic	<p>Novatech's Traffic Impact Study was not realistic, in my opinion. The traffic study primarily focused on County Road 29, when Covid restrictions were in place. The Study's resulting distribution of trips does not (corrected 04-25) properly reflect the future use of Strathburn and Malcolm. We currently live on Malcolm Street and at times we have to wait an extended period of time (>1 minute) in order to turn onto Almonte Street towards Town. With the new Development and proposed roadway to Strathburn Street, Malcolm will become a short-cut and a thoroughfare into the downtown and to the grocery and hardware stores etc.</p> <p>In conclusion, my major concern is the volume of traffic that will occur on Malcolm Street. I am hopeful that Lanark County and Mississippi Mills will find a better solution. Perhaps creating a second roadway onto CR 29, with both roadways being double lanes wide (similar to Whitetail Ridge on Martin Street) and closing access from Strathburn. Alternatively, if access to Strathburn were to remain as per the Plan, then perhaps consider dead-ending Strathburn and create a buffer or park zone between Strathburn and Malcolm.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p>
Traffic	<p>My husband and I have resided on Malcolm Street in Almonte for over 20 years and are very concerned about the plans in progress for the development of a suburb on the Brown lands at the end of Malcolm Street, off Strathburn Street. Malcolm Street is part of a very much a family-oriented neighbourhood, with many children about. With the</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by</p>

Theme	Comment	Staff Response
	<p>growing population, we have long been concerned about the increased traffic on Malcolm Street and the noise and safety issues that come with it.</p> <p>As concerned residents, we are requesting that you keep us informed of any developments with the planning of this land so that we can have the opportunity to have our concerns heard and considered.</p>	<p>the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p>
Traffic, access to trail	<p>I'm writing to share my comments and concerns about the proposed development at the corner of County Road 29 and Strathburn Street (Lanark File #09-T-23005, Mississippi Mills File #D14-STR-23/Z-04-23). Motor Vehicle Traffic Volume on Strathburn Street and Malcolm Street Strathburn and Malcolm Streets are quiet residential thoroughfares. Malcolm Street has a reduced speed limit (40 km/h) to calm traffic. The proposed street connections between the new development and Strathburn Street would greatly increase the volume of motorized traffic. This presents a problem for a number of reasons:</p> <ul style="list-style-type: none"> • The intersection of Malcolm Street and Almonte Street would become significantly busier. This is already a dangerous intersection due to high volumes of traffic on Almonte Street and because the intersection is partway up a steep hill. Vehicles often wait for a considerable period to turn from Malcolm Street onto Almonte Street. Vehicles coming down this hill often have difficulty slowing down to avoid collisions with other vehicles turning left from Malcolm Street. • It would add more through traffic to streets that are currently used primarily to access a quiet residential neighbourhood. This 	<p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p>

Theme	Comment	Staff Response
	<p>would negatively affect the enjoyment of residents along Strathburn and Malcolm Streets and would increase risk to children and pedestrians.</p> <p>I suggest that motor vehicle access to the new development be achieved only via connections to County Road 29. This road is designed for higher traffic volumes. It is a more suitable route for residents of the new development to access the rest of Almonte and destinations East of Almonte.</p>	
Access to Trail	<p>There is a very popular riverside walking trail that starts at Strathburn Street and would be blocked by the new development. I think it's important that access to this trail be preserved for existing residents and newcomers alike. I suggest that one non-motorized corridor be established from the new development to the trail, and another from Malcolm Street to the new development. This would not only provide easy access to the trail for all residents but would also forge social and recreational connections between the two neighbourhoods.</p>	<p>Access to the trail along the Mississippi River has been maintained via a servicing block on the northern corner of the subdivision which can be accessed via the local streets or a combination of local streets and parkland. This access may be modified if the draft plan is amended to accommodate a land conveyance request; however, the Municipality will ensure that access to the river trail is maintained.</p>
Access to Trail	<p>We are residents of Almonte and were directed here to send a comment regarding the proposed development of land adjacent to Strathburn. As you undoubtedly know, the well loved and well used Almonte Riverside Trail runs through the proposed development area and we want to add our voices to any others who would advocate for the preservation of this public use trail. It would be a shame to lose public riverbank and trail access to private development, as this is one of the things that makes Almonte such a unique and desirable place to live.</p>	<p>Access to the trail along the Mississippi River has been maintained via a servicing block on the northern corner of the subdivision which can be accessed via the local streets or a combination of local streets and parkland. This access may be modified if the draft plan is amended to accommodate a land conveyance; however, the Municipality will ensure that access to the river trail is maintained.</p>

Theme	Comment	Staff Response
Traffic Impact	<p>We are residents of Almonte living on Malcolm Street, who are concerned about the proposed subdivision development on Browns Lands. We strongly believe that this development will greatly affect our households/families way of life. If not planned properly there is a risk of a potential 10 fold increase in traffic.</p> <p>We recommend that the town considers the option to close off Strathburn Road, east of where the subdivision exits onto Strathburn road and make the only exit from Strathburn out via Highway 29. Our street already suffers from speeding cars that try to circumvent the lights at the intersection of Almonte Street and the 29. This would only further compound if town allows Malcolm Street to become a throughfare for this new development.</p>	<p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p>
Traffic impacts	<p>Most of the public concerns being raised are previously existing problems, recognizing of course that there could be further impacts from the Browns Land development. However, I feel that any traffic solutions being proposed must serve all residents of the Cameron section of town which include Malcolm St, neighbouring streets (Hope, Glass, etc.) as well as the future residents of the Browns Land development. Ideally, these solutions will be able to preserve the character and feel of the community.</p> <p>From that perspective, I feel that Strathburn Street should remain open as a connecting road - providing a balanced, necessary, and connected traffic flow for this section of town. It's possible that closure of Strathburn Street might be required in future, but should not be the primary solution. It should be considered alongside other control measures in terms of effectiveness, cost, & operational considerations. Furthermore, I can foresee a number of problems/concerns with its closure, some of which were mentioned at the public meeting:</p>	<p>Staff agree that Strathburn should remain open. Current traffic volumes for Malcolm Street are well within the design limits for a residential street. Attachment B contains the peer review completed by Parsons and notes that future traffic volumes on Malcolm Street including the Brown Lands are expected to fall within the optimal range for a local street.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>The Municipality will be installing stop signs at Malcolm and Hope Streets to create a four-way stop. Based on the traffic monitoring</p>

Theme	Comment	Staff Response
	<ul style="list-style-type: none"> • Emergency vehicle access - fire, ambulance, police in event of an emergency (eg. Malcolm St. fire 2022) • Snow removal - difficult or impossible to maintain winter pedestrian/bike access along Strathburn • Recycle and garbage collection - disruption of municipal routes, difficulty in turnaround • Brush & yard waste pickup - as above • School buses - daily pick-up routes currently use Gleeson & Strathburn for conveyance • Environmental - permanent closure results in a more circuitous route for residents (fuel, time, emissions) • Bay Hill - redirects existing (Cameron) and all future (Browns) traffic to Bay Hill, already a problem • Cost – 1 suspect the design and construction of an engineered dead-end would be costly <p>While engineering solutions might be able to mitigate some of the problems noted above, it doesn't make sense to create the problems unnecessarily, especially when there are other effective and inexpensive options available.</p> <p>Briefly, here are my thoughts:</p> <ol style="list-style-type: none"> 1. Traffic speed & safety on Malcolm St: Malcolm St is currently a 'straight run' with no speed impediments which has led to safety concerns for many years. Installing a 4-way stop at Hope St and at Dunn St. would moderate speed and discourage vehicles from using Malcolm as a speedy by-pass. Installing a 3-way stop at Malcolm/Strathburn would also increase safety at that corner for cyclists, pedestrians, & cars. These measures would be low-cost and should be quite effective. With several 4-way stops, raised 	<p>plan, additional traffic calming measures may be undertaken in the future.</p> <p>During the construction of the subdivision a construction access plan will be developed and incorporated into the subdivision agreement. The Municipality will restrict heavy vehicle traffic from using local streets and will work with Lanark County and the Developer to ensure that heavy vehicle construction traffic is able to use County Road 29 for access.</p>

Theme	Comment	Staff Response
	<p>intersections or speed bumps would not be necessary. Installing a few additional speed limit signs (40 km/hr) would help remind motorists to slow down. NOTE: the series of 4-way stops that were installed ~20 years ago Union St. are a good example of this strategy at work.</p> <p>2. Distributed traffic flow - keeping Strathburn open maintains a balanced and connected traffic flow for the Cameron section of town, including the adjacent proposed new development community. Future residents in the Browns Land subdivision would likely split their vehicle entry/exit points based on proximity using Street One (to Hwy 49) for the north portion and Street Two (to Strathburn) for the south portion.</p> <p>3. Traffic volumes: it was stated at a previous public meeting that current traffic volumes for Malcolm St. are well within design limits for a residential street. This matches my daily observation of low traffic volumes when I walk along the length of Malcolm Street. It would be helpful to see how the design projections for Browns Land are expected to impact traffic volumes? For example, will the new development push traffic volumes along Malcolm Street beyond acceptable design guidelines? It is also important to note that vehicle use patterns have changed significantly in recent years due to retirement demographics, work-from-home, use of active transport, parcel deliveries, etc.</p> <p>4. Traffic concerns on Bay Hill: directing all vehicles from Brown Lands to Hwy 29 will increase the traffic volume coming down Bay Hill, which is already quite dangerous. This is one of the biggest concerns we have and will be further affected by the Brown Lands project. It is currently quite risky for pedestrians walking or cycling</p>	

Theme	Comment	Staff Response
	<p>into town due to excessive speed, heavy trucks, & volume. A closure of Strathburn St. would exacerbate this problem. If traffic volumes in 3-4 years are found to be higher than design projections or become unacceptable to residents, then Strathburn closure can still be implemented. In that light, would it be possible to seek Council pre-approval for a dead-end/cul-de-sac to be implemented in future, if required? It would also make sense to conduct a 1-year trial using a temporary barrier in order to evaluate the winter and summer impacts on traffic volume, road operations, emergency, pedestrians, cyclists, etc.</p> <p>Finally, here is a potential strategy to implement traffic control measures in a staged manner, with periodic traffic monitoring to evaluate the impact of each control measure:</p> <p>Stage 1: Near Future - Install STOP signs along Malcolm St: an effective control measure to be implemented in the immediate future to reduce speed and to discourage cars from using Malcolm St. as a speedy by-pass to Hwy 29. Suggest a 4-way Stop (Malcolm & Hope St.), 4-way Stop (Malcolm & Dunn St.), and a 3-way Stop (Malcolm & Strathburn St.). Speed has been an ongoing safety concern along Malcolm St. for >25 years, and I have seen several near-misses as drivers curve around the corner of Malcolm & Strathburn. Stop signs could be installed in near future to start influencing traffic patterns and establish a new 'baseline' traffic flow before the Browns Land project starts. It is a relatively inexpensive and effective option, with Union Street being a good example that was implemented ~20 years ago. Speed bumps or flexible road markers should be used only as secondary measures (if needed) since they would adversely affect the heritage character of Malcolm Street.</p>	

Theme	Comment	Staff Response
	<p>Stage 2: During Construction - Restricted use of Strathburn: recommend to close the 'Street Two' entry/exit onto Strathburn ahead of Browns Land construction (ie. concrete barriers) to reduce potential traffic from trade workers and light industrial trucks. If needed, restricted turning hours (eg. 7-9am & 4-6pm) could be implemented with signage and/or construction work orders. These could be subsequently removed at the end of construction or kept in place if needed.</p> <p>Stage 3: Potential Strathburn Street closure - if traffic volumes from Browns Land are higher than projected or become unreasonable for a shared residential street, then a dead-end on Strathburn could be built to direct all Brown Lands traffic from Street Two to Hwy 29, noting the concerns outlined above for Bay Hill. Perhaps a pre-design could be prepared and receive Council approval in the event a dead-end or cul-de-sac solution is required.</p>	
Road Widening	<p>Overall, I find the housing plan proposal agreeable and am delighted to see it includes parkland and maintains an entrance to the wonderful MVT trail and land along the river that so many of us presently enjoy. However, I have read both the NOVATECH “Brown Lands Draft Plan of Subdivision and Zoning By-law Amendment, Planning Rationale” and the NOVATECH “Brown Lands, Traffic Impact Study” and have some concerns and requests for clarification,</p> <p>The Planning Rational report states: It is understood that widening along the sections of County Road 29 and Strathburn Street that border the Subject Site has been provided to the County and Municipality in the past to achieve desired ROW widths. As such, no further lands are proposed to be conveyed for widening. It is anticipated that widening from the south side of the</p>	<p>With respect to the road widening of County Road 29, the land provided for the road widening will come from the developer’s property along the frontage of County Road 29 – land will not be taken from other privately owned properties.</p> <p>As part of the development of the subdivision, the traffic impact study requires a dedicated northbound right turn lane from County Road 29 on to Street One.</p> <p>The road widening work would be timed in conjunction with the development of the subdivision. In addition, the design of the turn lane would be developed by the developer in consultation with the county.</p>

Theme	Comment	Staff Response
	<p>Strathburn Street ROW to meet the overall desired ROW width can be obtained when the Development-zoned (D zone) lands at 297 Strathburn Street are eventually developed. Similarly, widening from the west side of County Road 29 to meet the overall desired ROW width can be obtained if the adjacent lands are brought into the urban boundary and developed in the future.</p> <p>As a resident of Gleeson Road and only one property away from Country Road 29 the widening of this road is of concern and more specifically the widening of this road on our side (the west side). Our neighbour at 101 Gleeson would be hugely and adversely affected by the widening of Country Road 29 along the length of his property. Such an endeavour would undoubtedly kill the mature evergreens that supply both his and our property with some, privacy and sound barrier from the increasingly busy highway — tire loss of these beautiful trees would undoubtedly greatly devalue his property and possibly even ours.</p> <p>I would also like to point out, that the gas line and all the hydro/ telephone and fiber runs along the west side of County Road 29 so it seems to me that if, or when tire expansion of the road is necessary it would make more sense to do this on the east side. Presently there is a great buffer of woodland be-tween Country Road 29 and the homestead at 297 Strathburn Street and then to the north it would only affect the very development that is forcing the. requirement for road widening in the first place. It seems a much better plan to add such a requirement into the plan of that development instead of affecting the already established properties of single home and landowners.</p>	<p>As part of any road modifications, utilities are located and if necessary, may be relocated; however, any relocation is up to the discretion of the utility company. The relocation of any hydro lines or gas lines would be determined during the detailed design of County Road 29, which will be reviewed by all utilities and the Municipality with the ultimate approval by Lanark County.</p>

Theme	Comment	Staff Response
	<ul style="list-style-type: none"> • Can you clarify whether the widening would only affect Country Road 29 from the Gleeson/Strathburn Street intersection northward towards Pakenham? • When do you foresee any widening happening - now or post 2034 (the forecast year used in the Traffic study)? • Has the fact that gas lines and other expensive infrastructure on the west side of Country Road 29 been taken into consideration regarding which side to expand on for ROW width? 	
Traffic impacts, utilities, tree preservation	<p>My letter to you here is not an objection to the proposed subdivision. However, it appears from the documents that the County or Municipality are considering future changes that would affect my own and several other properties. I respectfully request clarification regarding my concern, and communication of it to the planners of the Brown Lands development before it goes too far: Paragraph 3, page 6 into page 7 of the “PLANNING RATIONAL...” reads:</p> <p>It is understood that widening along the sections of County Road 29 and Strathburn Street that border the Subject Site has been provided to the County and Municipality in the past to achieve desired ROW widths. As such, no further lands are proposed to be conveyed for widening. It is anticipated that widening from the south side of the Strathburn Street ROW to meet the overall desired ROW width can be obtained when the Development-zoned (D zone) lands at 297 Strathburn Street are eventually developed. Similarly, widening from the west side of County Road 29 to meet the overall desired ROW width can be obtained if the adjacent lands are brought into the urban boundary and developed in the future. I must point out that - though my property straddles Wolf Grove creek and is partly in Almonte. My</p>	<p>With respect to the road widening of County Road 29, the land provided for the road widening will come from the developer’s property along the frontage of County Road 29 – land will not be taken from other privately owned properties.</p> <p>As part of the development of the subdivision the traffic impact study requires a dedicated northbound right turn lane from County Road 29 to the Street One.</p> <p>As part of any road modifications, utilities are located and if necessary, may be relocated; however, any relocation is up to the discretion of the utility company. The relocation of any hydro lines or gas lines would be determined during the detailed design of County Road 29, which will be reviewed by all utilities and the Municipality with the ultimate approval by Lanark County.</p>

Theme	Comment	Staff Response
	<p>driveway entrance is at highway 29. I have a direct interest in highway 29.</p> <p>So, as my property is situated directly across from the Brown development at the intersection of Gleeson/29/Strathburn (i.e, my property line is on the west side of highway 29), this potential widening from the west side of County Road 29 could obviously adversely affect both the good ambience and value of my property. Not only mine, but the 319 and 293 Christian St residences and the New Age/Projex businesses. For my own property, the mature pine and spruce trees along the highway that currently shield the house, would be cut or would otherwise not survive any root disturbance. If these go, my house will be exposed to traffic noise and whatever else.</p> <p>Moreover, County planners must surely be aware that to widen highway 29 on the west would require Hydro One to shift a number of their high voltage poles, Bell to resite their fibre optic communication line, and whatever would have to be done to ensure the Enbridge 400 psi gas pipe that runs at the side of the highway is not compromised. Whereas, on the east side of Hwy 29 from Strathburn heading south, there appears to be a clear run for potential road widening up as far as Wylie St. Losing a few trees from Strathburn St southwards along the west boundary of The Glen (at 286 Strathburn) would not be noticed as they are simply the end of a completely wooded area extending hundreds of feet down to the house. I am sure you will understand how - to a person such as myself - it would seem logical and just that any highway widening should be carried out on the east side.</p> <p>On the developer's own side... Avoiding unnecessary expenses to service providers... Therefore, I repeat - I should be grateful if you will address my request for clarification of what the "PLANNING</p>	

Theme	Comment	Staff Response
	RATIONAL” document actually intends; and additionally:- reassure me that the planner and developer have been made aware of my concerns.	
Traffic safety Malcolm St	<p>The only major concern I have is about traffic safety on Malcolm St. during and after construction of the proposed project and the effect of the increased traffic at the intersection of Almonte St. and Malcolm St. Novatech has addressed “Traffic Impact” in the vicinity and on Malcolm St. in section 4.3, Table 4, and Figure 3 of its study. It is insufficient in two important ways, in my opinion and is presented as fact (section 4.3 Transportation Impact Study, Notice of Complete Zoning By-Law Amendment Application file no. D-14-STR-23/Z-04-23), which could be misleading to some readers. Having studied the complete Novatech Traffic Impact study, it’s clear to me that the geographic area covered by it is limited and should have included impact on all of Malcolm St. including its intersection at Almonte St. But, more importantly, it is limited in its scope, and did not address the potential increased hazards to pedestrians, cyclists, and to vehicles entering Malcolm St. from its connecting streets.</p> <p>Section 4.3 Novatech Traffic Impact Study, Trip Assignment refers to a “proposed southbound left turn prohibition at the Strathburn Street access”. Although that would, if implemented, have a significant traffic reduction effect on Malcolm St. it would not affect northbound traffic on Malcolm St. during the PM period. Neither would it affect northbound traffic during the lengthy construction period.</p> <p>The safety hazards could likely be reduced by standard methods such as stop signs, speed bumps, enforced speed limits, or other traffic calming means. Although the proposal refers (in section 4) to a Third Crossing of the Mississippi River there is no description of its</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality’s consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons. The proposed left turn prohibition at the Strathburn Street currently applies only to Street 2. As noted in Parson’s review, a left-turn prohibition at Street 2, through signage alone, without corresponding physical infrastructure, would not effectively prevent left turn movements onto Strathburn Street and Malcolm Street from the proposed development. This poses a potential safety risk and, as such, the prohibition will not be implemented unless appropriate physical measures are also put in place to ensure compliance.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p>

Theme	Comment	Staff Response
	<p>implementation and potential impact on traffic patterns resulting from the proposed project.</p> <p>QUESTIONS</p> <ol style="list-style-type: none"> 1. Does the “proposed left turn prohibition at the Strathburn St. access” include both intersections of Strathburn St. with Street 2 and County Road 29? and, 2. Will it be implemented? and is it a condition for approval of the amendment? 3. Will traffic calming measures be implemented on Malcolm St.? <p>These shortcomings of the proposal, in my opinion, should be addressed by the proponent before approval of the project is granted by council.</p>	<p>The Municipality will be installing stop signs at Malcolm and Hope Streets to create a four-way stop. Other than implementing a four-way stop at Hope and Malcolm Streets, no traffic interventions are proposed at this time. As data is collected from the traffic monitoring plan, staff will review the traffic impacts and if necessary, implement measures to address traffic volumes and speed.</p>
Traffic impact on Malcolm St	<p>As a resident of Malcolm Street I was pleased to hear how our message concerning the Brown Lands Development was presented by my neighbourhood friends at council.</p> <p>We all suggest the same:</p> <ul style="list-style-type: none"> • We would like to see a bollard system at the Malcolm-Strathburn intersection • That highway 29 access gets developed • To maintain Malcolm Street as a safe pedestrian residential street; it is not built to carry high volumes of traffic. 	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality’s consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic</p>

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		<p>impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>
Traffic impact on Malcolm St	<p>We're writing to ask you to support the Bollard System at Malcolm and Strathburn intersection. I think either the flexible/ removable types would be the best. This way it allows emergency and/or town vehicles to go through, but not regular traffic. Therefore reduce the potential traffic on Malcolm.</p> <p>With the new subdivision coming in, I can see more people using Malcolm St. to bypass the lights at Almonte /County Rd 29. This lets them take the back way into the subdivision, without having to stop anywhere. There is no other traffic sign along the street and some cars travel at a higher speed now as it is. This is a concern when out with children. With the Bollard System in place, this wouldn't be an option.</p> <p>We have lived here since 1975 and have seen young families grow up here; ours included. It's been a nice quiet street where neighbours meet, go for walks, and kids learn to ride their bikes without having to worry too much about cars. The Bollard System is a reversible system. If you find it isn't working you are able to change it without much of an issue.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

Theme	Comment	Staff Response
Traffic impact on Malcolm St	<p>Thanks for all your work on behalf of our community. I wanted to share my support for the bollard proposal at Malcolm and Strathburn re the Brown Lands development. It's a simple compromise that makes a lot of sense.</p> <p>Malcolm is a beautiful, walkable street where kids play and neighbors gather. It wasn't built for the kind of car traffic this new development would bring. A bollard system would protect that character while still allowing emergency access and keeping the new subdivision well-connected via the highway.</p> <p>If buyers truly need Malcolm access, we'll see that in the sales data. If they don't, then we've avoided a mistake. It's low-cost, reversible, and respectful to everyone involved. Please help make it happen.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>
Traffic impact on Malcolm St	<p>My husband and I attended the council meeting on June 3rd, 2025. Residents of the area close to the Brown Lands Development are very concerned with safety issues on Malcolm Street if there is a significant increase in traffic volume due to vehicles associated with the Brown Lands Development. We would also like to preserve the street's "character" which gives the area a real sense of community.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p>

Theme	Comment	Staff Response
	<p>Malcolm Street is a quiet, pedestrian friendly residential street that was not intended to be a major traffic corridor. The new development does not need to use Malcolm Street as they will have access to Highway #29.</p> <p>We think the bollard system that was suggested for the intersection of Malcolm and Strathburn Street is an excellent solution to alleviate many of the concerns. Malcolm Street would not become a major traffic corridor and emergency, and municipal vehicles would have access as needed on Strathburn Street. A bollard system would not be an expensive or complicated solution.</p> <p>We realize that a lot of time and effort has been put into coming up with a solution that would be agreeable to all parties, the developer, the Municipality and local residents and we hope that you will consider this option.</p>	<p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>
Traffic impact on Malcolm St	<p>Please support the bollard proposal for Malcolm Street at Strathburn. This is the best way to preserve the character of our neighbourhood while still allowing emergency access to the new development. Malcolm isn't a collector road. The highway is available for traffic. And a bollard is reversible—so we can adjust later if needed. It's a simple, fair compromise.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic</p>

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		impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.
Traffic impact on Malcolm St	<p>Over time, we have landscaped our property to complement the historic feel of the general area, and we take pride in our property, our street, and its representation of our rural Ontario town. Even as I sit here writing this note, the Town Hall bell is announcing that noon-hour has arrived. An audible bridge to the history of Almonte itself.</p> <p>We have lived in several rural communities over the past decades, and we have been affected by development changes that naturally occur with modern transformation. And while we understand the social and economic value that development brings to a community, development should not impact the energy and vibe that attracted development in the first place. Or reduce the charm that attracts public attention and tourism to our historic mill town. If we can't protect that energy and vibe in one area, all areas are vulnerable to future threats.</p> <p>Malcolm Street is not suitable as a feeder route to Brown Lands Subdivision, and it is difficult to understand why a developer would receive preferential access consideration over the concerns of Malcom Street owners when better options exist. Using Malcom Street as a main route into Brown Lands subdivision will impact our whole community in many negative ways. For example:</p> <p>A. Malcolm Street will require structural upgrades.</p> <p>a. The province of Ontario recommends that subdivisions have sufficient highways or roads to provide necessary and reasonable access to all lots. The recommended width of these roads is between 16 and 20 Meters.</p>	<p>Malcolm Street has been identified as a local road in the 2024 Transportation Master Plan. Current traffic volumes for Malcolm Street are well within the design limits for a residential street. Attachment B contains the peer review completed by Parsons and notes that future traffic volumes on Malcolm Street including the Brown Lands are expected to fall within the optimal range for a local street.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>The standard being referenced does not pertain solely to the paved portion of the road used by vehicles, but rather to the total right-of-way (ROW). The ROW includes the entire width of land designated for public transportation purposes, encompassing the paved roadway, shoulders, sidewalks, utilities, and any related infrastructure.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

Theme	Comment	Staff Response
	<p>Currently, the paved width of Malcolm Street is 8.7 Meters with an added sidewalk of 1.5 Meters.</p> <ul style="list-style-type: none"> b. The unpaved width of Malcolm Street from Dunn Street to Strathburn Street is 6 Meters. Construction upgrades to mirror even that of the existing paved portion of Malcolm Street will require the addition of 4 Meters to the width of the roadway, including a sidewalk. c. Turning Malcom Street into a feeder route will also require enhanced street lighting, the addition of which will require more road width through the affected area. This will place severe stress on the property lines of the historical and high end homes that occupy that land. d. The Strathburn bridge is 8 Meters in width with a turning radius of 13 Meters. It is narrower than Malcolm Street. <ul style="list-style-type: none"> i. This will not permit the addition of a pedestrian sidewalk. ii. Vehicles navigating this turn against oncoming traffic will cause a catchpoint (cars will need to take turns turning) and cause a backlog of vehicles in both directions during high-volume times. iii. There is no possible upgrade that will make this intersection safe for pedestrians and cyclists, nor prevent a traffic backlog during peak traffic times. <p>B. The general area of the bridge is a focal point for entrance to the Mississippi Valley Hiking Trail. Current users of the trail park their vehicles along Strathburn Street to access the trail. Pedestrians also walk into the area from various points. Traffic management will be better served by having Strathburn dead-end at or near the bridge to protect hikers, the many dogs that</p>	<p>It is recognized that Hill Street Presbyterian Church relies on on-street parking along Malcolm Street. This will be taken into account during the review of traffic impacts as part of the Traffic Monitoring Plan.</p>

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	<p>walk with them and pedestrians walking in from Malcolm Street, from traffic.</p> <p>C. As the population of the town increases with the addition of other subdivisions, Malcolm Street will be used by more individuals as a shortcut to avoid the intersection of County Road #29 and Almonte Street.</p> <p>a. Malcolm Street already has a high volume of traffic using Strathburn and Malcolm Streets as a shortcut. The streets are also used as a route to the Mississippi Valley Hiking Trail and are used by numerous cyclists to bypass busy traffic on County Road # 29 and avoid the high-traffic route down the hill on Almonte Street. Dirt bikes and 4-wheelers are also frequent users during the fall and winter months.</p> <p>b. Even without the Brown Lands development, there is likely a rationale to impose traffic restrictions through this area.</p> <p>As a final thought, I'm not sure if Town Council has considered the impact that having Malcolm Street as a feeder route will have on The Hill Street Presbyterian Church at the East end of Malcolm. This historic house of worship is home to a congregation that depends on roadway parking. Routinely, parishioners park on both sides of Malcom Street due to the lack of space on church property. During a recent funeral, the street was quite congested and restricted to single lane traffic for quite a stretch of roadway.</p> <p>Increased traffic flow and planned traffic signals at this intersection will require the town to impose parking restrictions that will impact the church's membership and diminish the ambiance of this Malcom Street historical anchor.</p>	

Theme	Comment	Staff Response
	We thank you for your time to consider our concerns.	
Traffic impact on Malcolm St	<p>I am writing to you today to ask that you support the bollard system for the Malcolm and Strathburn intersection as part of the Browns Land Development.</p> <p>Malcolm St was not built to be a traffic corridor. It is one of the oldest and most beloved streets in our town that contributes to Almonte's charm. Do you really want it overrun by trucks and heavy traffic when a perfectly reasonable alternative already exists? The developer already has highway access which was purpose built for exactly their needs. Whereas Malcolm St is a residential tree lined street full of children playing, parents walking their kids in strollers, and people walking dogs. There is also significant wildlife here that would be endangered should Malcolm be open to this type of heavy traffic. On Malcolm St I see foxes, otters, frogs, snakes, turtles, and more. Further, no other new community in town uses old residential streets as its primary outlet.</p> <p>Malcolm is a designated residential street and was never designed to be a conduit for hundreds of cars from a new subdivision. Actually, new subdivisions are designed in mind to keep traffic calm, slow and safe. Malcolm St should be treated the same way and a bollard system should do just that. (I personally would also appreciate some stop signs at Hope and Dunn as well).</p> <p>I'm not against new houses being built - in fact I fully understand the need. But I believe that the current community's concerns are just as valid as a developer's and new community. Please, hear our voices and install a bollard system at Malcolm and Strathburn.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>The Municipality will be installing stop signs at Malcolm and Hope Streets to create a four-way stop. Based on the traffic monitoring plan, additional traffic calming measures may be undertaken in the future.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

Theme	Comment	Staff Response
Traffic impact on Malcolm St	<p>This letter in response to my attendance at the council meeting June 3rd.</p> <p>As a resident of Malcolm Street I was pleased to hear how our message concerning the Brown Lands Development was presented by my neighbourhood friends at council.</p> <p>We all suggest the same:</p> <ul style="list-style-type: none"> • We would like to see a bollard system at the Malcolm-Strathburn intersection • That highway 29 access gets developed • To maintain Malcolm Street as a safe pedestrian residential street; it is not built to carry high volumes of traffic. 	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p>
Traffic impact on Malcolm St	<p>There are two points I've been reflecting on that I'd like to raise for consideration:</p> <p>First, given the admitted uncertainty around post-construction traffic patterns, it's surprising that the developer's traffic consultants have not recommended a reversible measure—like a bollard system—as a hedge. If flexibility is the guiding principle, then it stands to reason that a low-cost, reversible traffic management tool would be the most prudent way to balance current concerns with future unknowns.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data</p>

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	<p>Second, a bollard system would effectively make the entire debate about Malcolm access moot. If, during pre-sales, the absence of Malcolm access were to impact buyer interest or sales performance, that would be meaningful data—far more telling than a modeled assumption. But if sales remain strong and prospective buyers raise no issue, then it confirms what many residents suspect: that Malcolm access is not critical to the development’s success. Either way, the outcome is informative, and the risk is fully mitigated by the reversibility of the approach.</p> <p>It’s precisely because the outcomes are uncertain, and because residents have engaged in good faith throughout, that a flexible, reversible solution like the bollard system deserves genuine consideration. If the representative is confident in the modeling, this approach offers a chance to validate it in real time—without creating lasting damage to the neighbourhood if the assumptions turn out to be off.</p> <ol style="list-style-type: none"> The developer’s representative noted that most files see two or three feedback loops, and that this one has gone through seven—as if to suggest it’s time to move on. But residents have only participated in two: last year’s proposal, and this most recent one. That’s hardly a robust dialogue. One reason progress has stalled is because the developer keeps returning with the same outcome—ignoring the constructive and consistent feedback from residents seeking a fair compromise. While emphasizing the expertise of the traffic consultants, the representative failed to mention that the Parsons peer review did not designate Malcolm as a collector road. In 	<p>prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p> <p>It is common for large developments such as a subdivision to undergo multiple iterations. These iterations primarily address technical comments on plans and studies or involve the development of supplementary plans, such as the wetland compensation plan, in collaboration with the applicant, the Municipality, and other agencies including the Mississippi Valley Conservation Authority. While the Planning Act does not mandate public meetings at every stage, Mississippi Mills Council proactively holds public meetings to ensure that community feedback is heard. Additionally, the Development Services and Engineering Department convened a separate meeting specifically with residents from the immediate area to discuss concerns. Representatives from both the developer and the Municipality attended all meetings and engaged directly with residents.</p> <p>While the Municipality cannot comment on the developer’s public responses, however, Development Services and Engineering staff have been extensively involved in this proposed development. Staff</p>

Theme	Comment	Staff Response
	<p>fact, the review carefully avoids overcommitting, and is limited by the narrow scope and data of the original study.</p> <p>4. Finally—and most importantly—the representative leaned heavily on “best practices” in development and traffic modeling. Residents appreciate that, and we’re doing the same: the bollard system we’ve proposed is a widely used best practice for managing traffic flow while preserving safety and access. It is inexpensive, easily maintained, and, critically, reversible if future needs change. That’s precisely why so many Canadian municipalities use it in situations like ours.</p>	<p>have engaged traffic consultants to thoroughly review and incorporate public suggestions and concerns into their assessments. As noted in the staff report, the 2024 Transportation Master Plan updated the road classification for Malcolm Street from a collector street to a local street. Parsons peer review confirmed that the scope of the Traffic Impact Study was appropriate and conducted in accordance with established best practices.</p> <p>Although bollard systems are utilized in various contexts, it is considered best practice to first conduct comprehensive traffic monitoring to identify whether traffic volumes or speeds necessitate mitigation measures. The Municipality’s Traffic Monitoring Plan, as previously outlined, will guide any future decisions regarding potential road modifications.</p>
Traffic impact on Malcolm St	<p>My wife and I are writing you as Malcolm Street residents who have lived on this street for 48 years. We are asking for your support in implementing a bollard system at the Malcolm-Strathburn intersection, in response to the Brown Lands development traffic plan. This is an issue with lasting consequences for both our neighbourhood and the new development. I hope you’ll take a moment to consider these points:</p> <p>1. Malcolm Street is not a collector road. As a quiet, pedestrian-active, residential street it is constantly used by children, cyclists, strollers, mobility-challenged elders and dog walkers. It wasn’t designed to carry hundreds of vehicles daily from an adjacent subdivision. Neither the original traffic study nor Parsons’ peer review designates it as a collector road. Nor do they confirm it can absorb higher volumes safely.</p>	<p>Staff agree that Malcolm Street is not a collector road. As noted in the staff report, the 2024 Transportation Master Plan updated the road classification for Malcolm Street from a collector street to a local street.</p> <p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality’s consultant, Parsons, to provide a peer review of these options. Parsons also provided a peer review of the traffic impact study by the developer and concurs with the conclusions of the study related to the traffic volumes for the full build out.</p> <p>Attachment B contains the peer review completed by Parsons and Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff.</p>

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	<p>2. The new subdivision is already designed with dedicated access to County Road 29 — a highway much better suited to a high flow of daily vehicle traffic than Malcolm Street.</p> <p>3. The current access plan benefits the developer, but externalizes cost and impact onto residents. Brown Lands’ marketing draws on the value of our old growth neighbourhood: tree-lined streets, river access, character homes, and walkability. That value is monetized through higher home prices. But instead of reinforcing this as a connected community, the developer’s plan routes cars through it — diminishing the very thing they’re benefiting from.</p> <p>4 Residents proposed a compromise last year. Nearly 100% of us supported a cul-de-sac or a bollard-based access restriction that would allow emergency and municipal vehicles, but not general traffic. This preserves safety, walkability, and the street’s current character while keeping the town’s service access intact. It was rejected.</p> <p>5. The updated plan offers no meaningful changes. Despite a year of resident feedback, the developer has returned with the same traffic assumptions and a plan that opens Malcolm to subdivision traffic. The new peer review simply accepts assumptions from the original traffic study — without reconciling the gap between low daily traffic (15-20 cars/hour) and the projected peak volumes (up to 64 cars/ hour). That’s a massive increase. The review even recommends monitoring and “possible mitigation,” which signals the uncertainty of this current plan.</p>	<p>One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline will provide the Municipality with a well-informed understanding of the development’s impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to the concerns raised by residents and a commitment from staff that traffic will be monitored.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

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	<p>5. The projected peak traffic volume on Malcolm will create serious safety issues at the intersection of Malcolm and Almonte Street, particularly during the winter with slippery roads, a steep hill and pedestrians attempting to manoeuvre through high traffic volumes on both Malcolm and Almonte.</p> <p>7. A bollard system is a best-practice solution. Cities across Canada use bollards —simple vertical posts — to manage traffic access. Emergency and town vehicles can bypass them using keys or flattening/locking mechanisms. They're inexpensive and easy to manage.</p> <p>We all want this development to succeed. But we also want to protect the places we've helped make special over decades. The bollard system gives the town a smart, balanced, future-flexible tool. Please support it.</p>	
Traffic impact on Malcolm St	<p>I have some concerns about pedestrian traffic safety all along Malcolm St. and its intersections with Strathburn St. and with Hwy 49 as it is now and which may arise as a result of the Brown Lands Development project.</p> <p>Present</p> <p>1. Malcolm St. now carries significant local vehicular traffic and poses some hazards because of its narrow useable roadway width.</p> <p>2. The absence of any traffic calming measures, parking on both sides, and a crest in the roadway near Dunn St. all combine to create hazards for pedestrians travelling the road and those crossing it.</p> <p>3. The intersection of Malcolm St. and Strathburn St. is particularly dangerous even now partly because the bridge crossing is a single lane and driver visibility is poor in both directions, and some nights seems to be the final lap of "The Impaired 500".</p>	<p>County Road 29 falls under the jurisdiction of Lanark County, while the remaining roads in the vicinity of the subdivision are under the jurisdiction of the Municipality. Both the County and the Municipality have established policies and procedures related to traffic safety and calming.</p> <p>With respect to the professionals involved in the subdivision process, all Planners and Engineers, including Traffic Engineers, are required to adhere to the standards established by their respective regulatory bodies, regardless of whom the professional is employed by.</p> <p>For reference, the relevant professional organizations include the Ontario Professional Planners Institute (OPPI), the Canadian</p>

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	<p>4. Similarly, the intersection of Malcolm St. with Almonte St. (Hwy 29) can be congested now and is likely to become worse if Malcolm St. becomes a through route between Almonte St. and Strathburn St.</p> <p>Construction Phase</p> <ol style="list-style-type: none"> 1. Construction equipment would likely occupy much of the useable roadway and further imperil pedestrian traffic during its delivery and during its exit. 2. Damage to an already poor roadbed would likely occur. <p>Post construction Phase</p> <ol style="list-style-type: none"> 1. Once the project is complete there will be much more vehicular traffic along Malcolm St. if there is not some diversion elsewhere. 2. Unless that traffic is diverted or calming measures installed on Malcolm St. and at the Malcolm St. Strathburn St. intersection there will be greatly increased hazard to pedestrians along Malcolm St. and that intersection. <p>3. Since the full project is likely to last a longtime, both Construction and Post construction phase hazards will persist throughout that time.</p> <p>Responsibility for safety</p> <ol style="list-style-type: none"> 1. Which parts of Municipal and County Governments have responsibility for roadway safety within Mississippi Mills? 2. For example the intersection of Hwy 29 and Strathburn St., the intersection of Malcolm St. and Hwy 49, and the length of the Malcolm St. route between Hwy 29 and Hwy 49. <p>Credibility of expert traffic pattern measurement, prediction, recommendations and relevance to traffic safety along the Malcolm St./ Strathburn St. roadway</p>	<p>institute of Planners (CIP), and Professional Engineers of Ontario (PEO).</p> <p>During the construction of the subdivision a construction access plan will be developed and incorporated into the subdivision agreement. The Municipality will restrict heavy vehicle traffic from using local streets and will work with Lanark County and the Developer to ensure that heavy vehicle construction traffic is able to use County Road 29 for access.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

Theme	Comment	Staff Response
	<p>1. Who approved the choice of and who oversees the expert groups providing input to the planning process; in this discussion, the traffic pattern data gathering and the predictions?</p> <p>2. To whom are the experts responsible and who pays them?</p>	
Traffic Impacts on Strathburn St and Malcolm St	<p>Since moving to Almonte in 1973, the volume of traffic has tripled due to new builds within & outside Almonte. As well, School busing & construction vehicles in particular are increasingly needed. Being located right at the corner of Strathburn & Malcolm Streets gives me a 'bird's eye' view of this location.</p> <p>School buses pick up & drop off kids right at this corner. There is a right-angled turn to drive over the narrow bridge, no sidewalks, a narrow residential street with vehicles driving from the hwy to enter Almonte. Kids play on the bridge throwing sticks into the fast-flowing creek, their bicycles propped on the metal fencing.</p> <p>There is increased foot traffic & sports activity since the Trail is located just up Strathburn St. Our lawn has had tire tracks due to drivers not making the 90degree turn from Strathburn St to Malcolm St. At times that intersection appears unsafe now.</p> <p>Our neighbours have been presenting sound, reasonable & non adversarial measures to help. I have always admired & am thankful to be a part of Almonte. Growth & new neighbours will be welcomed.</p>	<p>As noted in the Background Report and presented at the public meeting, staff explored several options to fully understand the impact to the local street network and engaged the Municipality's consultant, Parsons, to provide a peer review of these options.</p> <p>Attachment B contains the peer review completed by Parsons and notes that future traffic volumes on Malcolm Street including the Brown Lands are expected to fall within the optimal range for a local street.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. This Plan will provide a baseline of traffic data prior to development. Once the first phase of the subdivision is registered, traffic will be monitored again. Staff will analyze the traffic changes and compare it to the baseline data to determine the traffic impacts and recommend any road modifications at that time, which may be required to address traffic volumes or speed.</p> <p>Subject to Council approval, an off-site works agreement between the developer and the Municipality will be agreed upon which will implement the addition of sidewalks on Strathburn and Malcolm Streets as part of the development of the subdivision.</p>

Theme	Comment	Staff Response
Open Space/Parkland	<p>The Plan proposes a “park” that is approximately 0.97 hectares. I believe that most of the 0.97 hectares is comprised of wetlands. Based on the Municipality’s 5% requirement that any development be parkland, the Developer is required to provide 0.83 hectares of parkland (16.5 ha x 5%). Note, I am totally against the process of allowing “cash-in-lieu” and feel that the Municipality’s criteria is wrong in allowing such, as proposed by the Mill Valley Estates development.</p>	<p>With respect to the parkland, the developer is required to convey 5% of the land for parkland which equates to 0.85 ha.</p> <p>Through the review of the subdivision, some of the parkland area was identified as potential wetlands; however, during the review process including the Mississippi Valley Conservation Authority, it was determined that parts of the wetland were not good quality. The developer is required to do enhancements along the Wolf Grove Creek corridor including the removal of invasive species and planting of new native plants and a pathway along the parkland and watercourse. It was also determined that due to the creek and wetland areas adjacent to the park, and the existing grades of the overall site, a passive park is the best use of this land. A passive park will allow for the construction of a pathway to allow all trail users to access the river trail as well.</p> <p>The parkland block being conveyed is 2.0 ha along with two other open space blocks equally 1.0 ha total.</p>
Density	<p>Novatech’s Plan states that their report was prepared in accordance to Mississippi Mills Community Official Plan, Amendment No. 22. The Town’s Official Plan now includes up to amendment no. 29. Will the latest amendments affect this Report?</p> <p>The Plan states a “housing mix target of 60% low density and 40% medium density”, whereas the Town’s Official Plan (OPA No. 22) states “70% low density and 30% medium density”. Will the Developer be allowed to deviate from the Town’s requirements? Granted, using the Plan’s housing target mix versus the OPA, it results in a less densified development, as noted below. Considering the Plan states</p>	<p>Official Plan Amendment refers to the LEAR study to assess agricultural land and does not affect the application.</p> <p>The Official Plan that is accessible on our website has been updated to reflect the most recent amendments. The Official Plan’s housing mix target is 60% low density residential and 40% medium density residential. These are targets, not specific requirements that are to be calculated to determine a specific unit count; rather the targets are used as a benchmark to assist in the evaluation of proposed development to determine if there is a mix of densities and housing types to support existing and future residents.</p>

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	<p>that there will “only” be 225 units, which methodology will be enforced?</p> <p>Using the Municipality’s established housing target mix of 70% low density @ 15 units per hectare and 30% medium density @ 35 units per hectare and using the split of 70% for residential use and 30% for roads and parkland, I arrived at a total of 242 units ((16.5 ha x 70% low density) x 70% residential) x 15 u = 121 units)) + ((16.5 ha x 30% medium density) x 70% residential) x 35 u = 121 units)).</p> <ul style="list-style-type: none"> • Using the Plan’s proposed 60% low density and 40% medium density, I arrived at 264 units ((16.5 x 60%) x 70%) x 15 u = 103 units)) + (((16.5 x 40%) x 70%) x 35 u = 161 residential). 	
History of development, traffic impacts	<ul style="list-style-type: none"> • Acknowledge the needs for housing; however, it cannot come at the expense at someone else • Brown Lands in the Town Plan for over 75 years with lots that were street plans 35 metres by 40 metres deep • Model designed around current standards and doesn’t comply with the plan • At the time the thought might have been to have residents come down Malcolm which was fine because it was only about 40 houses and the parcel behind it is also up for grabs; there are 247 homes in the first phase • Novatech uses a third-party source for traffic data. Novatech has no quality program based on the person at the front desk, referring to ISO program. • Does Novatech go back and count the traffic that is predicted in the traffic study? I don’t think the traffic study is accurate. • Spring Street got destroyed by the Riverfront Estates development, many people left. 	<p>The original plan of subdivision (Plan 6262 from 1883) proposed 265 lots; some of these lots would not be able to develop with current standards (slope stability and setbacks from watercourses). The proposed lots ranged from 60’ to 75’ wide (18.3 m to 22.8 m) and 130’ to 160’ deep (40 m to 49 m).</p> <p>Both municipal staff and consultants such as Parsons and Novatech, are governed by their respective professional regulatory bodies. Planners and Engineers, including Traffic Engineers, are required to adhere to the standards established by their respective regulatory bodies, regardless of whom the professional is employed by.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff.</p> <p>One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline</p>

Theme	Comment	Staff Response
	<ul style="list-style-type: none"> • If Novatech cannot prove that the studies are monitored and can prove the data then the study is worthless and would not hold up in any quality management program • If you are coming home from March Road come from Kanata, have to make a right on County Road 29 – shortcut will be Malcolm; expecting people to use the arteries is wishful thinking • Supportive of having Strathburn dead ended and no access to County Road 29 is a small price to pay for having hundreds of cars down the street 	<p>will provide the Municipality with a well-informed understanding of the development's impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to the concerns raised by residents and a commitment from staff that traffic will be monitored.</p> <p>In addition, the intersection of County Road 29 and Old Almonte St will be modified in 2026/2027 implementing dedicated turn lanes to address the congestion that is experienced at this intersection at peak times.</p>
Traffic impacts, existing issues with speed	<ul style="list-style-type: none"> • Concur with dead ending Strathburn at Malcolm • Experience in design industry – familiar with the process • Not opposed to development, opportunity to do something different and to stop traffic from using Strathburn St • Traffic calming in Malcolm is a long street with no stop signs and comparable to Union that has two stop signs except there's two crowns in the road that limits sight lines. • North end of Strathburn St gives people impression it's a country road • Traffic heading south on Bay Hill climbing a significant hill and need to accelerate to get to top of hill • Traffic already cued to access Bay Hill and will only get worse • Subdivision will be a desirable place to live, its sensitively laid out, but decision to live won't be based on access to Malcolm St. 	<p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff.</p> <p>One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline will provide the Municipality with a well-informed understanding of the development's impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to</p>

Theme	Comment	Staff Response
	<ul style="list-style-type: none"> • Cul-de-sac assume would be at the cost of the developer • Hopeful that good links for pedestrians and cyclists and snow plows and fire trucks can be accommodated • What is exactly the downside to a cul-de-sac? 	<p>the concerns raised by residents and a commitment from staff that traffic will be monitored.</p> <p>The Municipality will be installing stop signs at Malcolm and Hope Streets to create a four-way stop. Based on the traffic monitoring plan, additional traffic calming measures may be undertaken in the future.</p>
Traffic Impacts	<ul style="list-style-type: none"> • Petition submitted for dead end/cul-de-sac. • Not opposed to development • Opportunity to do something different, preserve our charm of our neighbourhood and have a dead end or cul-de-sac. • Original subdivision proposal 	<p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff.</p> <p>One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline will provide the Municipality with a well-informed understanding of the development's impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to the concerns raised by residents and a commitment from staff that traffic will be monitored.</p> <p>Best practice for traffic management is to monitor traffic speed and volumes before implementing any measures for new development.</p>
Traffic Impacts	<ul style="list-style-type: none"> • Classic trying to find a resolution for all three parties 	<p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. Best practice for traffic management is to</p>

Theme	Comment	Staff Response
	<ul style="list-style-type: none"> • Cul-de-sac proposed but Town staff said it was unsustainable The 2024 Transportation Master Plan updated the road classification for Malcolm Street from a collector street to a local street. • Unfettered access will impact the neighbourhood • Developer cannot speak about the future residents and can only speak on behalf of their investors and do not begrudge them of this • Already have 3 things they get in this process: <ul style="list-style-type: none"> ○ Advantage of building close to old community ○ Opportunity to work with the Town of how to develop and market this community – assuming Town has told them that the lands are desirable and not focused on a commuter subdivision ○ Purpose built highway to move residents safely and quickly • At a minimum look at a bollard system so that they can collapse and allow the access they need for municipal and emergency vehicles and the residents don't get the neighbourhood getting sliced in half by vehicles; developers get a better connected community because it allows pedestrians to safely access the older neighbourhood • Traffic study was middling at best – the data collected is relatively scarce and the peer review does not indicate that Malcolm should be a collector; and the assumption of 50% of future traffic data is an assumption • Parsons recommends monitoring of the traffic which indicates that the future projections for traffic are not reliable. 	<p>monitor traffic speed and volumes before implementing any measures for new development. One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline will provide the Municipality with a well-informed understanding of the development's impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to the concerns raised by residents and a commitment from staff that traffic will be monitored.</p>
Traffic Impacts	<ul style="list-style-type: none"> • When originally sent the proposal and residents were told by municipal staff that a cul-de-sac is unsustainable. Staff then went to Parsons to confirm that the cul-de-sac is not sustainable. 	<p>The original plan of subdivision (Plan 6262 from 1883) proposed 265 units; some of these lots would not be able to develop with current standards (slope stability and setbacks from watercourses).</p>

Theme	Comment	Staff Response
	<ul style="list-style-type: none"> • Critical flaws that the Parsons does not account for future growth (lands to the north) • When an actual traffic study was done that the volume was higher than predicted. It means the future development will be higher than predicted. • Did the speed calculation that no speeding down Malcolm – its only because we all live on Malcolm or off of Malcolm and I don't think that will carry over to the new development. • Surprising that most of the neighbourhood • Not told that the cul-de-sac is unsustainable, but no one has said why. • Traffic measured in June by the town, and the numbers are higher than the Novatech study 	<p>Parsons was retained by the Municipality to conduct an independent peer review of the traffic impact study submitted by the developer. Development Services and Engineering staff do not direct the content of peer review findings. Both municipal staff and consultants such as Parsons, are governed by their respective professional regulatory bodies. Planners and Engineers, including Traffic Engineers, are required to adhere to the standards established by their respective regulatory bodies, regardless of whom the professional is employed by.</p> <p>The Municipality relies on qualified and reputable consultants, such as Parsons, to provide advice based on sound traffic engineering principles, best practices, and applicable standards.</p> <p>Attachment F contains the Traffic Monitoring Plan which will be undertaken by staff. One of the key components of the traffic monitoring plan is to create a baseline of traffic data (speed and volume) over the next few years, before new residents occupy the new homes. This baseline will provide the Municipality with a well-informed understanding of the development's impact on the existing residential area and will guide any future road modifications. It is important to note that any major road modifications outside of standard traffic calming techniques or traffic volume management, such as bollards or introducing a cul-de-sac, as requested by members of the public, will require further study. For clarity, this traffic monitoring plan is not because the study and peer review are flawed, it is a response to the concerns raised by residents and a commitment from staff that traffic will be monitored.</p>

Theme	Comment	Staff Response
Traffic Light Request	<ul style="list-style-type: none"> A traffic light needs to be put at County Road 29 and the new subdivision 	County Road 29 is under the jurisdiction of Lanark County and based on the anticipated traffic generation in the Traffic Impact Study, the traffic volumes do not warrant a signalized intersection, and County staff has confirmed this information.
Water and Wastewater Servicing	<p>Water Supply and Wastewater Management Capacity</p> <p>I understand that this application has not yet been fully evaluated by municipal staff. I trust that part of the evaluation process is to consider the impact of new developments, such as this one, on all municipal infrastructure including fresh water and wastewater systems. I am concerned that the rate of population growth may outpace previous projections and may require the municipality to develop additional capacity earlier than anticipated. I trust that these factors will be considered when establishing the rate of development charges to be levied for this development. I appreciate this opportunity to provide my comments.</p>	<p>As noted in the staff report, there are infrastructure upgrades required to service the subdivision.</p> <p>In addition, the capacity allocation policy and by-law ensure that any approved development can be adequately serviced by the existing wastewater treatment plant and water supply from the municipal wells.</p> <p>The development charges by-law was recently updated with the information in the 2024 Water and Wastewater Master Plan which informs the development charge rate.</p>

**Petition to Make Strathburn Street a Dead End
to Prevent Through Traffic on Malcolm Street
(in response to the Brown Lands Subdivision)**

We, the residents on Malcolm Street, Strathburn Street, Glass Street, and Dunn Street are in favour of making Strathburn Street a dead end after the existing homes on Strathburn Street heading towards county road 29 (between Malcolm Street and the entrance to the new subdivision). A sidewalk and cycling lane could be added to connect pedestrians and cyclists.

We would like to see this in place before the Brown Lands Subdivision construction begins to avoid having construction trucks and then countless trades vehicles (such as plumbers, electricians, and so on) adding to the volume of traffic travelling on Malcolm Street and Strathburn Street.

There are a number of reasons why this is an important, desirable action to take including the following:

- maintain the safety on Malcolm Street and Strathburn Street for pedestrians, cyclists and children
- avoid a bottleneck of vehicles trying to make a left turn from Malcolm Street onto Almonte Street. (It's already busy enough and will only get busier and more difficult if the proposed apartment building goes in on county road 29 at Hope Street.)
- approximately 235 new homes would likely have two plus cars each as well as all of the extra delivery vehicles, trades vehicles, and buses which would significantly increase traffic using Malcolm Street
- preserve the character and heritage of Malcolm Street and Stathburn Street

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: June 3, 2025

TO: Council

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: **Background Report**
Zoning By-law Amendment – D14-STR-23
Plan of Subdivision – 09-T-23005
Part of Lots 34-40, 46, 77, 79, 81-82, 84-87, 99-100, 108-109, 167-168 and 176-177 and all of Lots 20-28, 47-76, 78, 80, 83, 92-98, 101-107, 115-166 and 169-175 and part of Malloch Street, James Street, Mary Street, William Street, Malcolm Street, and John Street (closed by by-law LC204530), Burnside Section Plan 6262, Formerly Town of Almonte, now Municipality of Mississippi Mills, County of Lanark
Almonte Ward, Municipality of Mississippi Mills

OWNER: Strathburn Almonte Regional Inc. (c/o Regional Group)

APPLICANT: Evan Garfinkel (The Regional Group)

RECOMMENDATION:

THAT Council receive this report for information.

PURPOSE AND EFFECT AND PROPOSED DEVELOPMENT:

The Plan of Subdivision (and associated Zoning By-law Amendment) north of Strathburn Avenue was received and deemed complete on March 23, 2023, and subsequently circulated for technical and public comments. The proposed development is a 246-dwelling unit subdivision that consists of single and semi-detached dwellings as well as townhomes of varying lot sizes as well as parkland and open space. Attachment A contains the most recent version of the subdivision plan which illustrates 143 single-detached dwellings with varying lot widths and 103 dwelling units ranging from semi-detached dwellings to townhouse dwellings. The gross density of the development is approximately 15 units per gross hectare with a ratio of 58% low density and 42% medium density.

The Zoning By-law Amendment proposes to rezone the subject lands from Development (D) to Residential zonings of various densities with Special Provisions (RX-XX) for the residential lots and blocks. Any stormwater management features, open

SERVICING & INFRASTRUCTURE:

The subject properties are proposed to be serviced by municipal water and sewer. Water servicing will be provided via an extension to the watermain on County Road 29 and by the third river crossing once these new works are completed.

The site will be serviced by sewer infrastructure constructed from Malcolm Street to Strathburn St. The proposed development is subject to the Capacity Allocation By-law, and it is anticipated that the applicant will apply for capacity allocation through the Municipality's application process once staff are satisfied that the proposed subdivision can be recommended for draft approval.

Traffic

During the review of the proposed development, the level of traffic impact was raised by several members of the public. As a result, staff explored several options to fully understand the impact to the local street network. After exploring different options, staff engaged the Municipality's consultant, Parsons, to provide a peer review of these options. Parsons was the Municipality's consultant who prepared the Transportation Master Plan (TMP) and has the most up to date data on the traffic volumes, classification of roads and long-term understanding of the transportation needs of the Municipality.

Attachment B contains the peer review completed by Parsons. No road modifications to the surrounding local streets (Strathburn or Malcolm) are proposed at this time or requested by staff.

COMMUNITY OFFICIAL PLAN (COP):

The property is designated Residential in the Official Plan. The Residential designation permits a range of housing types with a variety of densities. Official Plan Amendment 32 re-introduced an overall gross density for residential areas of 15 to 35 residential units per gross hectare of land proposed by a Plan of Subdivision.

ZONING BY-LAW #11-83:

The property is zoned Development (D) in the Zoning By-law. The Development zone is essentially a place holder zone to allow for existing uses to continue while acknowledging that the land is intended to be developed in the future. The proposed zoning is to align with the lot fabric of the proposed subdivision.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. Public notice for the statutory and non-statutory public meeting was circulated on May 13, 2025, along with email notification to all members of the public who provided written comments or asked to be notified of any decisions relating to these applications.

As noted in the Status Report presented to Committee of the Whole on [October 15, 2024](#) there were a number of public comments received. Attachment C contains a summary of the public comments, and a future staff recommendation report will provide responses to these comments.

In addition, the Municipality received a petition from members of the Cameron neighbourhood with 104 signatures from 59 households. The letter that was circulated with the petition is found in Attachment D. The petition did not meet the Municipality's petition requirements and so the signatures are not part of Attachment D.

NEXT STEPS:

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

All of which is respectfully submitted by, Approved by,



Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering



Ken Kelly
CAO

ATTACHMENTS:

1. Attachment A – Draft Plan of Subdivision
2. Attachment B – Parsons Peer Review
3. Attachment C – Public Comments
4. Attachment D – Petition from Cameron residents



Attachment F – Traffic Monitoring Plan

Malcolm Street and Strathburn Street Traffic Monitoring Plan

The purpose of this plan is to set a standard method for monitoring the traffic volume on Malcolm Street and Strathburn Street in Almonte. The goal is to use the information gathered to determine the number of vehicles that use the Malcolm Street and Strathburn Street corridor to avoid waiting at the Christian Street and Almonte Street intersection while trying to take a right turn. This data will be used to assess traffic impacts of nearby developments, including the Brown Lands subdivision, and infrastructure improvement projects including the redesign of the intersection at Almonte Street/County Road 29.

Method

Three traffic monitors will be used. The monitors will be of the Black Cat brand or similar which use microwave radar technology to detect the speed and occurrence of vehicles which pass by in both lanes. The monitors will be installed on utility posts by the side of the road. The intent is that the same post is used in each year that the plan is implemented. Please refer to Appendix A for the location of the posts to be used.

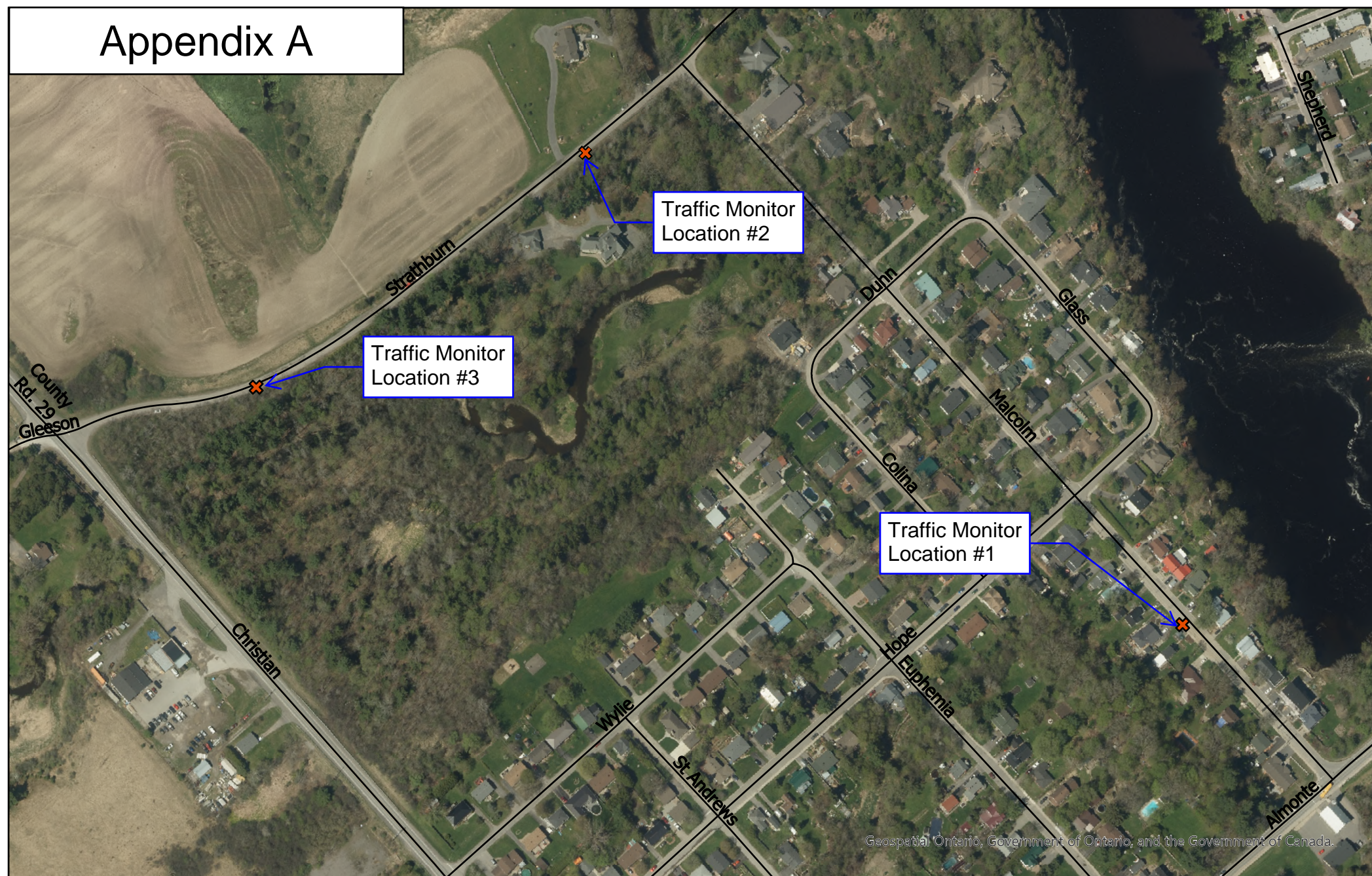
The three monitors will be installed at the same time each year and all will be installed on the same day. The monitors will be installed for the first two weeks of June and the first two weeks of August beginning in 2026. This is so that traffic data is collected when school is in session and when school is on summer break. By using three monitors staff should be able to tell how many vehicles are using the streets to by-pass the Almonte and Christian Street intersection (traffic lights) and how many vehicles are using the above noted streets to access the Brown Lands subdivision.

Following the recording periods the data will be collected by Development Services and Engineering Staff and will analyze the data to generate reports. These reports will contain multiple data points including average daily traffic (ADT), 85th percentile speed, 50th percentile speed, and average speed. These reports will be used for future comparison of traffic volumes and speeds following the completion of the traffic monitoring plan. Upon registration of the first phase of the Brown Lands subdivision, traffic monitoring will resume for the same period of times for the following three years.

Results

Development Services and Engineering Staff will use the results to determine speed and volume changes on the above-mentioned streets. The final report will contain information regarding comparisons in traffic volume year over year and insights on why any changes have occurred along with any recommended road modifications to mitigate any potential traffic impacts.

Appendix A



Malcolm and Strathburn Street Traffic Monitor Location Plan

Ursula Melinz

Partner

Direct line: 613.782.3214

Email address: melinzu@solowaywright.com

FILE NO: 26876-1090

June 11, 2025

Melanie Knight, Senior Planner
Municipality of Mississippi Mills
14 Bridge St
Almonte, ON

Dear Ms. Knight:

Re: Brown Lands, Almonte
Draft Plan of Subdivision – County File No. 09-T-23005
Off-site Works & Land Exchange

We are the lawyers for Strathburn Almonte Regional Inc. (“**Regional**”). We are providing a legal opinion in response to draft subdivision development requests that have been proposed by staff of Mississippi Mills during the application process. Regional will provide a comprehensive response to all comments provided.

We have been advised by our client that it is being asked to construct works that are off-site, meaning the works are not within the land area included as part of its subdivision application. Moreover, the works requested, the sidewalks and road improvements, are on lands not owned by our client.

It is our opinion that it is not appropriate to require Regional to construct sidewalks and road improvement works on the off-site lands. The off-site works serve a broader community benefit, not a local one that is solely attributable to Regional’s subdivision and therefore should be development charge eligible works and not a condition for Regional to construct. The requests are contrary to subsection 51(25) of the *Planning Act* and section 59 of the *Development Charges Act*.

Regional, however, is prepared to complete the off-site sidewalk and road improvement works in exchange for the land requested from Mississippi Mills. Attached you will find the terms that Regional is prepared to accept, as drafted by Regional.

Ottawa Office

700 – 427 Laurier Avenue West, Ottawa ON K1R 7Y2

T: 613.236.0111 | 1.866.207.5880 | F: 613.238.8507

Kingston Office

510 – 366 King Street, Kingston ON K7K 6Y3

T: 613.544.7334 | 1.800.263.4257 | F: 343.344.2737

To document the agreed upon terms, we recommend that Regional and Mississippi Mills enter into an off-site works agreement. The terms of the land exchange, off-site work obligations and compensation will be detailed therein. An off-site works agreement is the appropriate way to proceed because, as stated above, the requests cannot be properly made as a condition of subdivision approval, but parties may openly contract to other, more broad terms. The off-site works agreement may be entered into at the time of subdivision approval. If this is acceptable, we are prepared to draft the agreement for your review.

Yours very truly,



Ursula K. Melinz

Ursula K. Melinz Professional Corporation

UKM/TB

c.c. Evan Garfinkel, Manager, Land Development, Strathburn Almonte Regional Inc.
John Riddell, Novatech
Trevor McKay, Novatech

Melanie Knight, Senior Planner
Municipality of Mississippi Mills
14 Bridge St.
Almonte, ON K0A 1A0

Re: Brown Lands, Almonte
Draft Plan of Subdivision – County File No. 09-T-23005
Off-Site Works and Land Exchange

Dear Ms. Knight,

As you are aware, Strathburn Almonte Regional Inc. (“Regional”) currently has a Draft Plan of Subdivision (File No. 09-T-23005) being processed with Lanark County. The file was deemed complete in March 2023 and we are hoping to receive Draft Plan of Subdivision Approval no later than September 30, 2025.

On March 28th, 2025, Novatech, Regional Group, and Municipal Staff met to discuss ‘off-site’ works being requested on Strathburn St and Malcolm St works as part of our development application. We noted to our objection to the off-site works being requested because they are not local services under the *Planning Act* and *Development Charges Act*. Without prejudice, Regional agreed during the meeting to construct some of the off-site works if the Municipality agreed to convey an approximately 1158 square meter parcel to Regional to be incorporated within the Draft Plan of Subdivision lands.

Regional is willing to construct the ‘off-site’ works subject to the following conditions:

- 1) The Municipality will enter into an “Off-Site Works” Agreement with Regional prior to the issuance of Draft Approval, which will lay out the terms and conditions of the off-site works and land conveyance.
- 2) The Municipality will convey an approximately ~1158.58 square metre parcel of land to Regional for the cost of \$1.00. The Acquisition Lands (‘Appendix A’) consist of portions of PIN 050880318, PIN 050880150, PIN 050880320, PIN 050880151, and of PIN 050880324;
- 3) The Municipality will permit Regional to grade an additional four (4) meters to the northeast of the Acquisition Lands to provide suitable grading transition.
- 4) The Municipality will allow Regional to enter on to the Municipality’s lands for the purpose of the grading works mentioned above.
- 5) The Municipality will be responsible for severing the ‘Acquisition Lands’ pursuant to a mutually agreed up Registered Plan of Survey, prepared and registered by Regional.
- 6) Regional agrees to pay the costs of transferring the Acquisition Lands to it.
- 7) The Municipality will permit a revision to the Draft Plan to shift the proposed easement for the future watermain and storm servicing to the lands directly north of the subject lands, being PIN 050880245.

The scope of the off-site works, illustrated at Appendix ‘B’, is described as follows:

- 1) Design and construct a 1.5m paved shoulder on the north side of Strathburn Street from County Road 29 to Street Two (+/- 300m in length), including the regrading of the ditch on the north side to accommodate the paved shoulder.
- 2) Construct a Type D (signage only) PXO on the east side of the Street Two and Strathburn Street intersection, complete with all required signage and line painting.
- 3) Construct a 1.65m wide sidewalk c/w barrier curb along the south side of Strathburn Street from Street Two to Malcolm Street.
- 4) Modifications/ replacement of the existing guardrail on the south side of Strathburn Street (+/-21+415 to +/-21+470)..
- 5) Sidewalk will be widened to 1.8m over the existing bridge deck on the south side of Strathburn Street (+/-21+456 to +/-21+464).
- 6) Limited modifications to the existing gabion stone headwall on either side of the bridge deck (south side) will be completed as required to support the sidewalk base, anticipated to be limited to the addition of an extra (half) basket to the height or the addition of rip rap.
- 7) Widen the road base (0-1.7m) on the north side of Strathburn Street between Street Two (+/- Sta. 21+325) and the Entrance to 278 Strathburn Street (+/- Sta. 21+440) to provide a 6.0m roadway width from face of curb on south side.
- 8) The re-alignment of sections of the existing ditch on the north side (+/- Sta. 21+325) and the Entrance to 278 Strathburn Street (+/- Sta. 21+440) to accommodate the required road widening (#7).
- 9) Construct a 1.65m wide sidewalk c/w barrier curb along the west side of Malcolm Street from Strathburn Street to Dunn Street.
- 10) Replace the Yield sign on Malcolm Street at Strathburn Street with a Stop Sign.
- 11) Any modifications to the existing bridge structure (with exception of #4 above), will be the sole cost and responsibility of the Municipality.
- 12) Any easements or acquisition of land required for completion of the off-site works will be at the sole cost and responsibility of the Municipality.

We trust that the conditions above are acceptable to Staff. We will await further direction from Staff if the above noted terms are reasonable to proceed with preparing an off-site agreement.

Strathburn Almonte Regional Inc
(c/o Regional Group)

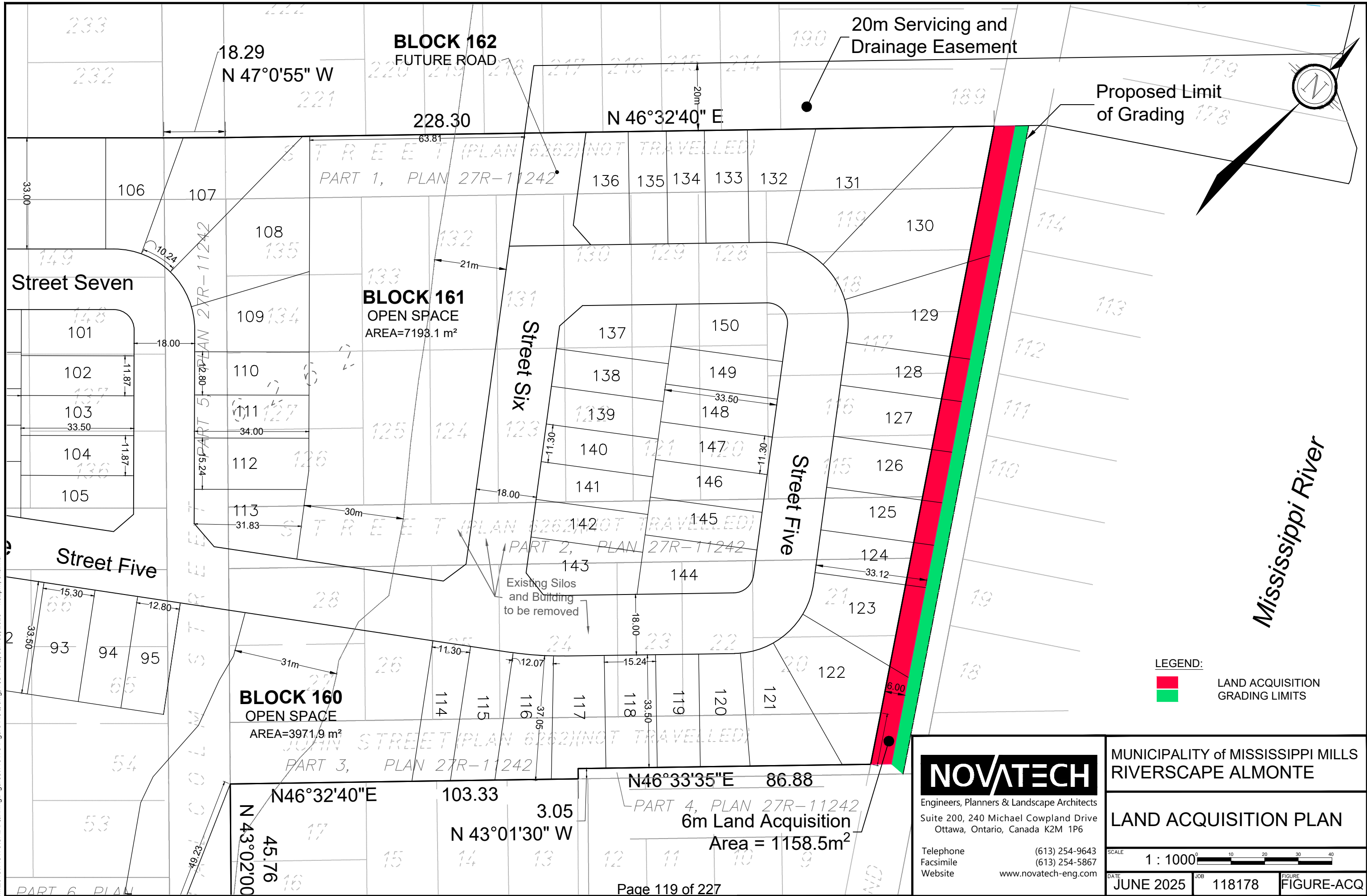


Evan Garfinkel
Senior Manager, Land Development
egarfinkel@regionalgroup.com

Appendix 'A'

Sketch of Acquisition and Grading Lands

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Appendix 'B'

Scope of Works – Drawings 118178-FD1 and 118178-FD2

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NOTE:
THE POSITION OF ALL POLE LINES, CONDUITS,
WATERMANS, SEWERS AND OTHER
UNDERGROUND AND OVERGROUND UTILITIES AND
STRUCTURES IS NOT NECESSARILY SHOWN ON
THE CONTRACT DRAWINGS, AND WHERE SHOWN,
THE ACCURACY OF THE POSITION OF SUCH
UTILITIES AND STRUCTURES IS NOT GUARANTEED.
BEFORE STARTING WORK, DETERMINE THE EXACT
LOCATION OF ALL SUCH UTILITIES AND
STRUCTURES AND ASSUME ALL LIABILITY FOR
DAMAGE TO THEM.

No.	REVISION	DATE	BY
3.	REVISED SIDEWALK ALIGNMENT	JUN 3/25	BB
2.	REVISED SECTION NOTATION	MAY 5/25	BB
1.	ISSUED FOR DISCUSSION	MAY 2/25	BB

SCALE
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DESIGN
SAB
CHECKED
BB
DRAWN
RH
CHECKED
BB
APPROVED
BB

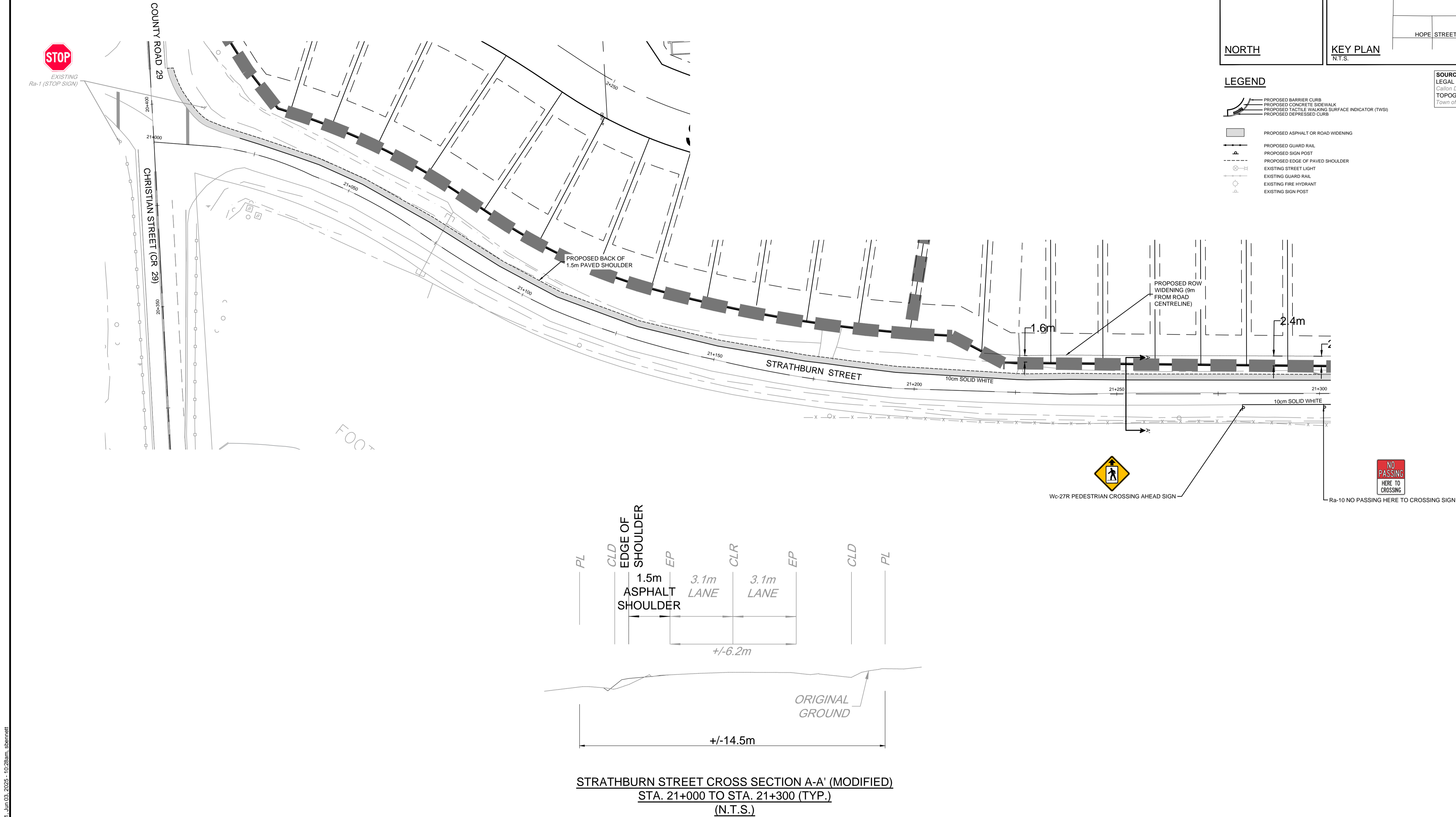
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NOVATECH

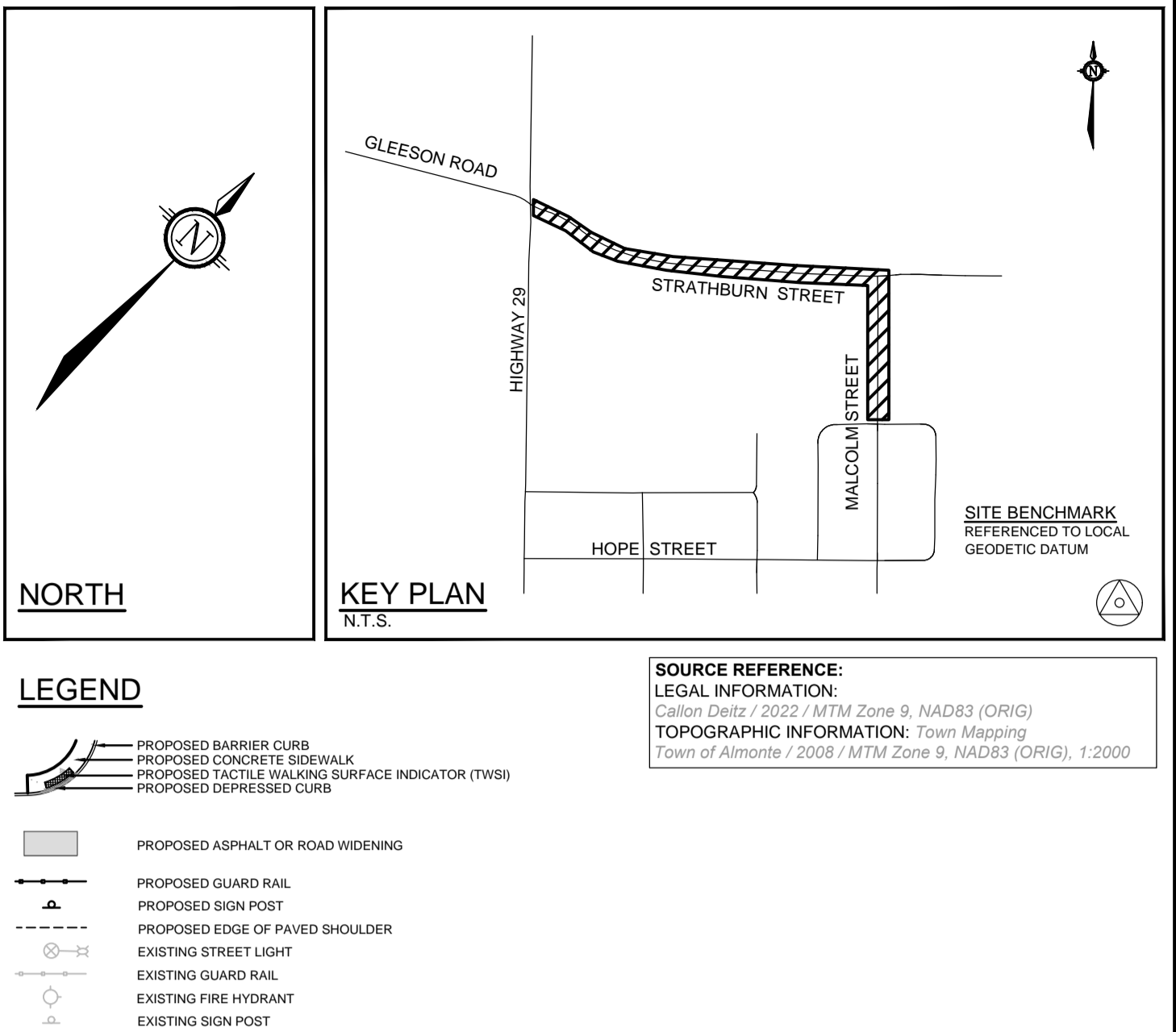
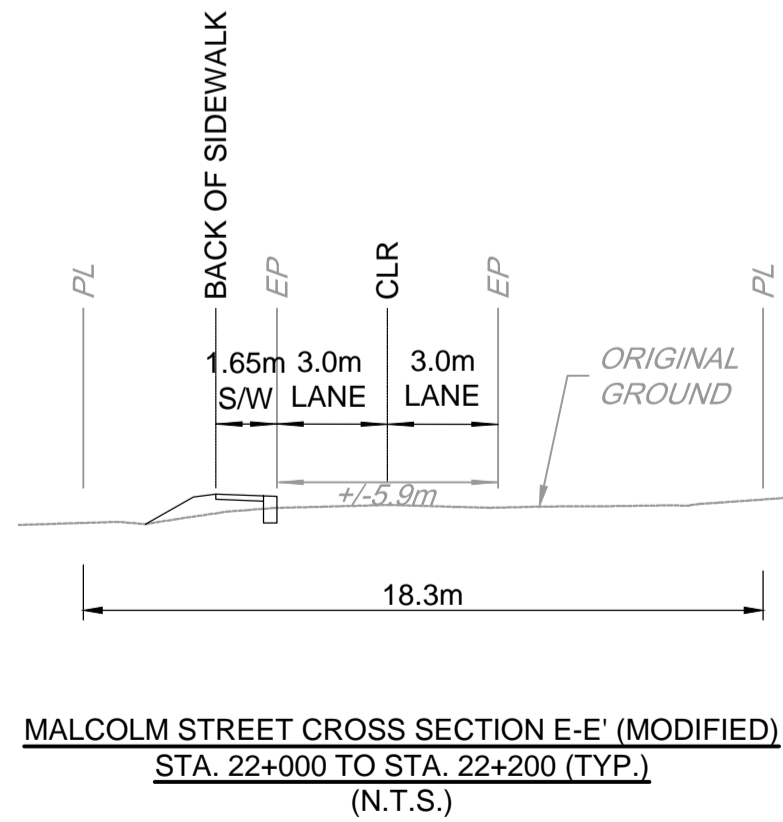
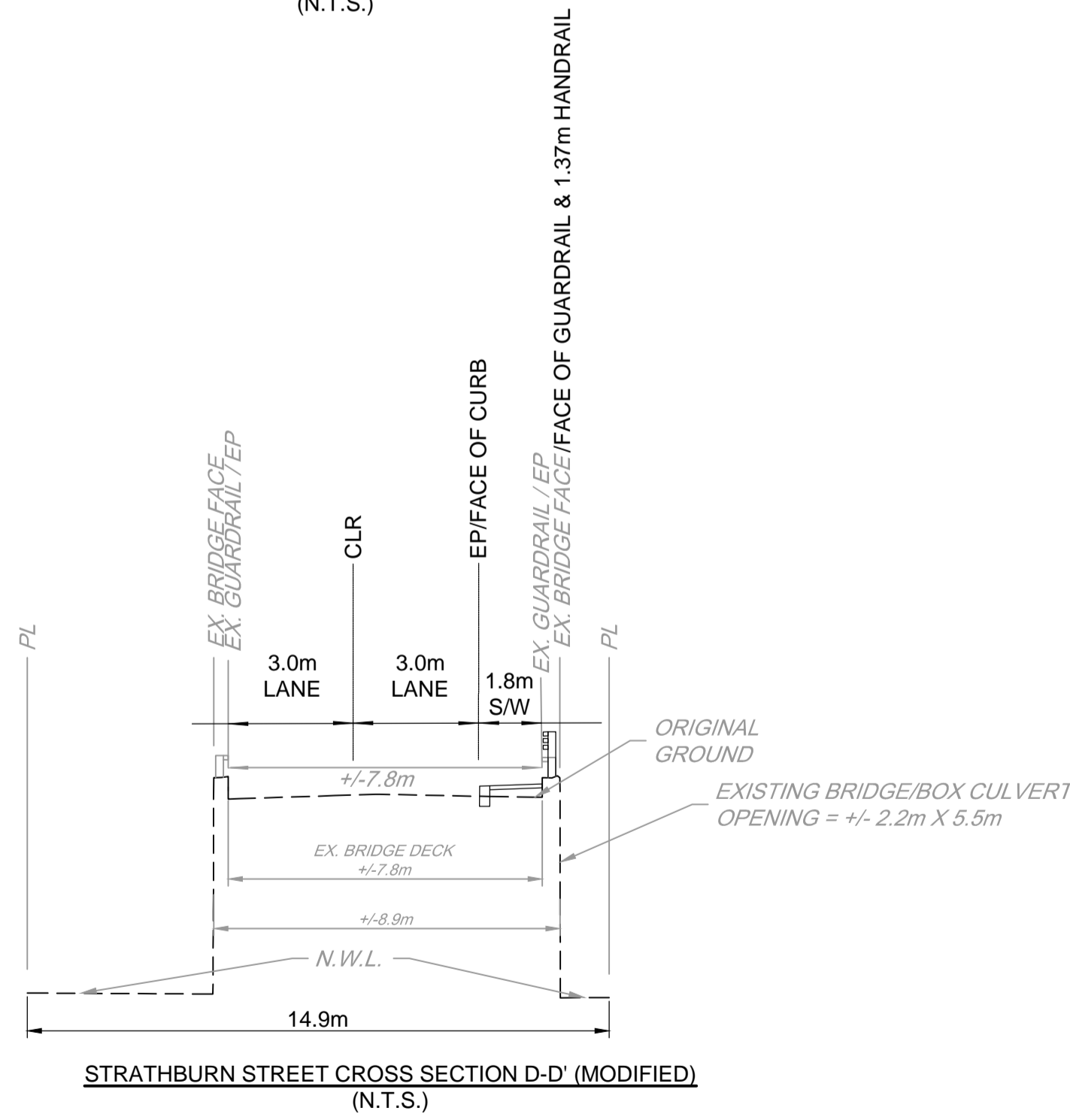
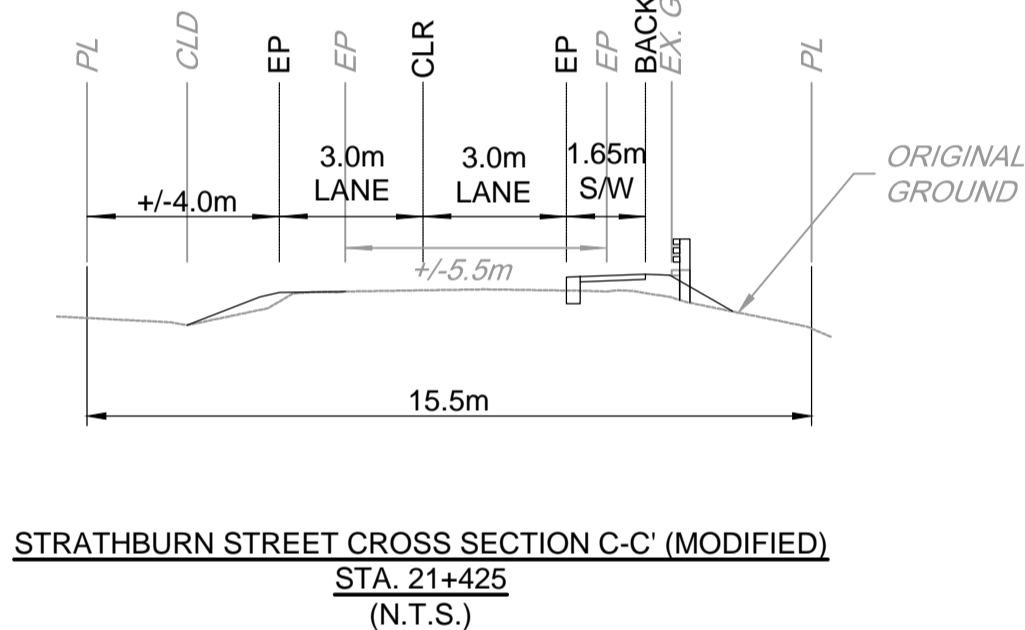
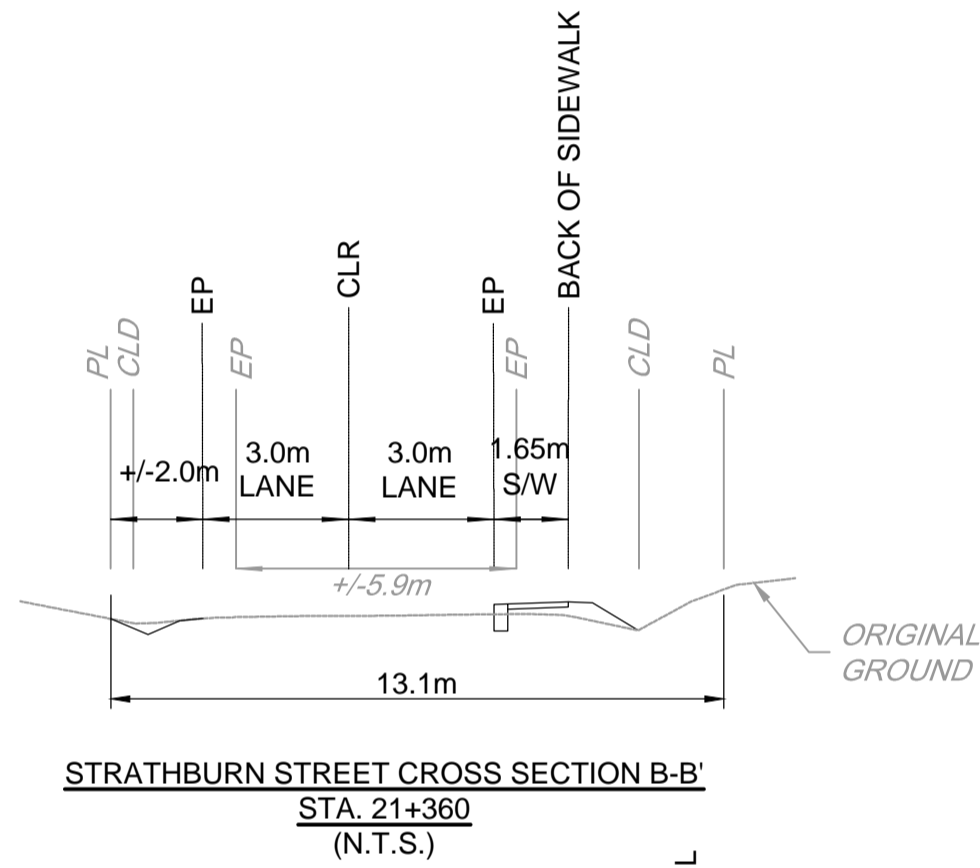
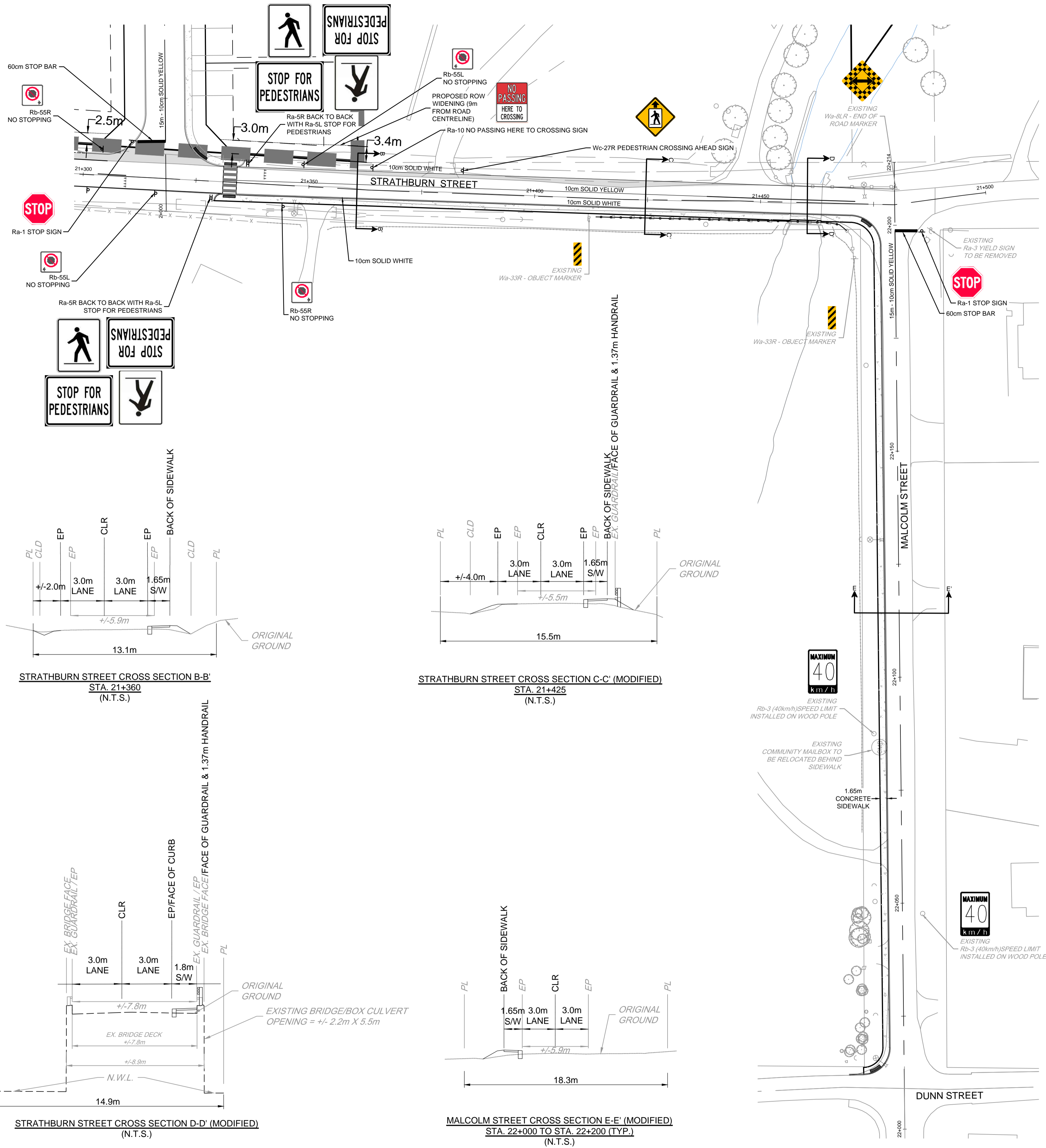
Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario, Canada K2M 1P6

Telephone (613) 254-9643
Facsimile (613) 254-5867
Website www.novatech-eng.com

LOCATION RIVERSCAPE ALMONTE MUNICIPALITY OF MISSISSIPPI MILLS	
DRAWING NAME STRATHBURN STREET (STA. 21+000 TO STA. 21+300) ROAD MODIFICATIONS - FUNCTIONAL DESIGN	
PROJECT No.	118178
REV	REV # 3
DRAWING No.	118178-FD1

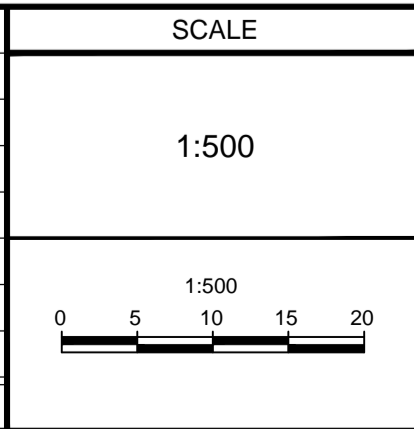


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NOTE:
THE POSITION OF ALL POLE LINES, CONDUITS,
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UNDERGROUND AND OVERGROUND UTILITIES AND
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THE CONTRACT DRAWINGS, AND WHERE SHOWN,
THE ACCURACY OF THE POSITION OF SUCH
UTILITIES AND STRUCTURES IS NOT GUARANTEED.
BEFORE STARTING WORK, DETERMINE THE EXACT
LOCATION OF ALL SUCH UTILITIES AND
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DAMAGE TO THEM.

No.	REVISION	DATE	BY
3.	REVISED SIDEWALK ALIGNMENT	JUN 3/25	BB
2.	REVISED SECTION NOTATION	MAY 5/25	BB
1.	ISSUED FOR DISCUSSION	MAY 2/25	BB



DESIGN	SAB
CHECKED	BB
DRAWN	RH
CHECKED	BB
APPROVED	BB

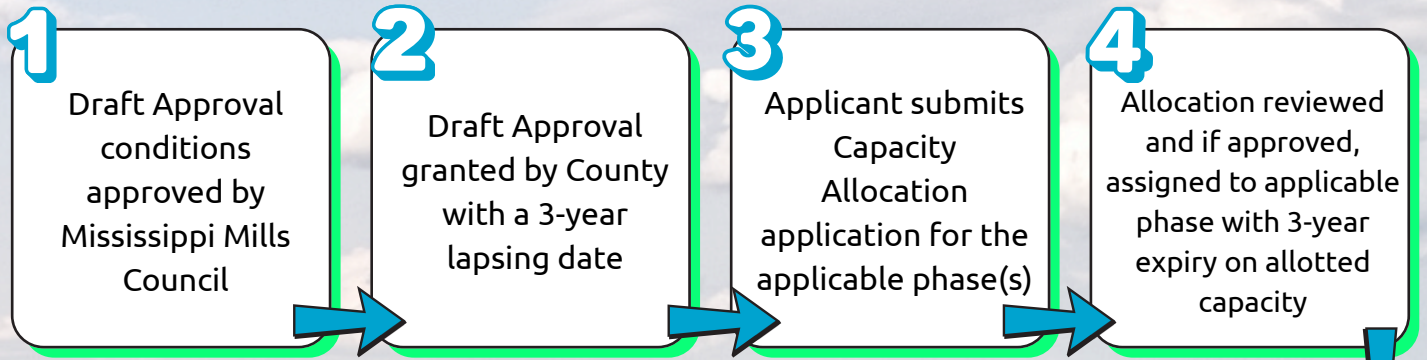
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Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario, Canada K2M 1P6
Telephone (613) 254-9643
Facsimile (613) 254-5867
Website www.novatech-eng.com

LOCATION RIVERSCAPE ALMONTE MUNICIPALITY OF MISSISSIPPI MILLS	
DRAWING NAME STRATHBURN STREET (STA. 21+300 TO STA. 21+500) & MALCOLM STREET (STA. 22+000 TO STA. 22+214) ROAD MODIFICATIONS - FUNCTIONAL DESIGN	
PROJECT No.	118178
REV	REV # 3
DRAWING No.	118178-FD2

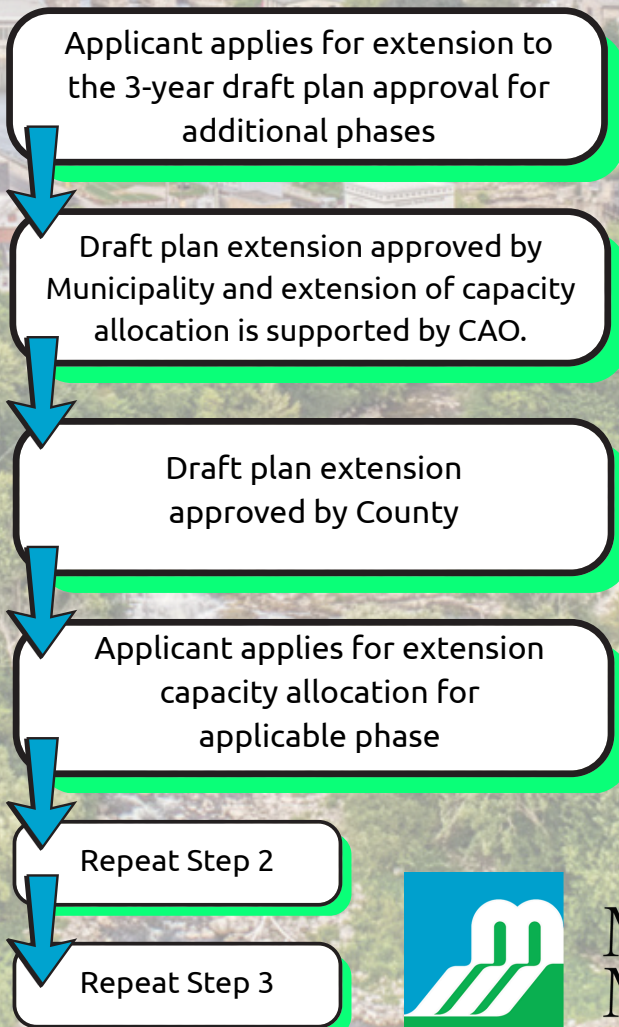
Municipality of Mississippi Mills

Process Flow for Capacity Allocation for Subdivisions

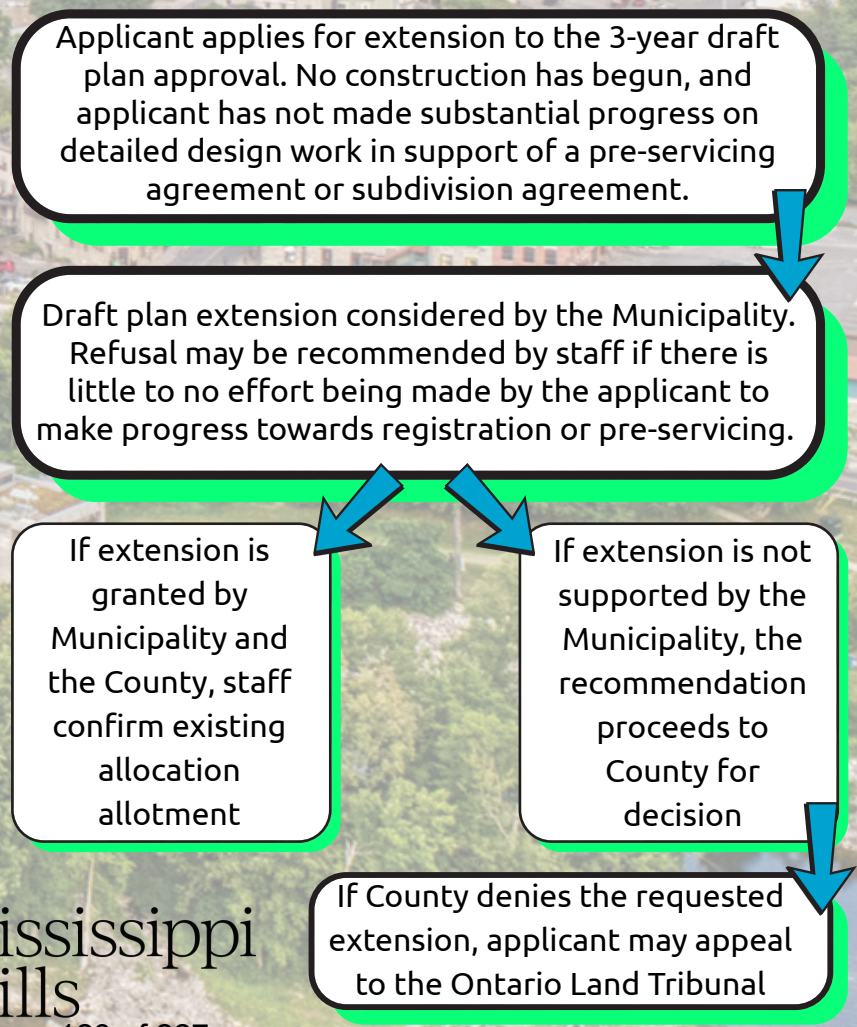


Once 80% of Permits have been issued in the previous phase the applicant may apply for additional allocation for future phases. An applicant may request additional allocation in advance of the issuance of 80% of the building permits through a request to the CAO.

Option A: Construction of the subdivision has begun



Option B: Construction has not begun within 3 years of receiving allocation



ATTACHMENT I – Draft Plan Conditions

The Municipality of Mississippi Mills conditions applying to the draft approval of the Brown Lands Subdivision (File No. 09-T-23005), are as follows:

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>This approval applies to the draft plan certified by Bennett J. Faulhammer, Ontario Land Surveyor, dated August 20, 2025, showing 139 residential lots, seven streets, seven residential blocks, two pathway/servicing blocks, one park block, one pump station block, one future road block, one future development block, one road widening block, two 2 blocks for conveyance (lot additions), seven 0.3m reserves, and two open space (Wolf Grove Creek corridor) blocks.</p> <p>This approval applies to the approved conceptual plans and reports in support of the draft plan as follows (list plans, reports and studies associated with the draft approval):</p> <p>1) <i>To be completed prior to sending conditions to Lanark County.</i></p> <p>Subject to the conditions below, these plans and reports may require updating and/or additional details prior to final approval.</p>	
	The Owner agrees, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Municipality of Mississippi Mills at the Owner's sole expense, all to the satisfaction of the Municipality.	Completed as part of Subdivision Agreement process.
	<u>General</u>	
1.	Prior to the issuance of a Commence Work Notification, the Owner shall obtain such permits as may be required from Municipal or Provincial authorities and shall file copies thereof with the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
2.	<p>Prior to commencing construction, the Owner shall enter into a subdivision agreement or a pre-servicing agreement with the Municipality.</p> <p>The pre-servicing agreement shall, among other matters, require that the Owner post securities in a bond, certified</p>	<p>Development Services and Engineering</p> <p>Completed as part of Subdivision Agreement process.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>cheque or letter of credit, in an amount of 25% of the estimated cost of all work.</p> <p>The subdivision agreement shall, among other matters, require that the Owner post securities in a bond, certified cheque or letter of credit, in an amount of 100% of the estimated cost of all work. In the event that there is a pre-servicing agreement, 100% of the remaining costs of all work is required.</p> <p>The aforementioned security for site works shall be for works on both private and public property and shall include, but not be limited to, lot grading and drainage, landscaping and driveways, roads and road works, road drainage, underground infrastructure and services (storm, sanitary, watermains), streetlights, stormwater management works and park works. The amount secured by the Municipality shall be determined by the Development Services and Engineering Department, based on current Municipality tender costs, which costs shall be reviewed and adjusted annually. Securities for on-site works may be at a reduced rate subject to the approval of the Director of Development Services and Engineering.</p>	
3.	<p>The Owner acknowledges and agrees that any residential blocks for street-oriented dwelling units on the final Plan shall be configured to ensure that there will be no more than 25 units per block.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
4.	<p>The Owner acknowledges and agrees that any person who, prior to the draft plan approval, entered into a purchase and sale agreement with respect to lots or blocks created by this Subdivision, shall be permitted to withdraw from such agreement without penalty and with full refund of any deposit paid, up until the acknowledgement noted below has been executed.</p> <p>The Owner agrees to provide to the Director of Development Services and Engineering an acknowledgement from those purchasers who signed a purchase and sale agreement before this Subdivision was draft approved, that the Subdivision had not received draft approval by the Municipality. The Owner agrees that the purchase and sale agreements signed prior to draft approval shall be amended to contain a clause to notify</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	purchasers of this fact, and to include any special warning clauses, such as but not limited to Noise Warnings and easements.	
5.	All prospective purchasers shall be informed through a clause in the agreements of purchase and sale of the presence of lightweight fill on the lands, and that the presence of such lightweight fill may result in specific restrictions on landscaping, pools, additions, decks and fencing.	Development Services and Engineering Included in Subdivision Agreement for all phases.
6.	The Owner, or their agents, shall not commence or permit the commencement of any site related works until such time as a pre-construction meeting has been held with Development Services and Engineering staff and until the Municipality issues a Commence Work Notification.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Density and Additional Residential Units</u>	
7.	The Owner agrees and acknowledges that as per Section 3.6.5 Range of Housing Types, Policy 7 in the Municipality's Community Official Plan: <ul style="list-style-type: none"> at least one model home with a purpose-built ARU is required to be offered for sale in new subdivisions and this requirement will be implemented via the Subdivision Agreement to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Zoning</u>	
8.	The Owner agrees that prior to registration of the Plan of Subdivision, the Owner shall ensure that the proposed Plan of Subdivision shall conform with a Zoning By-law approved under the requirements of the <i>Planning Act</i> , with all possibility of appeal to the Ontario Land Tribunal exhausted.	Development Services and Engineering
9.	The Owner undertakes and agrees that prior to the registration of the Plan of Subdivision, the Owner shall deliver to the Municipality a certificate executed by an Ontario Land Surveyor showing that the area and frontage of all lots and blocks within the Subdivision are in accordance with the applicable Zoning By-law.	Development Services and Engineering Completed as part of Subdivision Agreement process.

#	Draft Plan Condition	<u>Dept/Notes</u>
	<u>Roadway Modifications</u>	
10.	The Owner shall pay all expenses associated with all works related to roadway modifications at the intersection of County Road 29 and Street One, and shall provide financial security in the amount of 100% of the cost of implementing the required works.	Development Services and Engineering Included in Subdivision Agreement for all phases.
11.	<p>The Owner agrees and acknowledges that off-site road modifications outlined in the off-site works agreement will be completed subject to the Owner and Municipality entering into an off-site works agreement which will include the terms of the off-site works, land conveyance from the Municipality to the Owner and detailed costing of the off-site road modifications.</p> <p>The principal terms of the off-site works agreement, include the scope of all required off-site road works, which will be implemented affecting the terms outlined in the letter entitled “Draft Plan of Subdivision County File No. 09-T-23005 – Off-Site Works and Land Exchange” dated June 12, 2025.</p> <p>The Owner further agrees and acknowledges that the conveyance of municipal land which are subject to the off-site works agreement will not be completed until such time that the Owner has submitted for detailed design for the first phase of development.</p>	<p>Development Services and Engineering</p> <p>Completed as part of Subdivision Agreement process.</p>
12.	<p>Where traffic calming is identified by the approved Transportation Impact Statement, the Owner acknowledges and agrees to implement traffic calming measures on roads within the limits of the subdivision to limit vehicular speed and improve pedestrian safety. The Owner further acknowledges and agrees that the detailed design for new roads within the subdivision will include the recommendation(s) from the required supporting transportation studies.</p> <p>The Owner agrees that any traffic calming measures identified by the approved Transportation Impact Statement shall reference best management practices from the Canadian Guide to Neighbourhood Traffic Calming, published by the Transportation Association of Canada, and/or Ontario Traffic Manual. These measures may include either vertical or</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	horizontal features as are determined to be necessary (such measures shall not interfere with stormwater management and overland flow routing), including but not limited to: <ul style="list-style-type: none"> • intersection or mid-block narrowing's, chicanes, medians; • raised intersections, raised pedestrian crossings; • pavement markings/signage; and • temporary/seasonal installations such as flexi posts. 	
	<u>Highways/Roads</u>	
13.	The Owner acknowledges and agrees that all supporting transportation studies and design of all roads and intersections shall be to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
14.	The Owner shall provide for temporary turnarounds for all streets terminating at the edge of any phase of development, prior to registration of the Plan. The Owner agrees that it will convey to the Municipality at no cost any temporary easements that may be required to establish the temporary turnarounds. For any portion of the temporary turn-around easements that do not form part of the permanent road allowance, the easements shall be released at the expense of the Owner when the easements are no longer required by the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
15.	Any dead ends and/or open spaces of road allowances created by this plan of subdivision may be terminated in 0.3 metre reserves. The Owner shall place 0.3 metre reserves on the following locations: <ul style="list-style-type: none"> • along the rear of Lots 22 to 42 • along the exterior side yard of Lot 43 • at the termination of Street Five at the northern rural lands. • along the exterior side yards of Blocks 145 and 146 and Lots 1 and 22 	Development Services and Engineering Included in Subdivision Agreement for all phases.
16.	The Owner shall provide sight triangles at the following locations on the final plan: <ul style="list-style-type: none"> • Local Road to Local Road: 3m x 3m • Street Two and Strathburn Street: 3m x 3m 	Development Services and Engineering

#	Draft Plan Condition	Dept/Notes
	<ul style="list-style-type: none"> Street One and County Road 29: 6m x 6m 	Included in Subdivision Agreement for all phases.
17.	The Owner agrees to provide a construction traffic management plan for the subdivision prior to the earlier of registration of the subdivision agreement or execution of the pre-servicing agreement. Such plan shall be to the satisfaction of the Director of Roads and Public Works.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
18.	<p>The Owner acknowledges that should the plan be registered in phases; the first phase of registration shall include:</p> <ul style="list-style-type: none"> Detailed design of the sewage pump station Detailed design of storm water management works including outlets for the phase 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
19.	All streets shall be named to the satisfaction of the Director of Roads and Public Works and in accordance with the Municipality Addressing By-law, as applicable.	<p>Development Services and Engineering and Roads and Public Works</p> <p>Included in Subdivision Agreement for all phases.</p>
20.	The Owner acknowledges that the construction of buildings may be restricted on certain lots and/or blocks until such time as road connections are made so that snow removal and garbage collection can be implemented.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
21.	The Owner shall obtain approval from Lanark County for any construction activity on County Road 29.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
22.	The Owner shall obtain approval from Lanark County for any entrances from County Road 29.	Development Services and Engineering

#	Draft Plan Condition	<u>Dept/Notes</u>
		Included in Subdivision Agreement for all phases.
23.	The Owner shall satisfy the need of Lanark County regarding traffic signage on County Road 29.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Streetlights, Other Exterior Lighting and Signage</u>	
24.	The Owner shall submit an illumination plan for streetlighting incorporating full cut-off LED luminaires with lighting levels, to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills. Further, that the Owner shall be responsible for any and all fees required to provide the Municipality with a fully functional network of streetlights within the subdivision, including Electronic Layout activation and Electrical Safety Authority (ESA) fees.	Development Services and Engineering and Roads and Public Works. Included in Subdivision Agreement for all phases.
25.	The Owner agrees and acknowledges that all exterior lighting installed on lots or blocks or affixed to buildings will adhere to the Outdoor Illumination-Lighting By-law 25-049, as amended from time to time.	Development Services and Engineering and Roads and Public Works Included in Subdivision Agreement for all phases.
26.	The Owner shall post signs at the termination of all road stubs in each phase, indicating the following: "Future road connection" to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering and Roads and Public Works Included in Subdivision Agreement for all phases.
	<u>Geotechnical</u>	
27.	Where slope stability conditions exist, the Owner covenants and agrees that the following clause shall be incorporated into all agreements of purchase and sale for Lots, 87 to 95, 61, 62,	Development Services and Engineering

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>56, 55, 54, and 107 to 113 and included in the municipal covenant agreement against the title:</p> <p><i>“The Owner acknowledges that slope stability conditions exist on this lot which will require:</i></p> <p><i>(a) a geotechnical engineer licensed in the Province of Ontario to approve any proposal or design for a swimming pool installation or other proposal requiring an additional building permit on this lot prior to applying for a pool enclosure permit or installing the pool; and</i></p> <p><i>(b) the Owner to submit a copy of the geotechnical engineer’s or geoscientists report to the Director of Development Services and Engineering and Chief Building Official at the time of the application for the pool enclosure or additional building permit.”</i></p> <p>The Owner also acknowledges that said engineer or geoscientist will be required to certify that the construction has been completed in accordance with their recommendation and that a copy of the certification or report will be submitted to the Director of Development Services and Engineering and Chief Building Official.</p>	<p>Included in Subdivision Agreement for all phases.</p>
28.	<p>The Owner shall submit a geotechnical report prepared by a geotechnical engineer or geoscientist, licensed in the Province of Ontario, containing detailed information on applicable geotechnical matters and recommendations to the satisfaction of the Director of Development Services and Engineering which include, but are not limited to:</p> <ul style="list-style-type: none"> a) existing sub-surface soils, groundwater conditions; b) design and construction of underground services to the building, including differential settlement near any buildings or structures; c) design and construction of roadway, fire routes and parking lots; d) design and construction of retaining walls and/or slope protection; e) design and construction of engineered fill; f) design and construction of building foundations; and g) design and construction of park blocks for its intended uses. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<u>Pathways, Sidewalks, Walkways, Fencing, and Noise Barriers</u>	
29.	The Owner acknowledges and agrees that all pathways, sidewalks, walkways, fencing, and noise barriers are to be designed and constructed in accordance with Municipality specifications, at no cost to the Municipality and to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
30.	The Owner agrees to design and construct 1.8-metre-wide sidewalks along one side of each Street, to the satisfaction of the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
31.	<p>The Owner agrees to design and construct all fencing and pathways in accordance with Figure 17, Onsite Network, Pathways and Fencing Plan contained in Brown Lands Serviceability and Conceptual Stormwater Management Report dated July 2024 including the following requirements:</p> <ul style="list-style-type: none"> a) The Owner agrees that all chain link fencing that separates public lands and residential lots and blocks shall comply with the Municipality's Pool By-law. b) The Owner agrees that any vinyl-coated chain link fence required to be installed except for parks fencing shall be located a minimum of 0.15 metres inside the property line of the private property. c) The Owner agrees that all pathways will be constructed 3 metres wide with asphalt, unless otherwise noted in the Onsite Network, Pathways and Fencing Plan contained in Brown Lands Serviceability and Conceptual Stormwater Management Report dated July 2024. 	Development Services and Engineering Included in Subdivision Agreement for all phases.

#	Draft Plan Condition	<u>Dept/Notes</u>
32.	<p>The Owner agrees to design and erect at no cost to the Municipality, noise attenuation barriers in accordance with Municipality specifications and in accordance with Figure 17, Onsite Network, Pathways and Fencing Plan contained in Brown Lands Serviceability and Conceptual Stormwater Management Report dated July 2024.</p> <p>The Owner agrees that any noise attenuation barrier required to be installed under this Agreement, shall be located a minimum of 0.30 metres inside the property line of the private property, and the location of the fence shall be verified by an Ontario Land Surveyor, prior to the release of securities for the noise attenuation barrier.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
33.	<p>The Owner shall insert a clause in each agreement of purchase and sale and shall be registered as a notice on title in respect of all lands on which fences have been constructed as a requirement of the foregoing conditions stating that:</p> <p><i>“Purchasers are advised that they must maintain all fences and noise attenuation barriers in good repair, including those as constructed by the developer along the boundary of this land, to the satisfaction of the Municipality of Mississippi Mills Director of Development Services and Engineering for the. The Purchaser agrees to include this clause in any future purchase and sale agreements”.</i></p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Landscaping/Streetscaping</u>	
34.	<p>The Owner agrees, prior to registration or early servicing, whichever is earlier, to have a landscape plan(s) for the plan of subdivision prepared by a Landscape Architect, in accordance with the recommendations contained in the geotechnical report(s), and if applicable, the Tree Conservation Report and the Environmental Impact Statement.</p> <p>The landscape plan(s) shall include detailed planting locations, plant lists which include species, plant form and sizes, details of planting methods, pathway widths and materials, access points, fencing requirements and fencing materials, other landscape features and gateway features where required.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>The Owner agrees to implement the approved landscape plan(s) and bear all costs and responsibility for the preparation and implementation of the plan(s).</p> <p>All of the aforementioned are to the satisfaction of the Director of Development Services and Engineering.</p>	
35.	<p>The Owner agrees that for all single detached and semi-detached lots, a minimum of 1 tree per interior lot and 2 trees per exterior side yard lots (i.e. corner lots) shall be provided on the landscape plan(s).</p> <p>Along park frontages, the Landscape Plan shall locate trees at a 6-8 metre on-centre separation distance along the full extent of the road right-of-way abutting any park block(s).</p> <p>Should specific site constraints prevent the required allocation of trees, the remaining number of required trees shall be provided within any proposed park(s), open space or environmental blocks, non-residential road right-of-way frontages, stormwater management facility(s), or other suitable alternative locations, to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Parks and Open Space</u>	
36.	<p>In accordance with the <i>Planning Act</i> and the Municipality of Mississippi Mills Parkland Dedication By-law, the Owner shall:</p> <ul style="list-style-type: none"> a) convey Blocks 152 to the Municipality for parkland purpose; and b) convey Blocks 153 and 154 to the Municipality for open spaces <p>all to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>
37.	<p>The Owner covenants and agrees that Block 152 will be conveyed to the Municipality, at no cost, as dedicated parkland. The size and configuration of the park block(s) on the Final Plan shall be to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
38.	The Owner acknowledges and agrees to design a park concept plan (often referred to as a Park Fit Plan) to be posted on the parkland site prior to the issuance of building permits which shall be subject to approval by the Municipality, all to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering and Parks and Recreation Included in Subdivision Agreement for all phases.
39.	All Owner obligations associated with the Park Block(s) must be completed to the satisfaction of the Director of Development Services and Engineering during the final phase of construction of the subdivision.	Development Services and Engineering and Parks and Recreation Included in Subdivision Agreement for all phases.
40.	The Owner acknowledges and agrees that encumbrances such as retaining walls, utility lines or easements of any kind shall be located on, or in front of, dedicated park blocks without the written approval of the Director of Development Services and Engineering.	Development Services and Engineering and Parks and Recreation Included in Subdivision Agreement for all phases.
41.	The Owner acknowledges and agrees that any encumbrances, other than the approved sanitary and stormwater infrastructure, which are not solely for the benefit of the park, such as retaining walls, utility lines or easements of any kind on lands, or portion thereof encumbering the design and function of future Park Block 152 must be approved by the Director of Development Services and Engineering, and will not form part of the <i>Planning Act</i> parkland dedication requirements.	Development Services and Engineering and Parks and Recreation Included in Subdivision Agreement for all phases.
42.	The Owner agrees to the following requirements for imported soils: a) Any fill imported to the future park block from outside the project area must be conducted in accordance with the applicable excess soils regulation, as amended. Documentation of the source and quality of the fill to be imported must be approved by a Qualified Person. Soils must be tested to the minimum parameter list as specified in the excess soils' regulation. Importation of soils with no chemical testing will not be permitted.	Development Services and Engineering and Parks and Recreation Included in Subdivision Agreement for all phases.

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>Additional testing may be required by the Qualified Persons as defined in the regulation.</p> <p>b) Copies of all records related to all soils imported from outside the project area to the future park areas must be provided to the Municipality. It is the responsibility of the Owner to fill and rough grade the park, with clean earth borrow, compacted and leveled within the park block accordingly, to provide for positive surface drainage and rough grading as per the approved subdivision grading plan. All at the expense of the Owner. All works and fill materials are to be approved by the Director of Development Services and Engineering prior to being placed on site.</p>	
43.	<p>It is the responsibility of the Owner to undertake final grading of the park block as per the park working drawings /grading and drainage plan.</p> <p>Unless otherwise specified the Owner shall provide the following services and utilities to all Park Blocks:</p> <ul style="list-style-type: none"> a) A 300mm diameter storm sewer and CB/MH at 2m inside the park property line. b) A 50mm diameter water line complete with standpost the park property line and a 50mm diameter service tail 2m onto the park property. The Owner is to show a standard park water vault chamber, W31.1 latest version, at 2.0 m past the park property line on the development servicing plans and note that the vault and meter are to be installed by the Municipality as part of the park works. c) 150mm diameter sanitary sewer and MH at 2m inside the park property line. d) A 120/240 volt, 200 amperes single phase hydro service at 2m inside the park property line. The Owner is responsible for making all arrangements and coordinating the connection of the new hydro (electrical) service, including costs and inspections, with the respective hydro (electricity) agencies. The Owner is also responsible to ensure the park electricity service(s) is included on the approved CUP drawings. <p>All works and design drawings are subject to the approval of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
44.	<p>Access from private property to active public property will only be allowed with the prior written approval of the Director of Development Services and Engineering. The Owner shall place the following clause in each Agreement of Purchase and Sale and shall be registered as a notice on title in respect of all Lots and Blocks:</p> <p><i>“The Transferee for themselves, their heirs, executors, administrators, successors and assigns acknowledge being advised that gates accessing public property are not permitted in the fences without the express written permission of the Director of Development Services and Engineering.”</i></p>	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>
45.	<p>The Owner shall include a clause in each Agreement of Purchase and Sale and shall be registered as a notice on title in respect of all Lots and Blocks which shall provide notification to all purchasers of lands within the Subdivision that parkland within this subdivision and/or already existing in the vicinity of the subdivision may have:</p> <ul style="list-style-type: none"> a) Active trail network b) Sensitive natural areas and watercourses c) Passive natural areas 	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>
46.	<p>The Owner acknowledges and agrees that, following registration of this agreement, all park blocks will be transferred to the Municipality, at no cost to the Municipality.</p>	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>
47.	<p>The Owner acknowledges and agrees to erect on the park block(s) at a location selected by the Director of Development Services and Engineering a professionally painted sign indicating:</p> <ul style="list-style-type: none"> • Future Parkland • No Dumping • No Removal of soils or Vegetation • All at the expense of the Owner 	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
48.	The Owner acknowledges and agrees that no work within the right-of-way in front of, or around, any boundary of the park will be a park cost. All right-of-way work including, tree planting, topsoil and sod, and all hard surface work will be at the Owners' expense.	Development Services and Engineering and Parks and Recreation Included in Subdivision Agreement for all phases.
	<u>Environmental Constraints</u>	
49.	The Owner agrees that prior to registration, early servicing, or other works that would alter the vegetative characteristics of the site, the Owner shall have the environmental impact statement updated as necessary to reflect the final plan as approved, and to address any changes to the anticipated impacts and recommended mitigation measures that may be required as a result of changes to the draft plan, changes in the regulatory context with respect to species at risk, or changes in the known environmental context of the site. The Owner shall provide the written approval from the Mississippi Valley Conservation Authority to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
50.	The Owner acknowledges and agrees that the construction of the subdivision shall be in accordance with the recommendations of approved Environmental Impact Statement and Mississippi Valley Conservation Authority-approved Wetland Compensation Plan.	Development Services and Engineering Included in Subdivision Agreement for all phases.
51.	The Owner agrees to abide by all appropriate regulations associated with Provincial and Federal statutes for the protection of wildlife, including migratory birds and species at risk.	Development Services and Engineering Included in Subdivision Agreement for all phases.
52.	The Owner acknowledges that the Wolf Grove Creek is subject to the Mississippi Valley Conservation Authority's "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation, made under Section 28 of the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended. The regulation requires that the Owner of the property obtain a permit from the Conservation Authority prior to straightening, changing, diverting, or interfering in any way	Development Services and Engineering Included in Subdivision Agreement for all phases.

#	Draft Plan Condition	<u>Dept/Notes</u>
	with any watercourse and shall provide the Municipality with a written copy of the Conservation Authority permit, if required, prior to commencing any such work.	
53.	The Owner shall erect protective fencing and sediment and erosion control measures along the setback perimeter of the Wolf Grove Creek prior to any site preparation works within the Subdivision to ensure no disturbance of the watercourse during construction to the satisfaction of the Mississippi Valley Conservation Authority. These measures shall be maintained in good working order until the site has stabilized, after which any such measures that are not permanent shall be removed in a manner that minimizes disturbance to the site.	Development Services and Engineering and Mississippi Valley Conservation Authority Included in Subdivision Agreement for all phases.
54.	The Owner acknowledges that any proposed works on or adjacent to the Wolf Grove Creek corridor, being the lands within Blocks 153 and 154, will need to comply with the requirements of the Federal Fisheries Act and avoid causing Serious Harm to Fish, unless the Department of Fisheries and Oceans (DFO) has provided authorization.	Development Services and Engineering Included in Subdivision Agreement for all phases.
55.	The Owner shall complete the DFO Self-Assessment process and provide the Municipality and the Mississippi Valley Conservation Authority with a copy of the completed Request for Review. The Owner acknowledges that should the results of the Self-Assessment indicate that serious harm to fish cannot be avoided, then the proponent must implement the appropriate measures to avoid, mitigate, or offset harm to fish and fish habitat, including aquatic species at risk.	Development Services and Engineering and Mississippi Valley Conservation Authority Included in Subdivision Agreement for all phases.
56.	The Owner agrees that no in-stream works will occur outside of the recommended time periods specified in the Environmental Impact Assessment, prepared by Arcadis and dated July 17, 2024.	Development Services and Engineering Included in Subdivision Agreement for all phases.
57.	The Owner shall convey, at no cost to the Municipality, the following lands: Blocks 153 and 154 comprising the Wolf Grove Creek corridor and the associated setback. Final configuration of the Blocks shall be to the satisfaction of the Mississippi Valley Conservation Authority and the Director of Development Services and Engineering. The Owner agrees that these lands	Development Services and Engineering and Mississippi Valley Conservation Authority

#	Draft Plan Condition	<u>Dept/Notes</u>
	shall not be credited towards determining parkland dedication requirements.	Included in Subdivision Agreement for all phases.
58.	Where required, the Owner shall prepare, to the satisfaction of the Director of Development Services and Engineering, an Owner Information Package (OIP) highlighting the advantages and responsibilities of a homeowner living in or adjacent to a natural area. The OIP shall describe the natural attributes of the community and the importance of good stewardship practices to ensure the long-term health and sustainability of the Natural Heritage System. Topics to be discussed include, but are not limited to, reducing environmental impacts from common household activities (e.g., water conservation, yard waste disposal, chemical use and storage, etc.), avoiding human-wildlife conflicts, and recommendations of locally appropriate native species for landscaping. The OIP shall be distributed to all purchasers with the Agreement of Purchase and Sale.	Development Services and Engineering and Mississippi Valley Conservation Authority Included in Subdivision Agreement for all phases.
	<u>Sump Pumps</u>	
59.	The Owner acknowledges that if sump pumps are identified and approved during the detailed engineering review, they will be required to install a complete sump pump system for each impacted lot, to the satisfaction of the Director of Development Services and Engineering. The Owner acknowledges and agrees this will include but not be limited to: a. CSA approved sump pump with check valve, b. Design for 200% anticipated flow and maximum head, c. Covered sump pit, d. Backwater valve, e. Back up pump and power supply.	Development Services and Engineering Included in Subdivision Agreement for all phases.
60.	The Owner acknowledges and agrees, if sump pumps are required, that only the perimeter foundation drainage system will be connected to the sump pit and agrees the sump pump system shall discharge to the storm sewer and shall be equipped with a backwater valve.as approved by the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
61.	The Owner acknowledges and agrees, if sump pumps are required, that all grading plans are to clearly indicate each individual home where a sump pump system is required.	Development Services and Engineering

#	Draft Plan Condition	<u>Dept/Notes</u>
		Included in Subdivision Agreement for all phases.
62.	The Owner acknowledges and agrees that in addition to the main sump pump, where required, a back-up system will be required with minimum capacity and continuous hours of operation as will be specified in the Municipality of Mississippi Mills Sewer Design Guidelines.	Development Services and Engineering Included in Subdivision Agreement for all phases.
63.	The Owner agrees to include statement in all offers of purchase and sale agreements for all lots requiring sump pumps and register separately against the title wording acceptable to the satisfaction of the Director of Development Services and Engineering, advising the home is equipped with a sump pump and advising guidelines for its use and maintenance.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Stormwater Management</u>	
64.	<p>The Owner shall provide all stormwater reports prior to final approval, and the Owner shall prepare a stormwater management plan to the satisfaction of the Municipality of Mississippi Mills.</p> <p>The stormwater management plan shall include design specifications, according to applicable design guidelines and standards, to demonstrate how stormwater drainage from the subdivision shall be accommodated, and shall address both water quantity and quality, legal and adequate outlets (watercourse, river, etc.), future maintenance requirements, and erosion and sedimentation control both during and after construction. The stormwater management plan shall also include details of lot grading and drainage plans for the individual lots. No site preparation or road construction shall take place until such time as the stormwater management plan has been approved.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
65.	<p>Prior to the commencement of construction of works for any phase of this Subdivision the Owner shall:</p> <p>a) have a Stormwater Management Plan and an Erosion and Sediment Control Plan prepared by a Professional Engineer in accordance with current best management practices;</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<ul style="list-style-type: none"> b) provide all digital models and modelling analysis in an acceptable format; c) have said plans approved by the Director of Development Services and Engineering, and d) provide certification through a Professional Engineer licensed in the province of Ontario that the plans have been implemented; e) implement an inspection and monitoring plan to maintain erosion control measures. <p>All submissions and any changes made to the Plan shall be submitted to the satisfaction to the Municipality.</p>	
66.	<p>The Owner shall have topographical surveys completed beyond the boundaries of the subdivision lands to determine existing ground contours or elevations adjacent to the development for the purpose of drainage water control. Where adjacent lands are currently under development, the approved proposed grades shall be identified and used in determining the treatment at the common boundary. Where adjacent lands are either developed or not currently under development, the existing grades shall be maintained at the property line and the Owner shall ensure that the existing drainage courses of these adjacent lands are not negatively affected. The Owner shall obtain all necessary access permission to carry out this work at their cost.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
67.	<p>The Owner agrees that the Subdivision Agreement shall contain a clause that establishes that the services of a Civil Engineer or Ontario Land Surveyor will confirm that the final lot grading conforms with the approved grades on the grading and drainage plans, to the satisfaction of the Municipality.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
68.	<p>On completion of all stormwater works, the Owner agrees to provide certification to the Director of Development Services and Engineering through a Professional Engineer, licensed in the province of Ontario, that all measures have been implemented in conformity with the approved Stormwater Site Management Plan.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
69.	The Owner agrees to maintain the stormwater management inlet facilities and outlet facilities in accordance with the recommendations of the Stormwater Management Plan until such time as the stormwater management pond has been given Final Acceptance and assumed by the Municipality, all to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
70.	The Owner agrees to design and construct, as part of the stormwater management infrastructure, at no cost to the Municipality, a monitoring facility or facilities (if required) and vehicular access to the satisfaction of the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
71.	<p>The Owner covenants and agrees that the following clause shall be incorporated into all agreements of purchase and sale for the whole, or any part, of a lot or block on the Plan of Subdivision, and registered separately against the title:</p> <p>“The Owner acknowledges that some of the rear yards within this subdivision are used for on-site storage of infrequent storm events. Pool installation, grading alterations and landscaping that modifies or interferes with a drainage feature on some of the lots may not be permitted and revisions to the approved Subdivision Stormwater Management Plan Report may be required to study the possibility of modification on any individual lot. The Owner must obtain approval of the Director of Development Services and Engineering of the Municipality of Mississippi Mills prior to undertaking any grading alterations.”</p>	Development Services and Engineering Included in Subdivision Agreement for all phases.
72.	The Owner shall be required to obtain from any Transferee of any Lot or Block, for themselves, their heirs, executors, administrators, successors and assigns a covenant to insert a clause in subsequent agreements of purchase and sale for the Lots/Blocks that the Purchaser is responsible to maintain conveyance of surface flow over the rear and/or side of their lot, and maintain sub-surface drainage infrastructure, all of which shall be to the satisfaction of the Director of Development Services and Engineering of the Municipality of Mississippi Mills.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Sanitary Services</u>	

#	Draft Plan Condition	<u>Dept/Notes</u>
73.	The Owner agrees to submit detailed municipal sanitary servicing plans, prepared by a Professional Civil Engineer licensed in the Province of Ontario, to the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Water Services</u>	
74.	The Owner agrees to design and construct all necessary watermains and the details of water servicing and metering for the lots abutting the watermains within the subject lands. The Owner shall pay all related costs, including the cost of connection, inspection and sterilization by Municipality personnel, as well as the supply and installation of water meters by the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
75.	The Owner shall prepare, at its cost, a hydraulic network analysis of the proposed water plant within the Plan of Subdivision and as it relates to the existing infrastructure. This analysis shall be submitted for review and approval as part of the water plant design submission.	Development Services and Engineering Included in Subdivision Agreement for all phases.
76.	The Owner further acknowledges and agrees that the service post, which is the fitting located near the property line that allows access to the shutoff valve, must be visible, raised to finished grade and in working condition for the Municipality to turn on the service.	Development Services and Engineering Included in Subdivision Agreement for all phases.
77.	The Owner acknowledges and agrees not to apply for, nor shall the Municipality issue, building permits for more than 50 dwelling units (or the equivalent) where the watermain for such units is not looped. Any unit proposed to be serviced by a watermain that is not looped at the time a building permit is issued shall be required to have sufficient fire protection, to the satisfaction of the Director of Development Services and Engineering and the Chief Building Official. Interim fire flow protection requirements are permitted to be established based	Development Services and Engineering Included in Subdivision Agreement for Phase 1.

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>on Ontario Building Code calculation, provided Fire Underwriter Survey requirements can be met at the time the watermain river crossing is connected.</p> <p>Where the Owner has constructed all watermain sections and facilities necessary for the connection by the Municipality of the watermain which crosses the river from Carss Street, the Owner may apply for an additional 25 dwelling units for a combined total of 75 dwelling units. The completion of such watermain construction shall be to the satisfaction of the Director of Development Services and Engineering.</p>	
	<u>Serviced Lands</u>	
78.	<p>The Owner shall be responsible for the provisions of the following works, including oversizing and over depth (where appropriate), in accordance with plans approved by the Director of Development Services and Engineering, and/or the province:</p> <ul style="list-style-type: none"> a. Watermains; b. Sanitary Sewers; c. Storm Sewers; d. Roads and traffic plant(s); e. Streetlights; f. Sidewalks; g. Landscaping; h. Street name, municipal numbering, and traffic signs; i. Stormwater management facilities; and j. Grade Control and Drainage. <p>The Owner is eligible for Development Charge funds for the watermain extension on County Road 29 from the subject property to Dunn Street, oversizing of the backbone watermain to 300mm dia. from 250mm dia. In addition, the Owner is entitled to cost recovery from future benefiting landowners for any oversizing and over depth of municipal services.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
79.	<p>The Owner shall not be entitled to a building permit, early servicing, or commencement of work construction until they can demonstrate that there is adequate road, sanitary, storm, and watermain capacity and any Environmental Compliance Approvals (ECA) necessary are approved. All are to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
80.	<p>The Owner acknowledges that draft approval of the subdivision ensures that the Municipality has reserved capacity allocation for the draft approved number of units subject to the Capacity Allocation By-law 24-093 and Capacity Allocation Policy, as amended and that prior to the registration of any phases, the Owner must apply for and be assigned sewer and water capacity from the Municipality in accordance with the Capacity Allocation By-law 24-093 and Capacity Allocation Policy, as amended.</p> <p>The Owner further acknowledges that infrastructure capacity for any phase may be limited to no more than 50 units at one time and if the lapsing date for draft approval expires, applications for extensions to draft approval must accompany a request for an extension to the reserved water and sewer allocation to the Municipality, and this allocation may be delayed or removed, at the discretion of the Chief Administrative Officer.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Fire Services</u>	
81.	<p>The Owner acknowledges and agrees that if two-hour firewalls, active fire protection measures such as sprinkler systems, and/or minimum building separations are required to comply with the Fire Underwriters Survey (FUS) calculation, the Owner shall note any such requirements on the grading plan. The Owner shall, prior to registration, provide certified plans demonstrating the locations of such oversized services and/or oversized plumbing to compensate for low peak hour pressures in the local water distribution system. All are to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
82.	<p>The Owner acknowledges and agrees that measures which include, but are not limited to, active fire protection measures such as sprinkler systems, two-hour firewalls that compartmentalize the structure into separate fire areas, and oversized services and/or oversized plumbing shall require the posting of securities to guarantee their installation, prior to registration. The securities will be released upon receiving a letter signed and sealed by a Professional Engineer licensed in the Province of Ontario certifying that construction was carried out in accordance with the approved drawing(s)/plan(s). All are</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	to the satisfaction of the Director of Development Services and Engineering.	
83.	<p>The Owner shall insert a clause in each agreement of purchase and sale and shall be registered as a notice on title in respect of all Lots and Blocks wherein the dwelling contains, or intends to contain, a sprinkler system as follows:</p> <p>“Purchasers are advised that they must maintain the sprinkler system in working order to the satisfaction of the Municipality’s Fire Department. The Purchaser agrees to include this clause in any future purchase and sale agreements.”</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
84.	The Owner acknowledges and agrees that it shall, in the case of insufficient fire flow availability or excessive water age and loss of water disinfectant residual, provide active fire protection options such as sprinkler systems, two-hour firewalls or fire breaks that compartmentalize the structures into separate fire areas, as may be required, to limit the sizing of crescent, dead-end, and other distribution mains to a nominal size of no more than 200mm. All are to be determined by and to the satisfaction of the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Utilities</u>	
85.	The Owner is hereby advised that prior to commencing any work within the subdivision, the Owner must confirm that sufficient wire-line communication /telecommunication infrastructure is currently available to the proposed development to provide communication/telecommunication service to the proposed development. If such infrastructure is not available, the Owner is hereby advised that the Owner shall ensure, at no cost to the Municipality, the connection to and/or extension of the existing communication / telecommunication infrastructure. The Owner shall be required to demonstrate to the Municipality that sufficient communication/ telecommunication infrastructure facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication /telecommunication for emergency management services (i.e. 911 Emergency Services).	<p>Development Services and Engineering</p> <p>Composite Utility Plan (CUP) to be satisfied prior to entering into Subdivision Agreement.</p>
86.	The Owner acknowledges and agrees that prior to commencing Works identified within the Draft Plan; it shall confirm the	Development Services and Engineering

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>proposed development is sufficiently serviced by all necessary utilities. The Owner further agrees to comply with all relevant and existing utility Conditions of Service, construction processes and guidelines. The Owner further agrees it shall be responsible for engaging the providers of any necessary utilities to determine servicing for the proposed development and that it shall be responsible for all costs relating to the relocation, placement and/or upgrade of existing or future utility infrastructure for the proposed development. The Owner shall be required to demonstrate to the satisfaction of the Director of Development Services and Engineering that sufficient utility servicing and infrastructure exist to service the proposed development and that communication / telecommunication infrastructure facilities are available, at a minimum, for the delivery of emergency management services.</p> <p>The Owner acknowledges and agrees to convey, at their cost, any easements as may be required by the necessary utilities and agrees to abide by all conditions of the Municipality 's inhibiting order. The Owner further acknowledges and agrees that such easements shall not be granted on any lands being conveyed to the Municipality, or those proposed to be conveyed to the Municipality, without Municipality 's approval.</p> <p>Should any lands owned or proposed to be owned by the Municipality be encumbered as a result of these conditions, the Owner shall bear the sole responsibility and costs associated with correcting such actions, including but not limited to the conveyance of additional lands, if required, the relocation of any such easements or infrastructure as may be deemed appropriate by the Director of Development Services and Engineering.</p>	Composite Utility Plan (CUP) to be satisfied prior to entering into Subdivision Agreement.
87.	The Owner shall coordinate the preparation of an overall composite utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade), including on-site drainage facilities and streetscaping). Such location plan shall be prepared to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable. The composite utility plan shall be prepared and approved prior to the installation of any of the service lateral connections for any of the affected utilities.	<p>Development Services and Engineering</p> <p>Composite Utility Plan (CUP) to be satisfied prior to entering into Subdivision Agreement.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<u>Noise Attenuation</u>	
88.	<p>The Owner shall have a Noise Study undertaken related to noise assessment and land use planning with respect to noises generated by moving and stationary sources prepared by a Professional Engineer, licensed in the province of Ontario to the satisfaction and approval of the Director of Development Services and Engineering. The Study shall address, and be in accordance with, the current version of the Association of Professional Engineers of Ontario Guidelines for Professional Engineers providing Acoustical Engineering Services in Land Use Planning.</p> <p>The study shall provide all specific details on the methods and measures required to attenuate any noise that exceeds the allowable noise limits in locations as determined by the recommendations of the Noise Assessment Study.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
89.	Where structural mitigation measures are required because of the Noise Assessment Study, the Owner shall provide, prior to final building inspection, certification to the Director of Development Services and Engineering, through a Professional Engineer, that the noise control measures have been implemented in accordance with the approved study.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
90.	<p>The Owner agrees that all purchase and sale agreements for the whole or any part of the lot/block on the Plan of Subdivision shall contain the required Type 1, 2, 3 or 4 warning clauses, as applicable in accordance with the approved Noise Study, to the satisfaction of the Director of Development Services and Engineering. Similar or identical wording of the following clauses may be combined for specific Lots or Blocks to not duplicate wording or information.</p> <p><u>Type 1:</u> "Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some outdoor activities as the sound levels may exceed the sound level limits of the City and Ministry of the Environment." "To help address the need for sound attenuation this development has been designed so as to provide an outdoor amenity area and indoor environment that is within provincial guidelines. Measures for sound attenuation include:</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<ul style="list-style-type: none"> • An acoustic barrier <p>To ensure that provincial sound level limits are not exceeded it is important to maintain sound attenuation features. The acoustic barrier shall be maintained and kept in good repair by the property owner. Any maintenance, repair or replacement is the responsibility of the owner and shall be with the same material or to the same standards, having the same colour, appearance, and function of the original.”</p> <p><u>Type 2</u> “Purchasers/tenants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic may, on occasion, interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the City and the Ministry of the Environment by up to 5 dBA.To help address the need for sound attenuation this development has been designed so as to provide an outdoor amenity area and indoor environment that is within provincial guidelines. Measures for sound attenuation include: • An acoustic barrier”</p> <p>To ensure that provincial sound level limits are not exceeded it is important to maintain sound attenuation features. The acoustic barrier shall be maintained and kept in good repair by the property owner. Any maintenance, repair or replacement is the responsibility of the owner and shall be with the same material or to the same standards, having the same colour, appearance and function of the original.”</p> <p><u>Type 3</u> “Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some outdoor activities as the sound levels may exceed the sound level limits of the Ministry of the Environment.</p> <p>To help address the need for sound attenuation this development has been designed so as to provide an outdoor amenity area and indoor environment that is within provincial guidelines. Measures for sound attenuation may include: • Multi-pane glass</p>	

#	Draft Plan Condition	<u>Dept/Notes</u>
	<ul style="list-style-type: none"> • Double brick veneer <p>To ensure that provincial sound level limits are not exceeded it is important to maintain sound attenuation features. This dwelling unit has also been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air conditioning will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Ministry of the Environment."</p> <p><u>Type 4</u> "Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some outdoor activities as the sound levels may exceed the sound level limits of the City and Ministry of the Environment.</p> <p>To help address the need for sound attenuation this development has been designed so as to provide an outdoor amenity area and indoor environment that is within provincial guidelines. Measures for sound attenuation may include:</p> <ul style="list-style-type: none"> • Multi-pane glass • Double brick veneer • High sound transmission class walls <p>To ensure that provincial sound level limits are not exceeded it is important to maintain sound attenuation features. This dwelling unit has also been supplied with a central air conditioning system and other measures which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Ministry of the Environment."</p>	
	<u>Maintenance During Construction</u>	
91.	<p>During construction of the proposed development, the Owner shall maintain all roads and future road blocks within the subdivision, and the portions of any public road directly abutting the Plan of Subdivision, in a condition of cleanliness, including free of dust, mud and other construction debris, and shall provide road maintenance within the subdivision in a manner that is acceptable to the Municipality of Mississippi Mills. This road maintenance will allow for access for all residents as well as for municipal services, including garbage collection, snow</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>plowing and firefighting. Should the Owner in any manner, in the opinion of the Municipality be in default, the Owner shall be notified orally, with written confirmation to follow, of such default, failure, delay or neglect, and if action to correct the failure, delay or neglect has not been taken within twenty-four (24) hours after receiving the notice, the Municipality shall have full authority and power to carry out the necessary Works at the cost and expense of the Owner and shall include the Management Fee.</p>	
	<u>Land Transfers</u>	
92.	<p>The Owner shall convey, at no cost to the Municipality, all lands required for public purposes, including but not limited to, reserves, road widenings, daylighting triangles, walkway blocks, open space blocks, and lands required for parks (or cash-in-lieu thereof) and for stormwater management. In particular, the Owner agrees to convey the following lands:</p> <ul style="list-style-type: none"> i. Pathway/Servicing Blocks – 157, 158 ii. Open Space Blocks – 153, 154 iii. Park Block – 152 iv. 0.3 m Reserve Blocks – 162, 163, 164, 165, 166, 167, 168 v. Pump Station Block – 151 vi. Road Widening Block – 159 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
93.	<p>The Owner agrees to convey, at no cost to the Municipality, any easements that may be required for the provision of water and wastewater systems, in addition to underground or overland stormwater drainage systems.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Blasting</u>	
94.	<p>The Owner agree that all blasting activities will conform to the Ontario Provincial Standard Specification 120, Use of Explosives (OPSS.MUNI.120). Prior to any blasting activities, a pre-blast survey shall be prepared as per the OPSS.MUNI.120 and MECP Guideline NPC-119. The standard inspection procedure shall include the provision of an explanatory letter to</p>	<p>Development Services and Engineering</p> <p>Included in subdivision agreement for all phases.</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>the owner or occupant and owner with a formal request for permission to carry out an inspection.</p> <p>The Owner agrees to provide a Notification Letter in compliance with OPSS.MUNI.120. Specification indicates that a minimum of 15 business days prior to blasting the Contractor shall provide written notice to all owner(s) and tenants of buildings or facilities of the blasting location and referencing the Municipality's Noise By-law 23-038, as amended. The Owner agrees to provide a copy of the Notification letter to the Municipality 14 days prior to the distribution.</p>	
	<u>Development Charges By-law</u>	
95.	<p>The Owner shall inform the purchaser after registration of each Lot or Block of the development charges that have been paid or which are still applicable to the Lot or Block. The applicable development charges shall be as stated as of the time of the conveyance of the relevant lot or block and the statement shall be provided at the time of the conveyance. The statement of the Owner of the applicable development charges shall also contain the statement that the development charges are subject to changes in accordance with the <i>Development Charges Act, 1997</i> and the <i>Education Development Charges Act</i>.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
96.	<p>The Owner acknowledges and agrees that the lands subject to draft approval are not currently serviced or have servicing constraints and that the Municipality may not have the financial means to complete the infrastructure projects necessary to service the lands in a given budget year. The Owner acknowledges that they may request that the Municipality enter into a Front Ending Agreement to facilitate the construction of the necessary services for the development, in accordance with the Development Charges Act and the Municipal Development charges By-laws and studies and to the satisfaction of the Treasurer and the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Survey Requirements</u>	
97.	<p>The Owner shall provide the final plan intended for registration in a digital format that is compatible with the Municipality's computerized system.</p>	<p>Development Services and Engineering</p>

#	Draft Plan Condition	<u>Dept/Notes</u>
98.	The Plan of Subdivision shall be referenced to the Horizontal Control Network in accordance with the Municipality requirements and guidelines for referencing legal surveys.	Development Services and Engineering
99.	The distance from the travelled centreline of all existing adjacent roads to the subdivision boundary should be set out in the Plan of Subdivision.	Development Services and Engineering
	<u>Closing Conditions</u>	
100.	The Municipality Subdivision Agreement shall state that the conditions run with the land and are binding on the Owner's, heirs, successors and assigns.	Development Services and Engineering Included in Subdivision Agreement for all phases.
101.	The Owner shall pay any outstanding taxes owing to the Municipality of Mississippi Mills prior to registration, to the satisfaction of the Treasurer.	Development Services and Engineering and Corporate Services
102.	The Owner covenants and agrees that should damage be caused to any of the Works in this Subdivision by any action or lack of any action whatsoever on its part, the Director of Development Services and Engineering may serve notice to the Owner to have the damage repaired and if such notification is without effect for a period of two full days after such notice, the Director of Development Services and Engineering may cause the damage to be repaired and shall recover the costs of the repair plus the Management Fee under Section 427, of the <i>Municipal Act, 2001</i> , like manner as municipal taxes.	Development Services and Engineering Included in Subdivision Agreement for all phases.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: September 23, 2025

TO: Committee of the Whole

FROM: Drew Brennan, Senior Planner

SUBJECT: **Recommendation Report
Plan of Subdivision – Hannan Hills – 09-T-21002
PLAN6262 BLK E LOT 1 LOT 2; LOT 3 V LOT A
277 Florence Street N
Almonte Ward, Municipality of Mississippi Mills**

OWNER: 1384341 Ontario Ltd.

APPLICANT: Novatech Engineering

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the draft plan conditions, similar in effect to Attachment C and conditional on the results of consultation with the First Nations who have provided comments to Lanark County, and direct staff to forward the draft conditions to Lanark County to be included the draft approval of the Hannan Hills Subdivision (09-T-21002).

PURPOSE AND EFFECT AND PROPOSED DEVELOPMENT:

As noted in the Background Report, the first Plan of Subdivision submission for Hannan Hills consisted of a range of townhouse housing types (166 units) with a road connection from Adelaide to Honeyborne Street. The revised subdivision submission reduced the number of dwelling units to 110 units consisting of street townhouses, back to back townhouses and four (4) single detached dwellings. The revisions also include a pedestrian connection, instead of a road connection, between Adelaide and Honeyborne Streets. Parkland is not proposed for this development, rather cash-in-lieu of parkland will be collected as part of the subdivision process.

The overall density of the proposed subdivision is 26.8 units per gross hectare and a ratio of 4% low density and 96% medium density. The subdivision is proposed to be developed in two (2) phases. The Draft Plan of Subdivision and Concept Plan are provided in Attachment A.

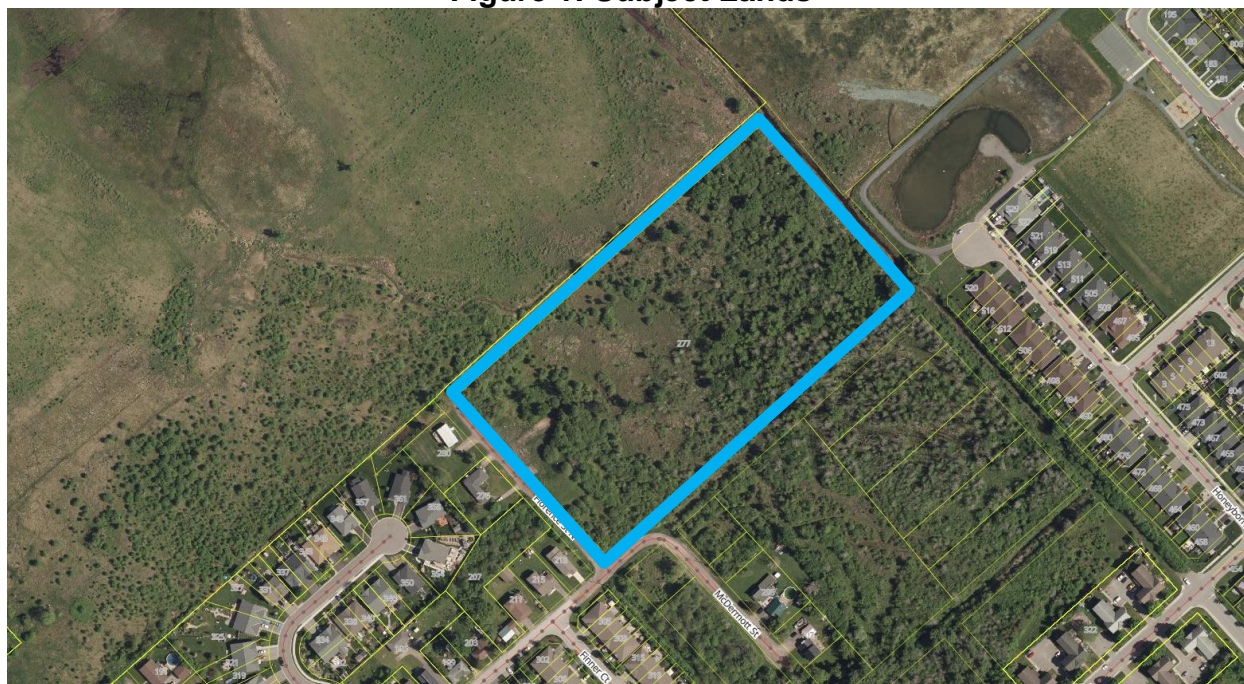
The Zoning By-law Amendment proposes to rezone the lands from Development (D) to site specific Residential zones (RX-X) and Open Space (OS). The proposed Zoning By-law Amendment aligns with the proposed uses reflected in the subdivision.


Additional information is available in Attachment B – Background Report presented to Council for the public meeting on [June 17, 2025](#). All plans and studies submitted as part of these applications can be accessed on the Municipality's website here: [Active Planning Notices and Applications - Mississippi Mills](#)

DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:

The subject property, municipally known as 277 Florence Street, is approximately 4.15 hectares in size and has frontage on both Adelaide and Florence Street. The subject property is bordered by municipal drains along its north and east property lines. The surrounding area consists primarily of low-to-medium density residential uses with future residential development lands located to the north (Sonnenburg Lands) and south (Menzie Enclaves). Existing residential subdivisions are located to the east (Mill Run) and west (Logan Heights).

Figure 1: Subject Lands



 Area to be rezoned from Development (D) to Site Specific Residential Zones (RX-XX) and Open Space (OS)

COMMUNITY OFFICIAL PLAN (COP):

The property is designated Residential in the Community Official Plan (COP). The Residential designation permits a range of housing types with a variety of densities. Official Plan Amendment 32 re-introduced an overall gross density for residential areas

of 15 to 35 residential units per gross hectare of land proposed by a Plan of Subdivision. The proposed development is 26.8 units per gross hectare.

ZONING BY-LAW #11-83:

The property is currently split-zoned Residential First Density (R1) and Development (D) zone. The R1 zone permits single detached dwellings, and the D zone is a place holder zone to allow for existing uses to continue while acknowledging that the land is intended to be developed in the future. The proposed zoning is to align with the lot fabric of the proposed subdivision.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations.

Several comments were received regarding the first submission (proposing 166 units) indicating concerns with the proposed density and full municipal, local street connection from Adelaide to Honeyborne Street. Since the circulation of the revised submission, fewer comments have been received and those that have, indicated no objections to the proposed development. All comments received to date have been included in Attachment D.

Similar to other subdivisions, the Applicant has been working with the MVCA to develop a wetland compensation plan which is expected to be finalized as a standalone document following draft approval of the subdivision.

EVALUATION:

Servicing and Infrastructure

The proposed subdivision will be serviced by new infrastructure to be constructed as part of the Adelaide and Florence Streets reconstruction, along with additional off-site works. Specifically, new watermain connections are proposed at two locations, one on Adelaide Street at Finner Court, and another between Adelaide and Honeyborne Street, crossing the Spring Creek Municipal Drain. New sanitary sewers are proposed to connect to the existing trunk sewer located on Florence Street at Victoria Street. The unopened portion of Florence Street between Adelaide and Maude Street will be reinstated as a pedestrian pathway.

Both water and sanitary services will be stubbed at the north end of the built-out portion of Florence Street to facilitate future servicing connections to the vacant lands (Sonnenburg lands).

Storm drainage is to outlet to a proposed stormwater management pond along the east side of the development; this pond is an infrastructure block that is to be dedicated to the Municipality.

Capacity Allocation

The proposed development is subject to the Capacity Allocation By-law.

Draft approval of this subdivision will last three years from the date that the County grants approval. Once the subdivision receives draft approval, the allocation of capacity for the entire subdivision (110 units) will remain for the same three-year period. Before the three years is up (and draft approval lapses), the applicant will need to either register for one or more phases of the subdivision or seek an extension to the draft approval. At the same time, Staff will review the capacity allocation to determine if an extension to the allocation and draft approval is in the interest of the Municipality. Ultimately extensions of draft approval are up to the County; however, the allocation of capacity is at the sole discretion of the Municipality and draft approval should not be granted without servicing capacity.

At the time of building permit stage (after the subdivision has been registered) the applicant will be limited to any restrictions on building permits contained in the subdivision agreement as well as the limitations of allotting capacity for that year. Prior to any phase of the subdivision being registered, a staff report will be provided outlining the details of the subdivision registration (# of units, construction details) and details regarding building permits and allocation.

Currently, the Capacity Allocation By-law 24-093 limits allocation to be no more than two years. Since the passing of the by-law, the province has made changes to the Planning Act and increased the minimum number of years for draft approval of a subdivision from two years to three years. As a result, staff will be bringing forward an amendment to the Allocation By-law to permit allocation for a period of three years for *subdivision applications only* to align with the draft plan approval timeframe. Essentially, this future by-law amendment will ensure the allocation process runs parallel to the series of steps in the subdivision process to make sure that there are no delays to the construction of housing units within Almonte.

At this stage, Staff can provide 'approval in principle' for the allocation subject to the subdivision receiving draft approval from Lanark County.

Species at Risk (SAR)

An Environmental Impact Assessment was completed in 2021 to support the initial draft Plan of Subdivision concept. This assessment included a review of potential Species at Risk (SAR), based on mapping provided by the Ministry of Natural Resources and Forestry, which identified the potential presence of SAR in the general vicinity of the subject property.

During field investigations, a Blanding's Turtle was observed to the east of the site. Blanding's Turtles are considered a 'species at risk' under provincial legislation. In response, a targeted Blanding's Turtle Assessment was undertaken in consultation with the Ministry of Environment, Conservation and Parks (MECP). MECP's review confirmed that the proposed subdivision would impact areas identified as Category 2

and Category 3 Blanding's Turtle habitat. These areas include the Spring Creek Municipal Drain along the eastern boundary of the property, and a drainage channel along the northern boundary, which was constructed to provide an outlet for the Logan Heights subdivision to the west. The Spring Creek Municipal Drain and portions of the northern drainage channel are also classified as Fish Habitat.

To address these concerns, the Applicant committed to a series of avoidance and mitigation measures informed by MECP guidance. These measures include worker education programs, installation of temporary turtle exclusion fencing, and seasonal restrictions on vegetation clearing to avoid sensitive periods in the turtle's life cycle. In addition, a 15-metre setback from the high-water mark of both the Spring Creek Municipal Drain and the north drainage channel will be imposed. This setback area is to be conveyed to the Municipality as a dedicated block, with permanent turtle exclusion and chain link fencing installed to prevent future encroachment from adjacent rear yards. The Developer will also be required to install permanent turtle exclusion fencing along the lot line of the proposed stormwater management pond abutting the Spring Creek Municipal Drain to prevent future nesting activity.

The findings from both assessments were consolidated into a comprehensive Environmental Impact Study (EIS), submitted in support of the revised subdivision concept. The EIS confirms that the updated Plan of Subdivision maintains the same commitments to avoidance and mitigation. These measures will be secured through conditions of draft approval to ensure their implementation.

Unevaluated Wetland

The subject property primarily consists of regulated, unevaluated wetlands under the authority of the Mississippi Valley Conservation Authority (MVCA). The proposed development will result in the removal of 2.69 hectares of wetland habitat. Once clearing and grading of the site is complete, the 15-meter buffer from the municipal drain and northern drainage channel to be conveyed to the Municipality are to be rehabilitated back to wetland, resulting in 0.36 ha of wetlands being restored.

As the wetland forms part of the MVCA-regulated wetlands, a permit and compensation for the loss of wetland will be required. The Applicant has been working with the MVCA to develop a wetland compensation plan which is expected to be finalized as a standalone document following draft approval of the subdivision.

Provincial Planning Statement (PPS), 2024

Under the Planning Act, all planning decisions must be consistent with policy statements issued by the provincial government. Section 2.2 of the PPS directs planning authorities to ensure the provision of an appropriate range and mix of housing types and densities to meet the projected needs of both current and future residents within the regional market area. In achieving this objective, planning authorities are required to promote residential densities that make efficient use of land, resources, infrastructure, and public service facilities, while also supporting active transportation.

Staff are of the opinion that the proposed development is consistent with the policies of the Provincial Planning Statement, 2024.

Community Official Plan (COP)

The intent of the COP is to promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community. Section 3.6.1 of the COP emphasizes the importance of encouraging and supporting development that provides for increased residential density, where such intensification is compatible with surrounding land uses. Section 3.6.5 further refines that the Municipality shall support a wide range of housing types with an overall housing mix target of 60% low density and 40% medium density.

The proposed development predominantly consists of medium-density housing, comprised of 110 townhouses and 4 single detached dwellings. This results in a housing mix of approximately 4% low-density and 96% medium-density. While this ratio does not align with the overall target outlined in the COP, the strong emphasis on medium-density units positively contributes to the diversity of Almonte's overall housing stock. This supports the availability of units that vary in size and are suitable for a range of household types and income levels. Furthermore, the proposed development will maintain an overall gross density within the permitted range of 15 to 35 units per gross hectare. It is also noted that the Developer also owns the property to the north (Sonnenburg Lands), which is approximately 35 ha and is intending on developing the property for residential uses. It is anticipated that the development of these lands will include more low-density residential uses (singles, semis, three-unit dwellings) and thus the ratio of low density to medium density will change as these lands are developed.

Staff are of the opinion that the proposed Plan of Subdivision is in conformity with the applicable policies of the COP.

Zoning By-law #11-83

The Zoning By-law Amendment will not be approved until such time that the subdivision application has received Draft Plan Approval by the County. One of the conditions of draft plan approval is that the proposed zoning is in full force and effect prior to the registration of the Subdivision Agreement.

SUMMARY:

Staff recommend that the draft plan conditions for the Hannan Hills Plan of Subdivision be approved, similar in effect to those contained in Attachment C. Staff are satisfied that the proposal is consistent with the Provincial Planning Statement 2024, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83.

It is the professional opinion of the Planning Department that the proposed Subdivision application is appropriate, desirable and represents good planning.

All of which is respectfully submitted by,

Approved by,



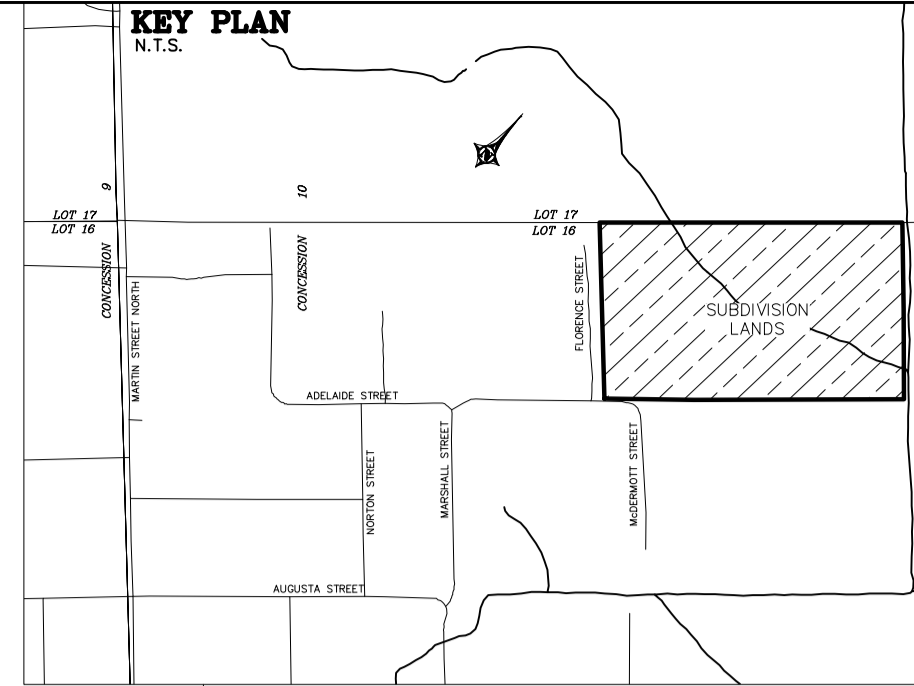
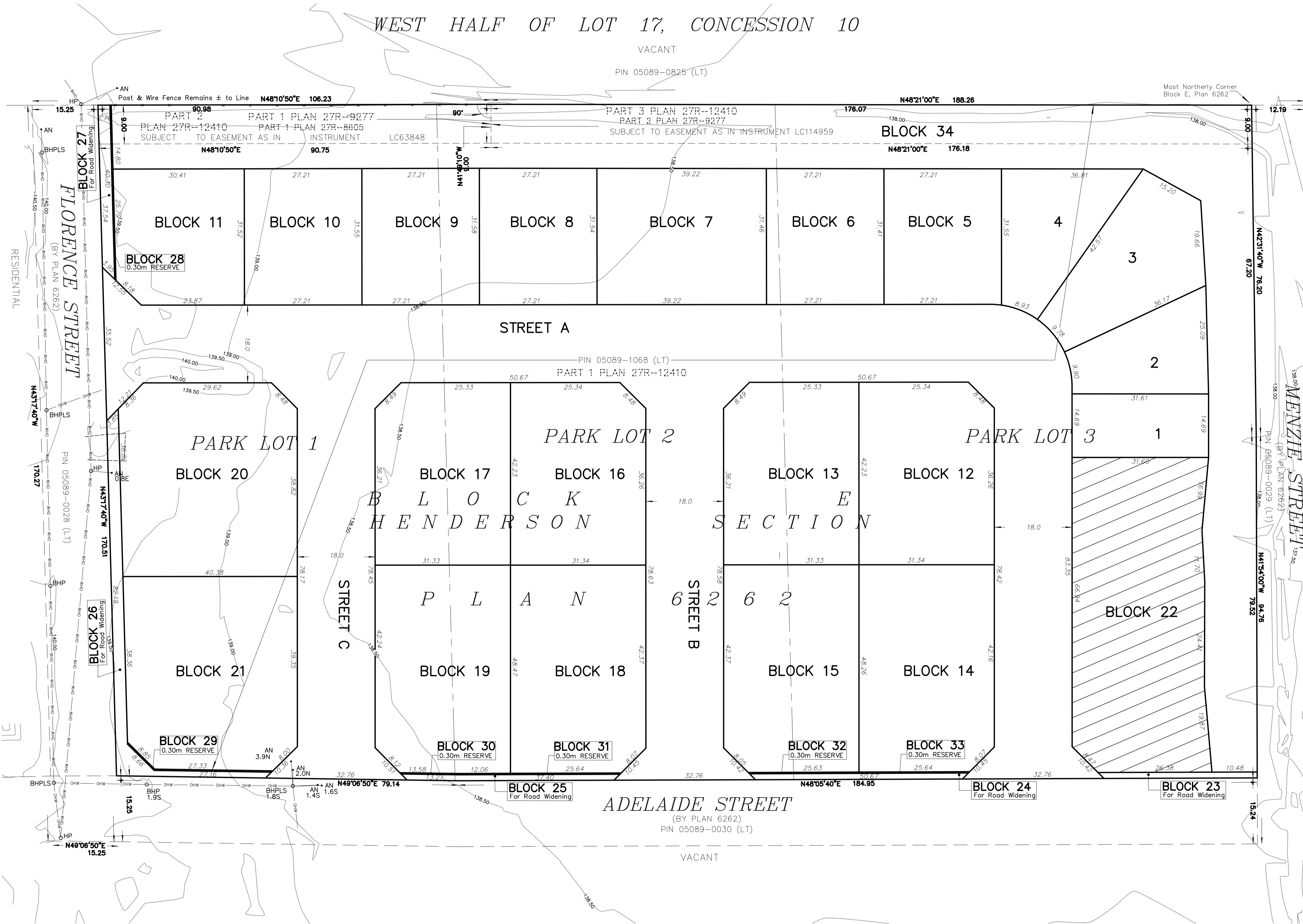
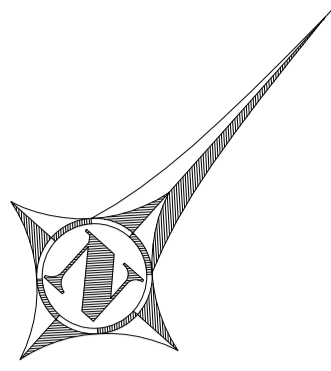
Drew Brennan
Senior Planner



Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering

ATTACHMENTS:

1. Attachment A – Draft Plan of Subdivision and Concept Plan
2. Attachment B – Background Report
3. Attachment C – Draft Plan Conditions
4. Attachment D – Public Comments



DRAFT PLAN OF SUBDIVISION
OF
ALL OF PARK LOTS 1, 2 & 3
BLOCK E, HENDERSON SECTION
PLAN 6262
GEOGRAPHIC TOWNSHIP OF RAMSAY
MUNICIPALITY OF MISSISSIPPI MILLS
COUNTY OF LANARK

ADDITIONAL INFORMATION REQUIRED UNDER
SECTION 51 (17) OF THE PLANNING ACT

- A. AS SHOWN ON DRAFT PLAN
B. AS SHOWN ON DRAFT PLAN
C. AS SHOWN ON DRAFT PLAN
D. AS DESCRIBED ON THE TITLE BLOCK
E. AS SHOWN ON DRAFT PLAN
F. AS SHOWN ON DRAFT PLAN
G. AS SHOWN ON DRAFT PLAN
H. DEVELOPMENT WILL BE SUPPLIED WITH FULL MUNICIPAL PIPED WATER SERVICE
I. REFER TO SOILS REPORT
J. AS SHOWN ON DRAFT PLAN
K. DEVELOPMENT WILL BE SUPPLIED WITH FULL SANITARY AND STORM WATER SEWER SERVICES
L. AS SHOWN ON DRAFT PLAN

SCHEDULE OF AREAS

LOT/BLOCK	AREA (m ²)	TYPE
1	464.3	SINGLE DETACHED
2	565.1	SINGLE DETACHED
3	875.7	SINGLE DETACHED
4	699.2	SINGLE DETACHED
BLOCK 5	854.0	4 UNIT TOWNHOUSE
BLOCK 6	855.3	4 UNIT TOWNHOUSE
BLOCK 7	1235.6	6 UNIT TOWNHOUSE
BLOCK 8	858.9	4 UNIT TOWNHOUSE
BLOCK 9	859.0	4 UNIT TOWNHOUSE
BLOCK 10	858.1	4 UNIT TOWNHOUSE
BLOCK 11	928.6	4 UNIT TOWNHOUSE
BLOCK 12	1305.7	6 UNIT TOWNHOUSE
BLOCK 13	1305.0	6 UNIT TOWNHOUSE
BLOCK 14	1485.1	7 UNIT TOWNHOUSE
BLOCK 15	1488.4	7 UNIT TOWNHOUSE
BLOCK 16	1305.7	6 UNIT TOWNHOUSE
BLOCK 17	1305.0	6 UNIT TOWNHOUSE
BLOCK 18	1491.8	7 UNIT TOWNHOUSE
BLOCK 19	1491.7	7 UNIT TOWNHOUSE
BLOCK 20	1801.1	12 UNIT BACK TO BACK
BLOCK 21	1744.9	12 UNIT BACK TO BACK
BLOCK 22	2233.5	STORMWATER MANAGEMENT
BLOCK 23	49.9	FUTURE STREET
BLOCK 24	68.0	FUTURE STREET
BLOCK 25	68.0	FUTURE STREET
BLOCK 26	292.7	FUTURE STREET
BLOCK 27	107.4	FUTURE STREET
BLOCK 28	12.0	RESERVE
BLOCK 29	10.8	RESERVE
BLOCK 30	7.6	RESERVE
BLOCK 31	7.6	RESERVE
BLOCK 32	7.6	RESERVE
BLOCK 33	7.6	RESERVE
BLOCK 34	5571.1	GREENSPACE
TOTAL LOT/BLOCK AREA (m ²)	32,222	
STREET	AREA (m ²)	LENGTH (m)
STREET A	5754	311
STREET B	1746	92
STREET C	1740	92
TOTAL SUBDIVISION AREA (m ²)	41,462	

TO BE SUBDIVIDED INTO:

LOTS 1-4 for single detached residential dwellings (4 units total)
BLOCKS 5-6 & 8-11 for 4 unit townhouse residential dwellings (16 units total)
BLOCKS 7, 12-13 & 16-17 for 6 unit townhouse residential dwellings (30 units total)
BLOCKS 14-15 & 18-19 for 7 unit townhouse residential dwellings (28 units total)
BLOCKS 20-21 for 12 unit back to back residential dwellings (24 units total)
BLOCK 22 for stormwater management purposes
BLOCKS 23-27 for future municipal road widenings
BLOCKS 28-33 for future reserves
BLOCK 34 for greenspace
STREETS A, B & C - 18 metres wide

APPLICANT AND PROPERTY OWNER

THOMAS CAVANAGH CONSTRUCTION LIMITED
1384341 ONTARIO LTD., c/o THOMAS CAVANAGH CONSTRUCTION LIMITED
9094 CAVANAUGH ROAD
ASHTON, ON, K0A 1B0

OWNER'S CERTIFICATE

I HEREBY AUTHORIZE THE PREPARATION AND SUBMISSION OF THIS PLAN TO THE COUNCIL OF THE COUNTY OF LANARK.

DATED ON _____, 2024.

1384341 ONTARIO LTD.
I HAVE THE AUTHORITY TO BIND THIS CORPORATION

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJOINING LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

MAY 7, 2025

DATE

John Gauthier
JOHN GAUTHIER
ONTARIO LAND SURVEYOR

LEGEND AND NOTES

- AN * ANCHOR
HP * HYDRO POLE
BHP * BELL & HYDRO POLE
BHPLS * BELL & HYDRO POLE & LIGHT STANDARD
-OHW- * OVERHEAD WIRES
PWF * POST AND WIRE FENCE

DISTANCES:

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE USED TO COMPUTE GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999891.

BEARINGS:

BEARINGS ARE MTM GRID BEARINGS, DERIVED BY REAL TIME NETWORK GNSS OBSERVATIONS ON OBSERVED REFERENCE POINTS 'A' AND 'B' SHOWN HEREON, AND ARE REFERRED TO THE NAD83 CSRS (2010) MTM ZONE 9 COORDINATE SYSTEM.

ELEVATIONS:

ELEVATIONS AND EXISTING TOPOGRAPHIC FEATURES SHOWN ON THIS PLAN WERE PROVIDED BY DRAFT PLAN OF SUBDIVISION, CALLON DIETZ JOB NO. 21-1092.

SCALE 1 : 500

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

REVISIONS

No.	DESCRIPTION	DATE	BY
1	DRAFT PLAN UPDATED PER CAVANAGH	2024/04/08	MP
2	BLOCK 34 ADDED	2024/04/16	MP
3	DRAFT PLAN UPDATED TO REFLECT CONCEPT PLAN V 16	2025/05/07	MP

JOB No. 24-2594 DRAWING # 24-2594 Draft Plan_4

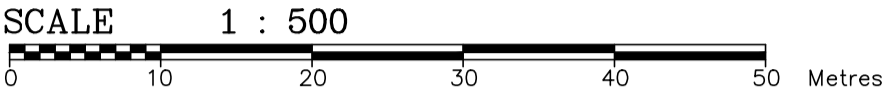
PREPARED FOR: 1384341 ONTARIO LTD.

@egis
SURVEYING INC.
Info.north.america@egis-group.com
www.egis-group.com
3240 Drummond Con. 5A, R.R. #7
Perth, ON K7H 3C9
Tel: 613-267-6524 Fax: 613-267-7992

EXAMINED: JG

CAD: MP

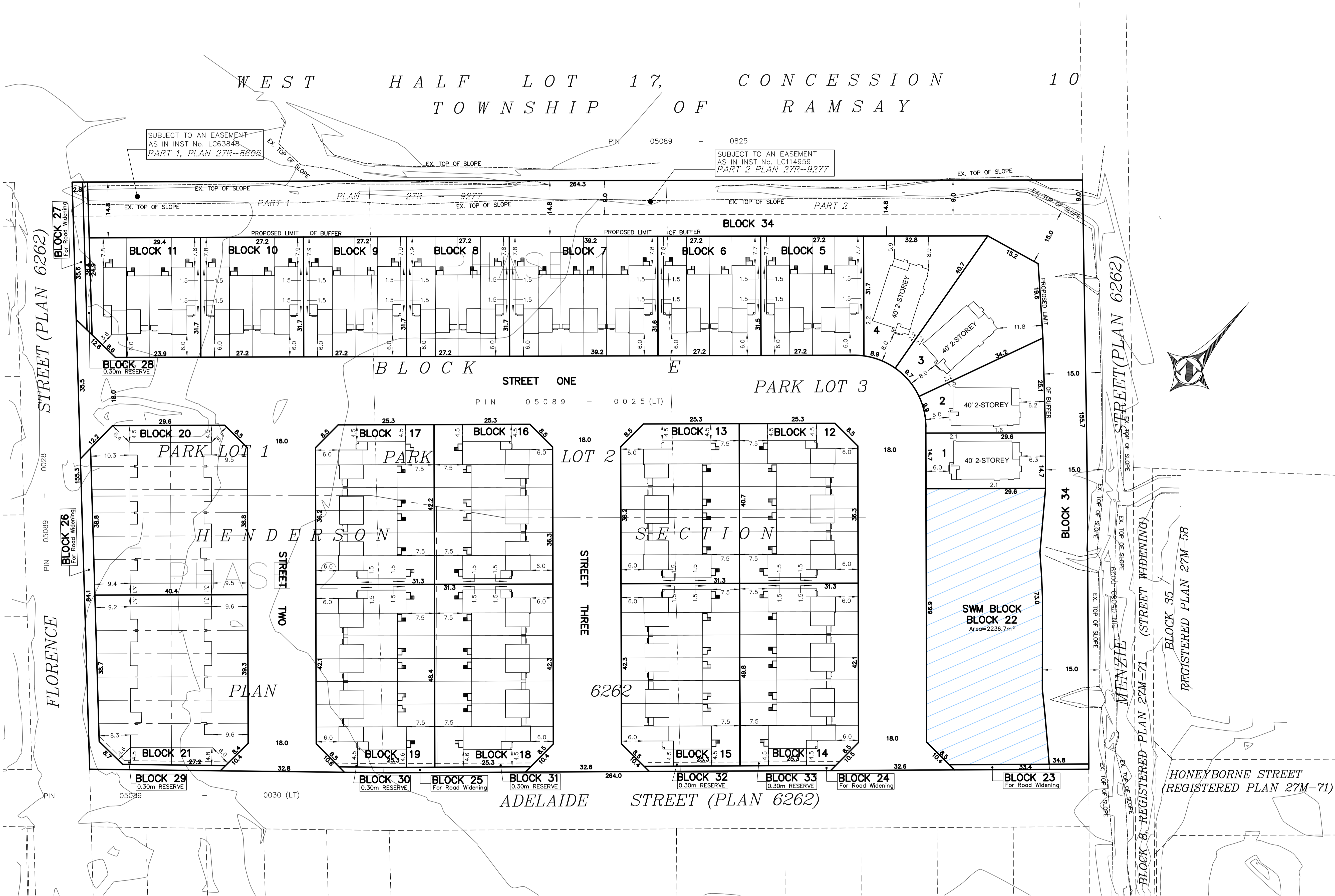
SKETCH TO ILLUSTRATE A
SUBDIVISION CONCEPT PLAN OF ALL OF
PARK LOTS 1, 2 & 3
BLOCK E, HENDERSON SECTION
PLAN 6262
MUNICIPALITY OF
MISSISSIPPI MILLS
COUNTY OF LANARK
EGIS SURVEYING INC



METRIC :
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

Hannan Hills - Concept Plan Information			
	PHASE 1	PHASE 2	TOTAL
UNITS	60	50	110
TOTAL AREA (Ha)	3.02	1.12	4.14
TOTAL RESIDENTIAL AREA (Ha)	1.46	0.91	2.37
NET DENSITY	41.09	54.94	46.41
GROSS DENSITY	19.87	44.64	26.57

SETBACKS:
FRONT YARD = 6m
REAR YARD = 7.5m
INTERIOR SIDEYARD = 1.2m
EXTERIOR SIDEYARD = 4.5m



JOB No. 24-2594	DRAWING: 24-2594 Concept Plan_V16
THIS PLAN WAS PREPARED FOR: THOMAS CAVANAGH CONSTRUCTION LTD.	
 3240 Drummond Con. 5A, R.R. #7 Perth, ON K7H 3C9 Info: north-america@egis-group.com Tel: 613-267-6524 Fax: 613-267-7992 www.egis-group.com	
EXAMINED:	CAD: MP

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: June 17, 2025

TO: Council

FROM: Melanie Knight, Director of Development Services and Engineering

SUBJECT: **Background Report
Plan of Subdivision – Hannan Hills 09-T-21002
Zoning By-law Amendment – D13-138-24
PLAN 6262 BLK E LOT 1 LOT 2; LOT 3 V LOT A
FLORENCE ST N
Almonte Ward, Municipality of Mississippi Mills**

OWNER: Novatech Engineering

APPLICANT: 1384341 ONTARIO LTD

RECOMMENDATION:

THAT Council receive this report for information.

PURPOSE AND EFFECT AND PROPOSED DEVELOPMENT:

The Plan of Subdivision was deemed complete by the County in 2021. The associated Zoning By-law Amendment was deemed complete by the Municipality on June 14, 2024. The Zoning By-law Amendment proposes to rezone the lands from Development (D) to site specific Residential zones and Open Space (OS), which align with the subdivision.

The first Plan of Subdivision submission consisted of a range of townhouse housing types (166 units) with a road connection from Adelaide to Honeyborne St. The revised subdivision submission consists of 110 dwelling units with street townhouses, back to back townhouses and 4 single detached dwellings with a pedestrian connection between Adelaide and Honeyborne Streets.

Three new public streets are proposed as well as the construction of Adelaide Street and Florence Street to full, municipal local streets. A full connection to Honeyborne St is not proposed at this time as it is not warranted based on traffic volumes; rather a pedestrian bridge is to be constructed connecting Adelaide St to Honeyborne St. A full municipal street connection between Adelaide and Honeyborne will be constructed in the future as more residential development occurs in the future including the lands to the north (Sonnenburg lands).

There are two infrastructure blocks – one for a stormwater management pond and another to be conveyed to the Municipality which abuts a municipal drain.

Parkland is not proposed as part of this subdivision and as a result, cash in lieu of parkland will be provided to the Municipality.

DESCRIPTION OF SUBJECT LANDS AND SURROUNDING LAND USES:

The lands are located within the urban boundary of Almonte with frontage on Florence and Adelaide Streets. Directly abutting the lands to the east and north are municipal drains.

Figure 1: Subject Lands



 Area to be rezoned from Development (D) to Site Specific Residential zones (RX-XX) and Open Space (OS)

SERVICING & INFRASTRUCTURE:

The property will be serviced by new infrastructure to be constructed as part of the Adelaide and Florence Streets construction and some works further off-site. The

infrastructure work completed on Adelaide Street is intended to also service the Menzie Subdivision immediately to the south. Staff do not foresee any servicing or infrastructure concerns resulting from the proposed development.

The proposed development is subject to the Capacity Allocation By-law, and it is anticipated that the applicant will apply for capacity allocation through the Municipality's application process once staff are satisfied that the proposed subdivision can be recommended for draft approval.

COMMUNITY OFFICIAL PLAN (COP):

The property is designated Residential in the Official Plan. The Residential designation permits a range of housing types with a variety of densities. Official Plan Amendment 32 re-introduced an overall gross density for residential areas of 15 to 35 residential units per gross hectare of land proposed by a Plan of Subdivision. The proposed development is 26.8 units per gross hectare.

ZONING BY-LAW #11-83:

The property is currently zoned Residential First Density (R1) and Development (D) zone. The R1 zone permits single detached dwellings, and the D zone is essentially a place holder zone to allow for existing uses to continue while acknowledging that the land is intended to be developed in the future. The proposed zoning is to align with the lot fabric of the proposed subdivision.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations.

Several comments were received regarding the first submission (166 units) indicating concerns with the proposed density and full municipal, local street connection from Adelaide St to Honeyborne. Since the circulation of the revised submission fewer comments have been received and those that have, indicated no objections to the proposed development. A full overview of the comments received will be included in an upcoming recommendation report.

Similar to other subdivisions, the applicant and the Mississippi Valley Conservation Authority have developed a wetland compensation plan for the loss of on-site wetlands. Further details will be provided a future recommendation report.

NEXT STEPS:

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

All of which is respectfully submitted by, Approved by,



Melanie Knight, MCIP, RPP
Director of Development Services and
Engineering



Ken Kelly
CAO

ATTACHMENTS:

1. Attachment A – Concept Subdivision Plan

The Municipality of Mississippi Mills conditions applying to the draft approval of Hannan Hills Subdivision (File No. 09-T-21002), are as follows:

#	Draft Plan Condition	<u>Dept/Notes</u>
	<p>This approval applies to the draft plan certified by John Gauthier, Ontario Land Surveyor, dated May 7, 2025, showing four (4) Residential Lots, three (3) streets, seventeen (17) residential blocks, six (6) 30cm reserves, one (1) stormwater management blocks, five (5) road widening blocks, and one (1) open space block (Spring Creek Municipal Drain).</p> <p>This approval applies to the approved conceptual plans and reports in support of the draft plan as follows (list plans, reports and studies associated with the draft approval):</p> <ol style="list-style-type: none"> 1) Serviceability and Conceptual Stormwater Management Report, prepared by Novatech, reference number R-2024-048, dated June 12, 2024, last revised May 27, 2025. 2) Phase 1 ESA, prepared by Paterson Group Inc., reference number PE4491-1, dated November 5, 2020. 3) Environment Impact Study, prepared by CIMA+, reference number A001535, dated May 27, 2025. 4) Hydrologic Impact Study, prepared by Novatech, reference number R-2024-046, dated June 12, 2024, last revised May 27, 2025. 5) Preliminary Geotechnical Investigation, prepared by Paterson Group Inc., reference number PG4746-LET.01, dated January 17, 2019. 6) Stage 1 and 2 Archaeological Assessment, prepared by Matrix Heritage Inc., reference number MH1023-REP.01, dated May 20, 2021 7) Transportation Impact Study, prepared by Novatech, reference number R-2024-053, dated June 12, 2024 	

	<p>8) Planning Justification Report, prepared by Novatech, reference number R-2024-070, dated May 17, 2025</p> <p>Subject to the conditions below, these plans and reports may require updating and/or additional details prior to final approval.</p>	
	The Owner agrees, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Municipality of Mississippi Mills at the Owner's sole expense, all to the satisfaction of the Municipality.	Completed as part of Subdivision Agreement Process.
	<u>General</u>	
1.	Prior to the issuance of a Commence Work Notification, the Owner shall obtain such permits as may be required from Municipal or Provincial authorities and shall file copies thereof with the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
2.	<p>Prior to commencing construction, the Owner shall enter into a subdivision agreement or a pre-servicing agreement with the Municipality.</p> <p>The pre-servicing agreement shall, among other matters, require that the Owner post securities in a bond, certified cheque or letter of credit, in an amount of 25% of the estimated cost of all work.</p> <p>The subdivision agreement shall, among other matters, require that the Owner post securities in a bond, certified cheque or letter of credit, in an amount of 100% of the estimated cost of all work. In the event that there is a pre-servicing agreement, 100% of the remaining costs of all work is required.</p> <p>The aforementioned security for site works shall be for works on both private and public property and shall include, but not be limited to, lot grading and drainage, landscaping and driveways, roads and road works, road drainage, underground</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

	<p>infrastructure and services (storm, sanitary, watermains), streetlights, stormwater management works and park works.</p> <p>The amount secured by the Municipality shall be determined by the Development Services and Engineering Department, based on current Municipality tender costs, which costs shall be reviewed and adjusted annually. Securities for on-site works may be at a reduced rate subject to the approval of the Director of Development Services and Engineering.</p>	
3.	<p>The Owner acknowledges and agrees that any residential blocks for street-oriented dwelling units on the final Plan shall be configured to ensure that there will be no more than 25 units per block.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
4.	<p>The Owner acknowledges and agrees that any person who, prior to the draft plan approval, entered into a purchase and sale agreement with respect to lots or blocks created by this Subdivision, shall be permitted to withdraw from such agreement without penalty and with full refund of any deposit paid, up until the acknowledgement noted above has been executed.</p> <p>The Owner agrees to provide to the Director of Development Services and Engineering an acknowledgement from those purchasers who signed a purchase and sale agreement before this Subdivision was draft approved, that the Subdivision had not received draft approval by the Municipality. The Owner agrees that the purchase and sale agreements signed prior to draft approval shall be amended to contain a clause to notify purchasers of this fact, and to include any special warning clauses, such as but not limited to Noise Warnings and easements.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
5.	<p>The Owner, or their agents, shall not commence or permit the commencement of any site related works until such time as a pre-construction meeting has been held with Development Services</p>	<p>Development Services and Engineering</p>

	and Engineering staff and until the Municipality issues a Commence Work Notification.	Included in Subdivision Agreement for all phases.
	<u>Additional Residential Units</u>	
6.	<p>The Owner agrees and acknowledges that as per Section 3.6.5 Range of Housing Types, Policy 7 in the Municipality's Community Official Plan:</p> <ul style="list-style-type: none"> at least one model home with a purpose-built ARU is required to be offered for sale in new subdivisions. This requirement shall be implemented via the Subdivision Agreement, to the satisfaction of the Director of Development Services and Engineering. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Zoning</u>	
7.	The Owner agrees that prior to registration of the Plan of Subdivision, the Owner shall ensure that the proposed Plan of Subdivision shall conform with a Zoning By-law approved under the requirements of the <i>Planning Act</i> , with all possibility of appeal to the Ontario Land Tribunal exhausted.	Development Services and Engineering
8.	The Owner undertakes and agrees that prior to the registration of the Plan of Subdivision, the Owner shall deliver to the Municipality a certificate executed by an Ontario Land Surveyor showing that the area and frontage of all lots and blocks within the Subdivision are in accordance with the applicable Zoning By-law.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement process.</p>
	<u>Roadway Modifications</u>	
9.	The Owner shall pay all expenses associated with all works related to roadway modifications and shall provide financial security in the amount of 100% of the cost of implementing the required works.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
10.	The Owner agrees and acknowledges that off-site road modifications will be completed subject to the	Development Services and Engineering

	<p>Owner and Municipality entering into an off-site works agreement which will include the terms of the off-site works agreement, land conveyance from the Municipality to the Owner and detailed costing of the off-site road modifications.</p> <p>The Owner further agrees and acknowledges that the conveyance of municipal land which are subject to the off-site works agreement will not be completed until such time that the Owner has submitted for detailed design for Phase 1.</p>	Completed as part of Subdivision Agreement process.
11.	<p>Where traffic calming is identified, the Owner acknowledges and agrees to implement traffic calming measures on roads within the limits of their subdivision to limit vehicular speed and improve pedestrian safety. The Owner further acknowledges and agrees that the detailed design for new roads will include the recommendation(s) from the required supporting transportation studies.</p> <p>The Owner agrees that traffic calming measures shall reference best management practices from the Canadian Guide to Neighbourhood Traffic Calming, published by the Transportation Association of Canada, and/or Ontario Traffic Manual. These measures may include either vertical or horizontal features (such measures shall not interfere with stormwater management and overland flow routing), including but not limited to:</p> <ul style="list-style-type: none"> • intersection or mid-block narrowings, chicanes, medians; • raised intersections, raised pedestrian crossings; • pavement markings/signage; and temporary/seasonal installations such as flexi posts. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Highways/Roads</u>	
12.	The Owner acknowledges and agrees that all supporting transportation studies and design of all roads and intersections shall be to the satisfaction	Development Services and Engineering

	of the Director of Development Services and Engineering.	Included in Subdivision Agreement for all phases.
13.	The Owner shall provide for temporary turnarounds for all streets terminating at the edge of any phase of development, prior to registration of the Plan. The Owner agrees that it will convey to the Municipality at no cost any temporary easements that may be required in order to establish the temporary turnarounds. For any portion of the temporary turn-around easements that do not form part of the permanent road allowance, the easements shall be released at the expense of the Owner when the easements are no longer required by the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
14.	The Owner shall convey to the Municipality, at no cost to the Municipality, unencumbered road widenings along Adelaide Street and Florence Street, adjacent to the subdivision lands, to an overall 18 metre and 20 metre road width, respectively. The required widenings shall be illustrated on the Draft M-Plan and Final Plan of Subdivision as a dimension from the existing centerline of the public highway to the required widened limit. If it is determined that a widening is not required, the Owner's Surveyor shall illustrate the distance from the existing centerline of the Public Highway to the existing road limit on the Draft M-Plan and the Final Plan of Subdivision. All of which will be to the satisfaction of the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
15.	The Owner shall provide sight triangles at the following locations on the final plan: <ul style="list-style-type: none"> Local Road to Local Road: 3m x 3m 	Development Services and Engineering Included in Subdivision Agreement for all phases.
16.	The Owner agrees to provide a construction traffic management plan for the subdivision prior to the registration of the Agreement or early servicing. Such plan shall be to the satisfaction of the Director of Roads and Public Works.	Development Services and Engineering Included in Subdivision Agreement for all phases.

17.	<p>The Owner acknowledges that should the plan be registered in phases; the first phase of registration shall include:</p> <ul style="list-style-type: none"> • List of all lands and required works to be part of the first phase for approval by the Director of Development Services and Engineering; • List of works to be completed in subsequent phases; and • Detailed design of stormwater management works including outlets for the phases. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
18.	<p>All streets shall be named to the satisfaction of the Director of Roads and Public Works and in accordance with the Municipality Addressing By-law, as amended.</p>	<p>Development Services and Engineering and Roads and Public Works</p> <p>Included in Subdivision Agreement for all phases.</p>
	<p><u>Streetlights, Other Exterior Lighting and Signage</u></p>	
19.	<p>The Owner shall submit an illumination plan for streetlighting incorporating full cut-off LED luminaires with lighting levels, to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills. Further, that the Owner shall be responsible for all fees required to provide the Municipality with a fully functional network of streetlights, including Electronic Layout activation and Electrical Safety Authority (ESA) fees.</p>	<p>Development Services and Engineering and Roads and Public Works.</p> <p>Included in Subdivision Agreement for all phases.</p>
20.	<p>The Owner agrees and acknowledges that all exterior lighting installed on lots or blocks or affixed to buildings will adhere to the Outdoor Illumination-Lighting By-law 25-049, as amended from time to time.</p>	<p>Development Services and Engineering and Roads and Public Works</p> <p>Included in Subdivision Agreement for all phases.</p>
21.	<p>The Owner shall post signs at the termination of all road stubs in each phase, indicating the following:</p> <p>“Future road connection”</p>	<p>Development Services and Engineering and Roads and Public Works</p>

	To the satisfaction of the Director of Development Services and Engineering.	Included in Subdivision Agreement for all phases.
	<u>Geotechnical</u>	
22.	<p>The Owner shall submit a geotechnical report prepared by a geotechnical engineer or geoscientist, licensed in the Province of Ontario, containing detailed information on applicable geotechnical matters and recommendations to the satisfaction of the Director of Development Services and Engineering which include, but are not limited to:</p> <ul style="list-style-type: none"> a) existing sub-surface soils, groundwater conditions; b) design and construction of underground services to the building, including differential settlement near any buildings or structures; c) design and construction of roadway, fire routes and parking lots; d) design and construction of retaining walls and/or slope protection; e) design and construction of engineered fill; and f) design and construction of building foundations. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Pathways, Sidewalks, Walkways, Fencing, and Noise Barriers</u>	
23.	The Owner acknowledges and agrees that all pathways, sidewalks, walkways, fencing, and noise barriers are to be designed and constructed in accordance with Municipality specifications, at no cost to the Municipality and to the satisfaction of the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
24.	The Owner agrees to design and construct 1.8 metre-wide sidewalks along one side of each Street to the satisfaction of the Municipality.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

25.	<p>The Owner agrees to design and construct a pedestrian connection between Adelaide Street and Honeyborne Street over the Spring Creek Municipal Drain. The pedestrian connection shall be designed to the satisfaction of the Municipality and include, at the minimum, the following specifications:</p> <ul style="list-style-type: none"> • A minimum platform width of 3.0 metres • An accessible hard surface that complies with AODA standards • Guardrails on both sides of the connection with a minimum height of 1072 mm above the walking platform • Structural and surface design that accommodates municipal sidewalk snow plowing equipment <p>The pedestrian connection shall be constructed during the same Phase as the construction and connection of Street A and/or Street B to Adelaide Street. If Street A and Street B are constructed and connected to Adelaide Street in separate Phases, the pedestrian connection shall be completed during the earlier of those Phases.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
26.	<p>The Owner acknowledges and agrees to reinstate the Florence Street right-of-way between Adelaide Street and Maude Street following the extension of sanitary services with a 3.0 metre pedestrian path, constructed with granular (A) and capped with stone dust, to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
27.	<p>a) The Owner agrees to design and construct 1.5 metre black vinyl-coated chain link fences at the following locations:</p> <ul style="list-style-type: none"> • along the rear lot lines of Lots 1-4, Blocks 5- 11 inclusive; • along the interior side lot line of Lot 1 abutting Block 22 • along the interior side lot line of Block 22 abutting Block 34, to the discretion of the Director of Development Services and Engineering 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

	<ul style="list-style-type: none"> • along the front lot line of Block 22 abutting Adelaide Street, to the discretion of the Director of Development Services and Engineering <p>All chain link fencing that separates public lands and residential lots and blocks shall comply with the Municipality's Pool By-law.</p> <p>b) The Owner agrees that any vinyl-coated chain link fence required to be installed shall be located a minimum of 0.15 metres inside the property line of the private property.</p>	
28.	<p>The Owner shall insert a clause in each agreement of purchase and sale and shall be registered as a notice on title in respect of all lands which fences have been constructed stating that:</p> <p><i>"Purchasers are advised that they must maintain all fences in good repair, including those as constructed by Cavanagh Developments along the boundary of this land, to the satisfaction of the Director of Development Services and Engineering. The Purchaser agrees to include this clause in any future purchase and sale agreements".</i></p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Landscaping/Streetscaping</u>	
29.	<p>The Owner agrees, prior to registration or early servicing, whichever is earlier, to have a landscape plan(s) for the plan of subdivision prepared by a Landscape Architect, in accordance with the recommendations contained in the geotechnical report(s), and if applicable, the Tree Conservation Report and the Environmental Impact Statement.</p> <p>The landscape plan(s) shall include detailed planting locations, plant lists which include species, plant form and sizes, details of planting methods, pathway widths and materials, access points, fencing requirements and fencing materials, other landscape features and gateway features where required.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

	<p>The Owner agrees to implement the approved landscape plan(s) and bear all costs and responsibility for the preparation and implementation of the plan(s).</p> <p>All of the aforementioned are to the satisfaction of the Director of Development Services and Engineering.</p>	
30.	<p>The Owner agrees that for all residential lots or blocks, a minimum of 1 tree per interior lot/unit and 2 trees per corner lot shall be provided on the landscape plan(s).</p> <p>Along park frontages, the Landscape Plan shall locate trees at a 6-8 metre on-centre separation distance along the full extent of the road right-of-way abutting any park block(s).</p> <p>Should specific site constraints prevent the required allocation of trees, the remaining number of required trees shall be provided within any proposed park(s), open space or environmental blocks, non-residential road right-of-way frontages, stormwater management facility(s), or other suitable alternative locations, to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Parks and Open Space</u>	
31.	<p>In accordance with the <i>Planning Act</i> and the Municipality of Mississippi Mills Parkland Dedication By-law, the Owner shall provide cash-in-lieu of parkland on the subject lands equivalent to 5% of it's appraised value, to the satisfaction of the Director of Development Services and Engineering. The Applicant shall bear the cost of any appraisal costs incurred.</p>	<p>Development Services and Engineering and Parks and Recreation</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Environmental Constraints</u>	
32.	<p>The Owner acknowledges and agrees that the construction of the subdivision shall be in accordance with the recommendations of</p>	<p>Development Services and Engineering</p>

	<p>approved Environmental Impact Study and Mississippi Valley Conservation Authority-approved Wetland Compensation Plan.</p> <p>This is to include, but not be limited to, the installation of turtle exclusion fencing to the satisfaction of the Municipality at the following locations:</p> <ul style="list-style-type: none"> • Interior side lot line of Block 34 abutting Lots 1 – 4, Blocks 5 – 11, and Block 22 abutting the municipal drain 	Included in Subdivision Agreement for all phases.
33.	The Owner agrees to abide by all appropriate regulations associated with Provincial and Federal statutes for the protection of wildlife, including migratory birds and species at risk.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
34.	The Owner acknowledges that the Spring Creek Municipal Drain is subject to the Mississippi Valley Conservation Authority's "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses" regulation, made under Section 28 of the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended. The regulation requires that the Owner of the property obtain a permit from the Conservation Authority prior to straightening, changing, diverting, or interfering in any way with any watercourse and shall provide the Municipality with a written copy of the Conservation Authority permit.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
35.	The Owner shall erect protective fencing and sediment and erosion control measures along the setback perimeter of the Spring Creek Municipal Drain prior to any site preparation works within the Subdivision to ensure no disturbance of the watercourse during construction to the satisfaction of the Mississippi Valley Conservation Authority. These measures shall be maintained in good working order until the site has stabilized, after which any such measures that are not permanent shall be removed in a manner that minimizes disturbance to the site.	<p>Development Services and Engineering and Mississippi Valley Conservation Authority</p> <p>Included in Subdivision Agreement for all phases.</p>

36.	The Owner acknowledges that any proposed works on or adjacent to the Spring Creek Municipal Drain corridor will need to comply with the requirements of the Federal Fisheries Act and avoid causing Serious Harm to Fish, unless the Department of Fisheries and Oceans (DFO) has provided authorization.	Development Services and Engineering Included in Subdivision Agreement for all phases.
37.	The Owner shall complete the DFO Self-Assessment process and provide the Municipality and the Mississippi Valley Conservation Authority with a copy of the completed Request for Review. The Owner acknowledges that should the results of the Self-Assessment indicate that serious harm to fish cannot be avoided, then the proponent must implement the appropriate measures to avoid, mitigate, or offset harm to fish and fish habitat, including aquatic species at risk.	Development Services and Engineering and Mississippi Valley Conservation Authority Included in Subdivision Agreement for all phases.
38.	The Owner agrees that no in-stream works will occur outside the recommend time periods specified in the Environmental Impact Study, prepared by CIMA+, reference number A001535, dated May 27, 2025.	Development Services and Engineering Included in Subdivision Agreement for all phases.
39.	The Owner shall convey, at no cost to the Municipality, Block 34 comprising the Spring Creek Municipal Drain corridor and the associated setback. Final configuration of the Block shall be to the satisfaction of the Mississippi Valley Conservation Authority and the Director of Development Services and Engineering. These lands shall not be credited towards determining parkland dedication requirements.	Development Services and Engineering and Mississippi Valley Conservation Authority Included in Subdivision Agreement for all phases.
40.	Where required, the Owner shall prepare, to the satisfaction of the Director of Development Services and Engineering, an Owner Information Package (OIP) highlighting the advantages and responsibilities of a homeowner living in or adjacent to a natural area. The OIP shall describe the natural attributes of the community and the importance of good stewardship practices to ensure the long-term health and sustainability of	Development Services and Engineering and Mississippi Valley Conservation Authority Included in Subdivision Agreement for all phases.

	the Natural Heritage System. Topics to be discussed include, but are not limited to, reducing environmental impacts from common household activities, including water conservation, yard waste disposal, chemical use and storage, avoiding human-wildlife conflicts, and recommendations of locally appropriate native species for landscaping. The OIP shall be distributed to all purchasers with the Agreement of Purchase and Sale.	
	<u>Sump Pumps</u>	
41.	<p>The Owner acknowledges, that if required, to install a complete sump pump system, to the satisfaction of the Director of Development Services and Engineering. The Owner acknowledges and agrees this will include but not be limited to:</p> <ul style="list-style-type: none"> a. CSA approved sump pump with check valve, b. Design for 200% anticipated flow and maximum head, c. Covered sump pit, d. Backwater valve, e. Back up pump and power supply. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
42.	The Owner acknowledges and agrees the costs for the sump pump systems including back- up system and installation are the responsibility of the owner while the costs for the maintenance and operation of the system (including back up) and eaves trough discharge will be the responsibility of the homeowner. These conditions will be included, as part of the planning approval and notice will be required within the purchase and sale agreement, as well as registered on title.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
43.	The Owner acknowledges and agrees only the perimeter foundation drainage system will be connected to the sump pit and agrees the sump pump system, if required, shall discharge to the surface as overland flow and that no sump pump system will be connected to the storm sewer without prior approval from the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

44.	The Owner acknowledges and agrees all grading plans are to clearly indicate each individual home where a sump pump system is required.	Development Services and Engineering Included in Subdivision Agreement for all phases.
45.	The Owner acknowledges and agrees that in addition to the main sump pump, a back-up system will be required with minimum capacity and continuous hours of operation as well be specified in the Municipality of Mississippi Mills Sewer Design Guidelines.	Development Services and Engineering Included in Subdivision Agreement for all phases.
46.	The Owner acknowledges and agrees to include statements in all offers of purchase and sale agreements for all lots and register separately against the title wording acceptable to the satisfaction of the Director of Development Services and Engineering, advising the home is equipped with a sump pump and advising guidelines for its use and maintenance.	Development Services and Engineering Included in Subdivision Agreement for all phases.
47.	The Owner acknowledges and agrees that all sump pump systems including back-up system must be inspected and maintained regularly in accordance with the manufacturer's recommendations. The Owner covenants and agrees that it will advise all prospective lot purchasers of the sump pump systems and back-up system in the agreement of purchase and sale and shall be registered as a notice on title in respect of all Lots and Blocks.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Stormwater Management</u>	
48.	The Owner shall provide all stormwater reports prior to final approval, and the Owner shall prepare a stormwater management plan to the satisfaction of the Municipality of Mississippi Mills. The stormwater management plan shall include design specifications, according to applicable design guidelines and standards, to demonstrate how stormwater drainage from the subdivision shall be accommodated, and shall address both water quantity and quality, legal and adequate	Development Services and Engineering Included in Subdivision Agreement for all phases.

	outlets (watercourse, river, etc.), future maintenance requirements, and erosion and sedimentation control both during and after construction. The stormwater management plan shall also include detail lot grading and drainage plans for the individual lots. No site preparation or road construction shall take place until such time as the stormwater management plan has been approved.	
49.	The Owner shall have topographical surveys completed beyond the boundaries of the subdivision lands to determine existing ground contours or elevations adjacent to the development for the purpose of drainage water control. Where adjacent lands are currently under development, the approved proposed grades shall be identified and used in determining the treatment at the common boundary. Where adjacent lands are either developed or not currently under development, the existing grades shall be maintained at the property line and the Owner shall ensure that the existing drainage courses of these adjacent lands are not negatively affected. The Owner shall obtain all necessary access permission to carry out this work at their cost.	Development Services and Engineering Included in Subdivision Agreement for all phases.
50.	<p>(a) Prior to the commencement of construction of any phase of this Subdivision (roads, utilities, any off-site work, etc.) the Owner shall:</p> <ul style="list-style-type: none"> i. have a Stormwater Management Plan and an Erosion and Sediment Control Plan prepared by a Professional Engineer in accordance with current best management practices; ii. (if appropriate) provide all digital models and modelling analysis in an acceptable format; iii. have said plans approved by the Director of Development Services and Engineering, and iv. provide certification through a Professional Engineer licensed in the province of 	Development Services and Engineering Included in Subdivision Agreement for all phases.

	<p>Ontario that the plans have been implemented.</p> <p>(b) All submissions and any changes made to the Plan shall be submitted to the satisfaction to the Municipality.</p> <p>(c) The Owner shall implement an inspection and monitoring plan to maintain erosion control measures.</p>	
51.	The Owner agrees that the Subdivision Agreement shall contain a clause that establishes that the services of a Civil Engineer or Ontario Land Surveyor will confirm that the final lot grading conforms with the approved grades on the grading and drainage plans, to the satisfaction of the Municipality.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
52.	On completion of all stormwater works, the Owner agrees to provide certification to the Director of Development Services and Engineering through a Professional Engineer, licensed in the province of Ontario, that all measures have been implemented in conformity with the approved Stormwater Site Management Plan.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
53.	The Owner agrees to maintain the stormwater management pond/ inlet facilities and outlet facilities in accordance with the recommendations of the Stormwater Management Plan until such time as the stormwater management pond has been given Final Acceptance and assumed by the Municipality, all to the satisfaction of the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
54.	The Owner agrees to design and construct, as part of the stormwater management infrastructure, at no cost to the Municipality, a monitoring facility or facilities (if required) and vehicular access to the satisfaction of the Municipality.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
55.	The Owner covenants and agrees that the following clause shall be incorporated into all	Development Services and Engineering

	<p>agreements of purchase and sale for the whole, or any part, of a lot or block on the Plan of Subdivision, and registered separately against the title:</p> <p>“The Owner acknowledges that some of the rear yards within this subdivision are used for on-site storage of infrequent storm events. Pool installation and/or grading alterations and/or detached buildings or structures on some of the lots may not be permitted and/or revisions to the approved Subdivision Stormwater Management Plan Report may be required to study the possibility of modification on any individual lot. The Owner must obtain approval of the Director of Development Services and Engineering of the Municipality of Mississippi Mills prior to undertaking any grading alterations.”</p>	Included in Subdivision Agreement for all phases.
56.	<p>The Transferee, for themselves, their heirs, executors, administrators, successors and assigns covenants and agrees to insert a clause in agreements of purchase and sale for the Lots/Blocks listed below that the Purchaser/Lessee is responsible to maintain conveyance of surface flow over the rear and/or side of their lot, and maintain sub-surface drainage infrastructure, all of which shall be to the satisfaction of the Director of Development Services and Engineering of the Municipality of Mississippi Mills.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Sanitary Services</u>	
57.	<p>The Owner agrees to submit detailed municipal servicing plans, prepared by a Professional Civil Engineer licensed in the Province of Ontario, to the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Water Services</u>	

58.	The Owner agrees to design and construct all necessary watermains and the details of water servicing and metering for the lots abutting the watermains within the subject lands. The Owner shall pay all related costs, including the cost of connection, inspection and sterilization by Municipality personnel, as well as the supply and installation of water meters by the Municipality.	Development Services and Engineering Included in Subdivision Agreement for all phases.
59.	The Owner acknowledges and agrees to design and construct a buried watermain connection between Adelaide Street and Honeyborne Street, crossing the Spring Creek Municipal Drain. Open-cut construction shall not be undertaken without the prior written approval of the Director of Development Services and Engineering. Where open-cut installation is proposed, the Owner shall design and construct a culvert to the satisfaction of the Director of Development Services and Engineering, and shall obtain all necessary permits and approvals from the Mississippi Valley Conservation Authority, Department of Fisheries and Oceans Canada, and any other applicable regulatory or approval authority.	Development Services and Engineering Included in Subdivision Agreement for all phases.
60.	The Owner shall prepare, at its cost, a hydraulic network analysis of the proposed water plant within the Plan of Subdivision and as it relates to the existing infrastructure. This analysis shall be submitted for review and approval as part of the water plant design submission.	Development Services and Engineering Included in Subdivision Agreement for all phases.
61.	The Owner further acknowledges and agrees that the service post, which is the fitting located near the property line that allows access to the shutoff valve, must be visible, raised to finished grade and in working condition for the Municipality to turn on the service.	Development Services and Engineering Included in Subdivision Agreement for all phases.
62.	The Owner acknowledges and agrees not to apply for, nor shall the Municipality issue, building permits for more than 50 dwelling units (or the equivalent) where the watermain for such units is not looped. Any unit serviced by a looped watermain that is not looped shall be required to	Development Services and Engineering Included in Subdivision

	have sufficient fire protection, to the satisfaction of the Director of Development Services and Chief Building Official.	Agreement for all phases.
	<u>Serviced Lands</u>	
63.	<p>The Owner shall be responsible for the provisions of the following works, including oversizing and over depth (where appropriate), at its cost, in accordance with plans approved by the Director of Development Services and Engineering, and/or the province:</p> <ul style="list-style-type: none"> a. Watermains; b. Sanitary Sewers; c. Storm Sewers; d. Roads and traffic plant(s); e. Streetlights; f. Sidewalks; g. Landscaping; h. Street name, municipal numbering, and traffic signs; i. Stormwater management facilities; and j. Grade Control and Drainage. 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
64.	The Owner shall not commence construction of any Works or cause or permit the commencement of any Works until the Municipality issues a Commence Work Notification, and only then in accordance with the conditions contained therein.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
65.	The Owner agrees to provide services oversized and over depth to service lands beyond the limits of the subdivision as required and to the satisfaction of the Director of Development Services and Engineering.	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
66.	The Owner shall not be entitled to a building permit, early servicing, or commencement of work construction until they can demonstrate that there is adequate road, sanitary, storm, and watermain capacity and any Environmental Compliance	<p>Development Services and Engineering</p> <p>Included in Subdivision</p>

	Approvals (ECA) necessary are approved. All are to the satisfaction of the Director of Development Services and Engineering.	Agreement for all phases.
67.	<p>The Owner acknowledges that draft approval of the subdivision ensures that the Municipality has reserved capacity allocation for the draft approved number of units subject to the Capacity Allocation By-law 24-093 and Capacity Allocation Policy, as amended and that prior to the registration of any phases, the Owner must apply for and be assigned sewer and water capacity from the Municipality in accordance with the Capacity Allocation By-law 24-093 and Capacity Allocation Policy, as amended.</p> <p>The Owner further acknowledges that infrastructure capacity for any phase may be limited to no more than 50 units at one time and if the lapsing date for draft approval expires, applications for extensions to draft approval must accompany a request for an extension to the reserved water and sewer allocation to the Municipality, and this allocation may be delayed or removed, at the discretion of the Chief Administrative Officer.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Utilities</u>	
68.	The Owner is hereby advised that prior to commencing any work within the subdivision, the Owner must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available to the proposed development to provide communication/telecommunication service to the proposed development. If such infrastructure is not available, the Owner is hereby advised that the Owner shall ensure, at no cost to the Municipality, the connection to and/or extension of the existing communication / telecommunication infrastructure. The Owner shall be required to demonstrate to the Municipality that sufficient communication /telecommunication infrastructure facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication /telecommunication for emergency	<p>Development Services and Engineering</p> <p>Composite Utility Plan (CUP) to be satisfied prior to entering into Subdivision Agreement.</p>

	management services (i.e. 911 Emergency Services).	
69.	<p>The Owner acknowledges and agrees that prior to commencing Works identified within the Draft Plan; it shall confirm the proposed development is sufficiently serviced by all necessary utilities. The Owner further agrees to comply with all relevant and existing utility Conditions of Service, construction processes and guidelines. The Owner further agrees it shall be responsible for engaging the providers of any necessary utilities to determine servicing for the proposed development and that it shall be responsible for all costs relating to the relocation, placement and/or upgrade of existing or future utility infrastructure for the proposed development. The Owner shall be required to demonstrate to the satisfaction of the Director of Development Services and Engineering that sufficient utility servicing and infrastructure exist to service the proposed development and that communication / telecommunication infrastructure facilities are available, at a minimum, for the delivery of emergency management services.</p> <p>The Owner acknowledges and agrees to convey, at their cost, any easements as may be required by the necessary utilities and agrees to abide by all conditions of the Municipality's inhibiting order. The Owner further acknowledges and agrees that such easements shall not be granted on any lands being conveyed to the Municipality, or those proposed to be conveyed to the Municipality, without Municipality's approval.</p> <p>Should any lands owned or proposed to be owned by the Municipality be encumbered as a result of these conditions, the Owner shall bear the sole responsibility and costs associated with correcting such actions, including but not limited to the conveyance of additional lands, the relocation of any such easements or infrastructure as may be deemed appropriate by the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Composite Utility Plan (CUP) to be satisfied prior to entering into Subdivision Agreement.</p>

70.	The Owner shall coordinate the preparation of an overall composite utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade), including on-site drainage facilities and streetscaping). Such location plan shall be prepared to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable. The composite utility plan shall be prepared and approved prior to the installation of any of the service lateral connections for any of the affected utilities.	Development Services and Engineering Composite Utility Plan (CUP) to be satisfied prior to entering into Subdivision Agreement.
	<u>Fire Services</u>	
71.	The Owner acknowledges and agrees that if two-hour firewalls, active fire protection measures such as sprinkler systems, and/or minimum building separations are required to comply with the FUS calculation as per the Municipality Design Guidelines for water distribution systems, the Owner shall note any such requirements on the grading plan. The Owner shall, prior to registration, provide certified plans demonstrating the locations of such oversized services and/or oversized plumbing to compensate for low peak hour pressures in the local water distribution system. All are to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
72.	The Owner acknowledges and agrees that measures which include, but are not limited to, active fire protection measures such as sprinkler systems, two-hour firewalls that compartmentalize the structure into separate fire areas, and oversized services and/or oversized plumbing shall require the posting of securities to guarantee their installation, prior to registration. The securities will be released upon receiving a letter signed and sealed by a Professional Engineer licensed in the Province of Ontario certifying that construction was carried out in accordance with the approved drawing(s)/plan(s). All are to the satisfaction of the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.

73.	<p>The Owner shall insert a clause in each agreement of purchase and sale and shall be registered as a notice on title in respect of all Lots and Blocks wherein the dwelling contains, or intends to contain, a sprinkler system as follows:</p> <p>“Purchasers are advised that they must maintain the sprinkler system in working order to the satisfaction of the Municipality’s Fire Department. The Purchaser agrees to include this clause in any future purchase and sale agreements.”</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
74.	<p>The Owner acknowledges and agrees that it shall, in the case of insufficient fire flow availability or excessive water age and loss of water disinfectant residual, provide active fire protection options such as sprinkler systems, two-hour firewalls or fire breaks that compartmentalize the structures into separate fire areas, as may be required, to limit the sizing of crescent, dead-end, and other distribution mains to a nominal size of no more than 200mm. All are to be determined by and to the satisfaction of the Director of Development Services and Engineering.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Maintenance During Construction</u>	
75.	<p>The Owner shall maintain all roads within and adjoining the Subdivision in a condition of cleanliness (i.e.: free of dust, mud and other construction debris), and shall provide road maintenance within the subdivision in a manner that is acceptable to the Municipality of Mississippi Mills, and which allows access for all residents as well as for municipal services (i.e.: garbage collection and firefighting). Should the Owner in any manner, in the opinion of the Municipality be in default, the Owner shall be notified orally (written confirmation to follow), of such default, failure, delay or neglect, and if action to correct the failure, delay or neglect has not been taken within twenty-four (24) hours after such notice, the Municipality shall have full authority and power to carry out the necessary Works at the cost and</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

	expense of the Owner and shall include the Management Fee.	
	<u>Land Transfers</u>	
76.	<p>The Owner shall convey, at no cost to the Municipality, all lands required for public purposes, including but not limited to, reserves, road widenings, daylighting triangles, walkway blocks, open space blocks, and lands required for parks (or cash-in-lieu thereof) and for stormwater management. In particular, the Owner agrees to convey the following lands:</p> <ul style="list-style-type: none"> i. Open Space Blocks – 34 ii. Storm Water Management Blocks – 22 iii. Road Widening Blocks – 23, 24, 25, 26, 27 iv. 0.3 m Reserve Blocks – 28, 29, 30, 31, 32, 33 	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
77.	<p>The Owner agrees to convey, at no cost to the Municipality, any easements that may be required for the provision of water and wastewater systems, in addition to underground or overland stormwater drainage systems.</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>
	<u>Blasting</u>	
78.	<p>The Owner agree that all blasting activities will conform to the Ontario Provincial Standard Specification 120, Use of Explosives (OPSS.MUNI.120). Prior to any blasting activities, a pre-blast survey shall be prepared as per the OPSS.MUNI.120 and Guideline NPC-119. The standard inspection procedure shall include the provision of an explanatory letter to the owner or occupant and owner with a formal request for permission to carry out an inspection.</p> <p>The Owner agrees to provide a Notification Letter in compliance with OPSS.MUNI.120. Specification indicates that a minimum of 15 business days prior to blasting the Contractor shall provide written notice to all owner(s) and tenants of buildings or</p>	<p>Development Services and Engineering</p> <p>Included in Subdivision Agreement for all phases.</p>

	facilities of the blasting location and referencing the Municipality's Noise By-law 23-038, as amended. The Owner agrees to submit a copy of the Notification Letter to the Municipality prior to the distribution of the letter and advise the Municipality 14 days prior to the distribution of the letter.	
	<u>Development Charges By-law</u>	
79.	The Owner shall inform the purchaser after registration of each Lot or Block of the development charges that have been paid or which are still applicable to the Lot or Block. The applicable development charges shall be as stated as of the time of the conveyance of the relevant lot or block and the statement shall be provided at the time of the conveyance. The statement of the Owner of the applicable development charges shall also contain the statement that the development charges are subject to changes in accordance with the <i>Development Charges Act, 1997</i> and the <i>Education Development Charges Act</i> .	Development Services and Engineering Included in Subdivision Agreement for all phases.
80.	The Owner acknowledges and agrees that the lands subject to draft approval are not currently serviced or have servicing constraints and that the Municipality may not have the financial means to complete the infrastructure projects necessary to service the lands in a given budget year. The Owner acknowledges that they may request that the Municipality enter into a Front Ending Agreement to facilitate the construction of the necessary services for the development, in accordance with the Development Charges Act and the Municipal Development charges By-laws and studies and to the satisfaction of the Treasurer and the Director of Development Services and Engineering.	Development Services and Engineering Included in Subdivision Agreement for all phases.
	<u>Survey Requirements</u>	
81.	The Owner shall provide the final plan intended for registration in a digital format that is compatible with the Municipality 's computerized system.	Development Services and Engineering

		Included in Subdivision Agreement for all phases.
82.	The Plan of Subdivision shall be referenced to the Horizontal Control Network in accordance with the Municipality requirements and guidelines for referencing legal surveys.	Development Services and Engineering
83.	The distance from the travelled Centreline of all existing adjacent roads to the subdivision boundary should be set out in the Plan of Subdivision.	Development Services and Engineering
	<u>Closing Conditions</u>	
84.	The Municipality Subdivision Agreement shall state that the conditions run with the land and are binding on the Owner's, heirs, successors and assigns.	Development Services and Engineering Included in Subdivision Agreement for all phases.
85.	The owner shall pay any outstanding taxes owing to the Municipality of Mississippi Mills prior to registration.	Development Services and Engineering and Corporate Services
86.	The Owner covenants and agrees that should damage be caused to any of the Works in this Subdivision by any action or lack of any action whatsoever on its part, the Director of Development Services and Engineering may serve notice to the Owner to have the damage repaired and if such notification is without effect for a period of two full days after such notice, the Director of Development Services and Engineering may cause the damage to be repaired and shall recover the costs of the repair plus the Management Fee under Section 427, of the <i>Municipal Act, 2001</i> , like manner as municipal taxes.	Development Services and Engineering Included in Subdivision Agreement for all phases.

ATTACHMENT D – PUBLIC COMMENTS

Full copies of the public comments received have been included below for more detailed information. Please note that some details such as names have been removed.

Comment	
1.	<p>As you know a number of residents from the Mill Run subdivision had previously indicated their concerns to both the County and the Municipality regarding the initial proposal for the Evoy Lands/Hannan Hills subdivision.</p> <p>In our written submission, dated August 4, 2021, specific concerns were highlighted regarding the proposal to increase the density of the residential units from the maximum of 35 units per net hectare to 52 units per net hectare and with the Transportation Impact Study which would see the extension and connection of Adelaide Street to Honeyborne Street for vehicle traffic.</p> <p>We would like to take this opportunity to thank you for providing us with the information regarding the re-submission of the Draft Subdivision Plan to The County of Lanark; and the proposed Hannan Hills Zoning By-Law Amendment.</p> <p>Upon reviewing the revised submission of the Draft Subdivision plan, we are pleased to see that our initial concerns have been addressed in that:</p> <p>1. the number of residential dwelling units is being reduced from 166 to 110, “to be more in keeping with Official Plan requirements” and that;</p> <p>2. "While the proposed extension of Adelaide Street will not connect to the Mill Run subdivision, a pedestrian bridge is proposed that would provide active transportation connectivity to the east".</p> <p>We want to thank you for taking our concerns into consideration throughout this process, and we will continue to follow the progress of the planning submission and providing feedback when required.</p> <p>Please notify us of the decision of the Municipality on the proposed zoning by-law amendment and of any Public Meetings being scheduled regarding this application.</p>
2.	<p>I am a resident in close proximity to this draft plan that was recently submitted and would like to be kept apprised of the zoning bylaw amendments and public meetings when they are held.</p>

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: September 23, 2025

TO: Committee of the Whole

FROM: Tiffany MacLaren, Manager Community and Economic Development

SUBJECT: Department Name Quarterly Report – Q#

DEPARTMENT HIGHLIGHTS:

Spring has been busy with community events and preparation for a busy Tourism season. Almonte Old Town Hall continues to be used with weekly bookings and special events on the weekend. Thanks to the addition of three students joining the department at the beginning of May our Tourism and Information office is open 7 days a week.

Early this quarter, Mississippi Mills co-hosted the annual Volunteer Appreciation Reception at the Almonte Civitan Hall, recognizing the invaluable contributions of local volunteers. The evening featured a dessert buffet and heartfelt thanks to those who dedicate their time and talents to enriching our community.

At the 2025 Community Builder Awards, held at Almonte Old Town Hall on May 22, Mississippi Mills Council proudly recognized residents whose contributions have had a lasting and positive impact on the community. Among the honourees were Gord MacDonald and Doris Rankin, recipients of the Community Builder Award. Gord MacDonald, known locally as Sensei Gord, was celebrated for his decades-long leadership of the Almonte Judo Club and his dedication to youth development, mental wellness, and community connection. The event highlighted the values of leadership, service, and civic pride, and reaffirmed the Municipality's commitment to celebrating those who help make Mississippi Mills a vibrant and inclusive place to live.

On June 21, Mississippi Mills partnered with Ginawaydaganuc Village and Mississippi Mills All My Relations to co-host a vibrant celebration of National Indigenous Peoples Day. Held at the John Levi Community Centre and Riverfront Park, the event featured storytelling, music, dancing, and cultural displays, honouring Indigenous heritage and fostering reflection and reconciliation.

Between April 1 and July 1, 2025, Mississippi Mills hosted two key engagement events aimed at strengthening community and economic development: the Community Organization Luncheon and the Business Breakfast. The Community Luncheon, held on April 10 at the John Levi Community Centre, focused on unlocking funding opportunities for local organizations. Attendees received practical guidance on accessing grants and

connected with peers and experts to support collaborative initiatives. Meanwhile, the May Business Breakfast continued to foster networking and knowledge-sharing among local entrepreneurs and business leaders. These events reflect the Municipality's ongoing commitment to supporting grassroots initiatives and promoting a thriving local economy through meaningful engagement and resource sharing

After an absence of several years this June we co-hosted the Seniors Expo (rebranded 55+ Expo) at the John Levi Community Centre in Almonte, in collaboration with Home Hospice North Lanark. This well-attended event was designed to promote healthy aging and community engagement among older adults, with a focus on three key themes: *Your Home*, *Your Health*, and *Your Community*. The Expo featured a range of expert-led workshops, informative presentations, and interactive exhibits that provided practical resources for aging in place, maintaining wellness, and accessing local supports. The organizing committee was proud to see the event return to foster meaningful connections and empower residents to remain active, independent, and informed. The success of the Expo reflects the Municipality's ongoing commitment to supporting inclusive, age-friendly initiatives that enhance quality of life for residents aged 55 and older.

2025 PROJECT UPDATES/PENDING ITEMS:

Focusing on Tourism we launched a newly designed Visitor Guide this spring, created internally for the first time with support from the Communications team. This compact format was developed to be more accessible and easier to distribute and has already been shared with visitor centres across Lanark County, as well as recreation facilities and coffee shops throughout Ottawa. Tourism students will continue to attend local events throughout the summer, hosting a booth and distributing the guide directly to residents and visitors. To further promote the guide and encourage tourism, a seasonal radio campaign is running on My FM Perth, Renfrew, and Heritage Valley stations. These efforts reflect a coordinated and forward-looking approach to showcasing all that Mississippi Mills has to offer.

In June 2025, Mississippi Mills staff participated in the Public Information Centre (PIC) in Pakenham as part of the ongoing MM2048 initiative. The event featured display boards outlining key components of the draft Economic Development Strategic Plan, and attendees were invited to share feedback on local priorities and opportunities. While attendance was modest, we sincerely appreciate those who took the time to engage with the material and contribute their insights. Their input is helping to shape a plan that reflects the values and aspirations of our community.

KPIs:

EVENT/GROUP NAME	April – June 2025		
	# of Events	Total Rev. (incl. SC)	Surcharge (SC) Only
PUBLIC EVENTS			
Almonte in Concert	1	\$640.20	\$256.00
Folkus	2	\$996.00	\$352.00
Standing Room Only	1	\$229.10	\$150.00
MMLT - Notes for Nature	1	\$735.00	\$396.00
Kentucky - CD Release		\$348.60	\$100.00
Sub-Total	5	\$1,865.30	\$1,254.00
Art in the Attic	1	\$798.30	\$100.00
ADHS High School Play	1	\$3,879.90	\$1,812.00
Stone Fence Theatre	1	\$538.50	\$256.00
Sub-Total	2	\$4,418.40	\$2,168.00
MMYC - Trivia Night	1	\$354.45	\$168.00
One Wellness Ottawa	1	\$191.25	\$50.00
Sound/Movement Event	1	\$91.20	\$46.00
Sub-Total	3	\$636.90	\$264.00
PRIVATE EVENTS			
Weddings	1	\$1,073.50	
Funerals/Celebration of Life	1	\$315.65	\$35.00
Drama Group	1	\$211.90	\$65.00
Piano Recital	1	\$264.88	\$81.25
Parties/Luncheons/Showers	5	\$862.55	\$202.50
Meetings/Training/Filming	2	\$722.45	\$200.00
Sub-Total	11	\$3,450.93	\$583.75
WEEKLY BOOKINGS/ RECREATION			
Yoga (3 weekly instructors)	multiple	\$2,938.00	
Choir (1 day per week)	7	\$316.40	
Fitness	12	\$542.40	
Dance (Youth 2 days per week)		\$836.10	\$192.00
Sub-Total		\$4,632.90	\$192.00
Grand Total (Incl. Surcharge)	\$15,802.73		
Total Surcharge Collected	\$4,561.75		
MM HOSTED EVENTS			
Earth Day	1	N/C	
Community Awards	1	N/C	
ParticipACTION	2	N/C	

LOOKING AHEAD:

As we move into the second half of summer, the Community Services and Economic Development team is preparing for a busy season hosting and supporting community events, beginning with Canada Day Eve and Canada Day. Almonte Old Town Hall continues to be a popular venue, with a full calendar of weddings and bookings scheduled throughout the summer. Our Tourism team, supported by summer students, will remain active at local events, distributing the newly designed Visitor Guide and engaging with residents and visitors.

Looking ahead, staff has begun to implement recommendations from the recently approved Community Services Master Plan. We are also continuing to review public feedback and finalize the Economic Development Strategic Plan under the MM2048 initiative. These efforts, combined with our ongoing programming and outreach, reflect our department's commitment to building a connected, inclusive, and economically resilient community.

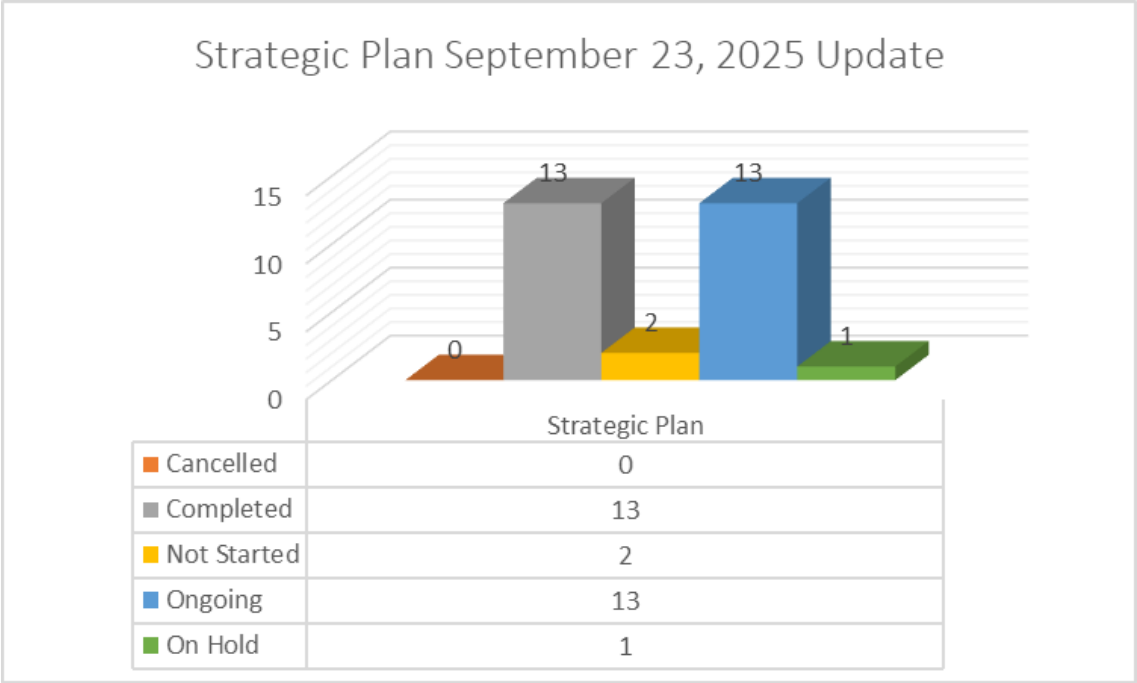
Respectfully submitted by,

Reviewed by:

Tiffany Maclaren ,
Manager Community & Economic
Development

Ken T. Kelly,
CAO

Strategic Plan Goals



Clerks & Administration

5 GOALS			
2023	2024	2025+	Ongoing
2		1	4

Projected Completion

Project Status	Date	Project Name
Completed		Public Engagement Strategy (will include Indigenous consultation)
Completed		Strategic Plan
Ongoing	Ongoing	Plan for Advocacy & Partnerships
Ongoing	Ongoing	Plan for Collaboration/ Quality of Life
Ongoing	Ongoing	Follow Up Advocacy (AMO)
Ongoing	Ongoing	MM2048
Not Started	Jan – May 2026	2026 Community Engagement Plan

100% COMPLETION RATE			
2023	2024	2025+	Ongoing
2			n/a

Economic Development

2 GOALS			
2023	2024	2025+	Ongoing
		1	

Projected Completion

Project Status	Date	Project Name
Ongoing	April 1, 2025	Economic Development Strategic Plan
On Hold	On Hold	Abattoir Phase Two

0% COMPLETION RATE			
2023	2024	2025+	Ongoing
			n/a

Finance

1 GOALS			
2023	2024	2025+	Ongoing
		1	

Project Status Projected Completion Date

Completed	September 30, 2024 Updated to April 30, 2025	Long-Term Financial Plan
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100% COMPLETION RATE			
2023	2024	2025+	Ongoing
		1	n/a

Human Resources

1 GOALS			
2023	2024	2025+	Ongoing
	1		

Project Status Projected Completion Date

Ongoing	December 1, 2024 Updated to March 31, 2025	Human Resources Strategic Plan
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0% COMPLETION RATE			
2023	2024	2025+	Ongoing
			n/a

Facilities

1 GOALS			
2023	2024	2025+	Ongoing
	1		

100% COMPLETION RATE			
2023	2024	2025+	Ongoing
	1		n/a

Project Status	Projected Completion Date	Project Name
Completed	June 30, 2024	Framework for Municipal Space Needs Assessment

Public Works

2 GOALS			
2023	2024	2025+	Ongoing
		2	

0% COMPLETION RATE			
2023	2024	2025+	Ongoing
			n/a

Project Status	Projected Completion Date	Project Name
Ongoing	May 21, 2025 Updated to November 2025	Climate Action Plan
Ongoing	December 31, 2024 Updated to September 2025	PW – Service Delivery Review

Protective Services

2 GOALS			
2023	2024	2025+	Ongoing
1			1

50% COMPLETION RATE			
2023	2024	2025+	Ongoing
1			n/a

Project Status	Projected Completion Date	Project Name
Completed	September 29, 2023	Bylaw Service Review
Ongoing	Ongoing	Community Safety & Wellbeing Plan –Direction from Council January 9th, 2024.

Development Services

2 GOALS			
2023	2024	2025+	Ongoing
	1	1	

50% COMPLETION RATE			
2023	2024	2025+	Ongoing
	1		n/a

Project Status	Projected Completion Date	Project Name
Completed	May 1, 2024	MM2048 - Infrastructure Master Plan
Ongoing	December 1, 2028	Northern River Crossing

Planning

7 GOALS			
2023	2024	2025+	Ongoing
3	1	3	

71% COMPLETION RATE			
2023	2024	2025+	Ongoing
3	1	1	n/a

Project Status	Projected Completion Date	Project Name
Completed	August 30, 2023	Refresh Rural Design Guidelines
Completed	July 31, 2023	Background Analysis in Preparation for Public Realm Study (2024)
Completed	November 18, 2023	Affordable Housing Grant Program
Completed	June 30, 2024	Zoning By-law Amendment for 34 Victoria Street
Completed	June 30, 2025	OPA 32 - Bill 23 Related Amendments
Ongoing	May 30, 2025, changed to December 2025	OPA 28 Village Vitality/Rural
Ongoing	December 31, 2025	Public Realm Secondary Plan for Downtown Almonte

Recreation

1 GOALS			
2023	2024	2025+	Ongoing
1			

100% COMPLETION RATE			
2023	2024	2025+	Ongoing
1			n/a

Project Status	Projected Completion Date	Project Name
Completed	June 30, 2025	Community Services Master Plan

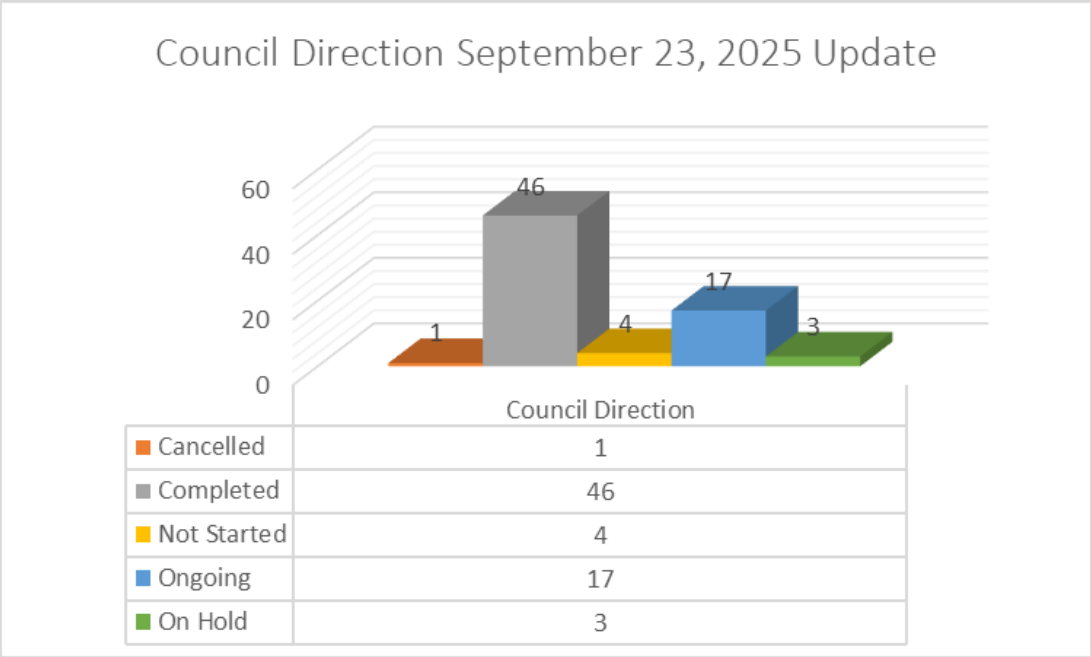
Corporate Services

4 GOALS			
2023	2024	2025+	Ongoing
1	1	2	

50% COMPLETION RATE			
2023	2024	2025+	Ongoing
1	1		n/a

<u>Project Status</u>	<u>Projected Completion Date</u>	<u>Project Name</u>
Completed	November 7, 2023	IT Migration & Continuity of Service
Completed	December 31, 2024	Digital Plan Implementation
Ongoing	June 30, 2025	Performance Measurement System
Ongoing	July 1, 2026	Process Redesign & Operational Efficiency

Council Direction Project Snapshot



Council Direction Summary

71
GOALS

64.8%
COMPLETION RATE

Council Direction – Completed			
Department Name	Status	Projected End Date	Project Name
December 12, 2023 Update			
Childcare	Completed	September 12, 2023	Childcare Waitlist Update— Moved to Ongoing
Finance	Completed	June 6, 2023	Report on reserves
Finance	Completed	October 17, 2023	Appointment of Auditors
Finance	Completed	September 30, 2023	RFP for Financial Audit Services for 2023 Year End
Facilities	Completed		Lighting Upgrades - SCC and JLCC
Protective Services	Completed	June 6, 2023	Noise Bylaw Update
Development Services	Completed	August 15, 2023	Population and Employment Projection 2048
Planning	Completed	May 31, 2023	RV Parking in Parking By-law Research
Recreation	Completed	September 1, 2023	Pakenham Bicentennial weekend
March 5, 2024 Update – Added In			
Clerks	Completed	November 30, 2023	Communications Strategy
Clerks	Completed	December 1, 2023	Media Advertising Allocation Options
Clerks	Completed	January 31, 2024	Junior Communications Job Description
Clerks	Completed	February 1, 2024	Document Management System / Electronic Records Transition
Finance	Completed	December 31, 2023	2023 Development Charges Study
Facilities	Completed	September 30, 2023	Daycare – Lower Roof Replacement
Planning	Completed	February 1, 2024	Planning Department Staffing Strategy
Recreation	Completed	February 20, 2024	Non Resident User Fees Aquatic Programs
June 4, 2024 Update – Added In			
Clerks	Completed	May 8, 2024	Council Remuneration
Corporate Services	Completed	April 9, 2024	Reserves & Reserve Policy Review
Human Resources	Completed	January 1, 2024	Employee Consolidated Benefits Bylaw Update
Human Resources	Completed	March 1, 2024	CUPE Bargaining Preparation
Facilities	Completed		AOTH Main Entrance Lighting
Facilities	Completed	March 31, 2024	Municipal Office LED Lighting Retrofit
Public Works	Completed	December 5, 2023	Water Wastewater Service Delivery Review
September 24, 2024 Update – Added In			
Clerks	Completed		2024 AMO Delegations
		April 23, 2024	Debt Management Policy
Finance	Completed		
Human Resources	Completed	January 1, 2024	Pay Equity Market Salary Review
Corporate Services	Completed		Review Procurement Bylaw
December 3, 2024 Update – Added In			
Public Works	Completed	October 20, 2023	Integrated Vegetation Management Plan
Economic Development	Completed	June 1, 2024	Abattoir Feasibility Plan
Economic Development	Completed		Lanark Transportation Shuttle (CSWB)
Facilities	Completed		Curling Club Refrigeration Plant
Protective Services	Completed	January 31, 2024	Master Fire Plan
Corporate Services	Completed	September 2024	Reserve Policy Revisions
Clerks	Completed	November 2024	2025 ROMA Delegations

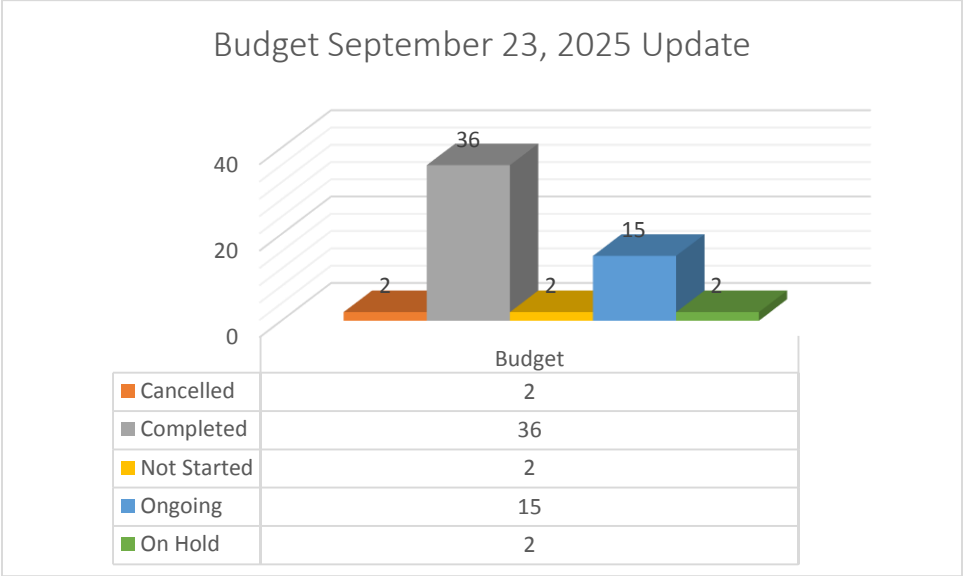
Development Services	Completed	March 1, 2024	Transportation Master Plan
March 4, 2025 Update – Added In			
Clerks	Completed	November 2024	Website Transition
Public Works	Completed	December 24, 2024	Public Works Community Safety Projects (CSWB)
June 3, 2025 Update – Added In			
Clerks	Completed	May 2025	Delegated Authority Bylaw
Development Services	Completed	December 31, 2024	Water and Wastewater Infrastructure Master Plan
Recreation	Completed	December 1, 2024	CSWB Events Seminars (CSWB)
Recreation	Completed	December 1, 2024	MMYC Youth Engagement Strategy and Saturdays at MMYC (CSWB)
Corporate Services	Completed	December 10, 2024	Donation Policy
September 23, 2025, Update – Added In			
Clerks	Ongoing		Procedural Bylaw Review
Finance	Ongoing	June 30, 2024	2024 DC Study Updates
Recreation	Ongoing	December 1, 2024	Planet Youth (CSWB)
Corporate Services	Not Started		Cost Recovery/ Fee Study

Council Direction – Not Started			
Department Name	Status	Projected End Date	Project Name
Protective Services	Not Started		Speed Complaint Bylaw/Policy
Planning	Not Started		TMP Official Plan Implementation
Planning	Not Started		TMP Implementation Traffic Study Guidelines and Terms of Reference
Planning	Not Started		Secondary Plan for the Expansion Lands

Council Direction – Ongoing			
Department Name	Status	Projected End Date	Project Name
Clerks	Ongoing		Communications with MVCA re: promoting Mill of Kintail
Public Works	Ongoing	December 15, 2023	Traffic Calming Policy Review and Update
Development Services	Ongoing	December 31, 2024	County Road 29 Water Main Extension Design
Recreation	Ongoing	January 1, 2024	Mississippi Mills Municipal Dog Park
Clerks	Ongoing	Ongoing	Communications Support for CSWB (CSWB)
Clerks	Ongoing		Community Newsletter
Economic Development	Ongoing	January 1, 2025	Community Open House Luncheons – 2 annual (CSWB)
Economic Development	Ongoing		Rotating Seniors Expo (CSWB)
Childcare	Ongoing		Childcare Waitlist Update
Facilities	Ongoing	July 1, 2025	Municipal Space Needs Assessment
Recreation	Ongoing	December 10, 2024	Senior Recreation with Partners (CSWB)
Clerks	Ongoing		AI Policy
Clerks	Ongoing		Council Remuneration – Full Time Mayor
Clerks	Ongoing		Unreasonable Behaviour
Facilities	Ongoing	December 2026	Childcare Center Development Project
Development Services	Ongoing	January 2027	Sewage Treatment Plant and Gemmill’s Bay Environmental Assessment
September 23, 2025 – Added in			
No Additions			

Council Direction – On Hold/Cancelled			
Department Name	Status	Projected End Date	Project Name
Economic Development	On Hold	TBD	Chamber of BIA Creation
Economic Development	On Hold		Inclusivity and Diversity Business Charter/Program
Economic Development	On Hold		Rainbow Registered
Clerks	Cancelled		Mayors Youth Advisory Committee (CSWB)

Approved Budget Project Snapshot



Approved Budget Summary

55
GOALS

65.4%
COMPLETION RATE

Budget – Completed			
Department Name	Status	Projected End Date	Project Name
December 12, 2023 Update			
Facilities	Completed		Municipal Office - Replacement of the remaining 2 heat pumps
Facilities	Completed		NG Generator for Ramsay Garage to support Emergency Operation
Facilities	Completed		AOTH Air Conditioner and Drain Line
Facilities	Completed	September 18, 2023	Daycare - Flooring and Cupboards
Facilities	Completed		Almonte Library Door Repairs
Facilities	Completed		Fire Station 1 - roof report and design
Facilities	Completed		AOTH Elevator Repairs
Facilities	Completed		SCC Ceiling repairs (uncovered by LED lighting project)
Facilities	Completed	August 30, 2023	AOTH Exterior Concrete Work
Public Works	Completed	December 31, 2023	Princess Street
Recreation	Completed	May 25, 2024	Cedar Hill School House Parging
Development Services	Completed	June 6, 2023	Princess Street Reconstruction Design Phase
March 5, 2024 Update			
Clerks	Completed	December 31, 2023	Accessibility Upgrades to the Website
Facilities	Completed	October 31, 2023	John Levi C.C. Roof Repairs
Facilities	Completed	November 1, 2023	Almonte Lawn Bowling Club Facility Repairs
Facilities	Completed	October 31, 2023	Almonte Library Roof Repairs
June 4, 2024 Update			
Facilities	Completed	June 1, 2024	Almonte Curling Club – Basement LED lighting Retrofit
Facilities	Completed	February 29, 2023	Library – Upgrades to Almonte Branch
Protective Services	Completed	December 31, 2023	Fire Truck Purchase
Public Works	Completed	December 31, 2023	Union Street
September 24, 2024 Update			
Facilities	Completed	August 30, 2024	AOTH Auditorium Floor Repairs
Facilities	Completed	December 20, 2024	Childcare Centre – Shelving & Cabinets
Facilities	Completed	August 1, 2024	Condenser/Chiller replacement John Levi Community Centre
Protective Services	Completed	December 31, 2023	Truck 581 (New Multi-Purpose Truck for Station 2)
Recreation	Completed	June 1, 2024	Table Replacement
Recreation	Completed	August 1, 2024	Wooden Gates entrance to Gemmill Park
Economic Development	Completed		Mississippi Mills Community Grants 2024
December 3, 2024 Update			
Public Works	Completed	August 21, 2023	Capital Works Program - Surface Treatment
Recreation	Completed	July 1, 2024	Gemmill Park Field House roof replacement
Recreation	Completed	September 1, 2024	Almonte Tennis Court surface replacement
March 4, 2025 Update			
Facilities	Completed	October 31, 2024	Municipal Office Parking Lot Lighting
June 3, 2025 Update			
No Additions			
September 23, 2025 Update			
Facilities	Completed	September 30, 2024	AOTH Office Upgrades
Facilities	Completed	August 30, 2025	JLCC Arena Condenser Replacement
Facilities	Completed	August 30, 2025	SCC Compressor Replacement
Public Works	Completed	June 15, 2025	Mercer Marshall Adelaide
Recreation	Completed	July 1, 2025	Electrical Panel Replacement – Gemmill Park

Recreation	Completed	September 1, 2024	Municipal Park signage
Recreation	Completed	June 15, 2025	Trailer for Recreation equipment replacement
Recreation	Completed	August 31, 2025	Ice Resurfacer Overhaul

Budget – Ongoing			
Department Name	Status	Projected End Date	Project Name
December 12, 2023 Update			
Protective Services	Ongoing	December 31, 2023	Truck 580 (New Multi-Purpose Truck for Station 1)
Recreation	Ongoing	December 31, 2024	Tree work in parks
March 5, 2024 – Added In			
Facilities	Ongoing	October 31, 2024	Fire Station #1 – Roof Repairs
September 24, 2024 – Added In			
December 3, 2024 – Added In			
Economic Development	Ongoing	January 30, 2024	Museum Funding Review
March 5th Update			
Facilities	Ongoing	September 1, 2024	AOTH - Repair and Refinish of Exterior Decorative Elements
Planning	Ongoing	December 31, 2025	End Exclusionary Zoning – HAF 2
Facilities	Ongoing	August 30, 2025	JLCC AHU – Upper Hall
Facilities	Ongoing	August 30, 2025	JLCC Emergency Exit Canopy
Facilities	Ongoing	August 30, 2025	Exterior Door and Frame Replacement
Facilities	Ongoing	August 30, 2025	Daycare Roof Drain Repair
June 3, 2025 - Update			
Facilities	Ongoing	December 15, 2025	Ramsay Garage LED Retrofit
September 23, 2025 - Update			
Facilities	Ongoing	September 1, 2025	AOTH Plumbing Repairs
Planning	Ongoing	December 31, 2025	Community Planning Permit System – HAF 2
Recreation	Ongoing	October 1, 2025	Gemmill Park Track work – Stone Replacement
Recreation	Ongoing	August 30, 2025	Clayton Taylor Park Signage

Budget – Not Started			
Department Name	Status	Projected End Date	Project Name
Planning	Not Started	December 31, 2026	Assessment of Employment Lands in Almonte

Budget – On Hold			
Department Name	Status	Projected End Date	Project Name
Recreation	Cancelled	June 1, 2024	Almonte Beach Hut Construction
Facilities	Cancelled	August 30, 2025	LED Lighting Retrofits
Facilities	Cancelled	September 1, 2024	Municipal Office Elevator Repairs
Facilities	On Hold	August 30, 2025	JLCC Concrete and Asphalt Repairs
Facilities	On Hold	October 31, 2025	Almonte Lawn Bowling Club Work



Mississippi
Mills

Office of the Mayor

Partnership and Advocacy Update Q3 2025
Date: September 23, 2025

Provincial Advocacy



2 Industrial Drive

Delegation opportunity with the Minister of Labour, Immigration, Training and Skills Development during the AMO conference.

Follow-up steps

May include further business case development from the December 2024 submission, and temporary lease options.



Growth & Development Investment

Delegation opportunity with the Minister of Municipal Affairs and Housing during the AMO conference. The enormous pressures of rapid growth were well described, indicating a projected growth of 122% in the Almonte ward by 2048. The province is projected to grow 37% during the same time period.

A message was conveyed to the Minister that, without strategic funding support, our ability to respond to community needs and continue supporting growth will be severely limited.

Next Steps

Consider broadening the scope of advocacy and incorporating the Community Service Master Plan in the highlight document.



Childcare

A groundbreaking ceremony was held in August for the new municipal childcare facility, with Representatives from the Federal, Provincial, and County levels in attendance.

Met with Parliamentary Assistant to the Minister of Education at AMO. We were provided some assurances that scheduling Ministry licensing inspections will be done in a timely way to meet the aggressive time restrictions we are under to see the new childcare facility built and operational as per Canada-wide Early Learning and Childcare.

Also advocated for the need, particularly in rapidly growing communities for additional childcare spaces. Shared that, while grateful for the 78 new spaces, they do not meet the demand of our current childcare waitlist of 425+.



Economic Development

Met with Parliamentary Assistants to the Minister of Rural Affairs at AMO conference to discuss economic opportunities in Mississippi Mills for non-productive/non-arable agricultural lands.

Ministry staff were encouraging of the concept of unlocking more opportunities in rural areas. Pitched idea to hold discussions specifically in Eastern Ontario, where there is an abundance of "poor pockets."

Next Steps

Staff to follow up with Ministry staff on potential programs and opportunities.

Partnership, Cooperation, and Advocacy with Municipal Partners



MP and MPP Dialogue

Strong collaboration continues with MPP John Jordan. Regular contact with MPP and his staff to provide updates on advocacy matters and receive advice and information from his office and the province.

MM hosted MPP Jordan and Minister Jill Dunlop, Ministry of Emergency Preparedness and Response, to demonstrate two outfitted Rapid Response Trailers from the Community Emergency Preparedness Grant.

Ongoing

Continued communication with MP Scott Reid and his staff on matters of mutual interest between the municipality and the federal government.



Increase Access to Primary Care

Met with new Executive Director at Ottawa Valley Family Health Team, Ashley Killeen, who will be MM's point of contact. Discussed short and long-term goals and ways to continue working together.

No news yet on the proposal from the Ottawa Valley Family Health Team to connect more unattached patients to primary care. The proposal would bring a number of healthcare professionals together from the KOA postal code area.

The proposal was submitted in response to the first call for Interprofessional Primary Care Team proposals as part of Dr. Jane Philpott's Primary Care Action Team. The first round was targeted at communities with the highest number of people unattached to primary care. The plan is to connect every person in the province to primary care by 2029 through an investment of \$213M, creating or expanding 80 primary care teams.

Next steps

Continued conversations and support about access to primary care, hospital vitality, and potential joint/complementary advocacy as determined with AGH President/CEO, Allied Board, Ottawa Valley Family Health Team, and AGH Foundation.

Partnership, Cooperation, and Advocacy with Municipal Partners



Mill of Kintail

As directed by Council, sought delegation at Mississippi Valley Conservation Authority Board. Goal was to share background and historic information that may not be known to the Board members.

Provided three asks:

- 1) Press pause on process
- 2) Commit to meaningful, solutions-driven engagement with the Leys and Naismith families, stakeholders, and the community at large.
- 3) Re-establish a special advisory committee to oversee engagement and consider best scenarios for the continued care and stewardship of Dr. R. Tait McKenzie's legacy at the Mill of Kintail.



ROMA Chair/AMO Director/AMO Executive

As Chair, hosted ROMA Board in Mississippi Mills. The theme was preserving and promoting what makes us special, as we grow. Included a bus tour of local businesses and economic/community development points of interest highlighting collaboration, innovation, heritage preservation and agriculture.

ROMA hosted the first Rural Healthy Democracy Forum in MM as part of AMO's Healthy Democracy Project. Event was sold out.

Participated as an AMO delegate at the National Assembly of Local Authorities of Ghana Dinner. Was a speaker at related training regarding women in rural politics.

Provided remarks to the EOWC/WOWC with Pauline Rochefort, Parliamentary Secretary to the Secretary of State (Rural Development) and Lisa Thompson, Minister of Rural Affairs.

Met with FCM President Rebecca Bligh regarding rural issues of federal jurisdiction.



MVCA Board of Directors Meeting

Mill of Kintail Museum Strategic Plan

September 8, 2025, 1 p.m.

Mayor Christa Lowry, Municipality of Mississippi Mills

DR. McKENZIE BUYS RAMSAY PROPERTY

Picturesque Mill Will Be Con- verted Into Summer Home And Studio

It has been announced within the last few days that Dr. R. Tait McKenzie, the wellknown sculptor who served for many years on the faculty of the University of Pennsylvania, as professor of physical culture and who was born in Almonte, has purchased the Baird property on the Indian River, Eighth line of Ramsay, and is converting the old stone mill into a summer home and studio.

Quite recently Dr. McKenzie completed a memorial to the Canadian soldiers who died in the World War and who enlisted in the United States. It was erected by the associated Canadian Clubs of the United States and placed in the Parliament Buildings at Ottawa.

At the present time a staff of workmen are engaged altering the picturesque old mill to meet the requirements of Dr. McKenzie. It is understood it will be equipped with an elevator capable of lifting two tons and that the Doctor will have all facilities for carrying on his art work while there. Purchase of the property was made from William Phillips, Bennies Corners.

A rich history...

1830s – The Woodside grist mill is constructed by John Baird

1931 – Dr. Robert Tait McKenzie purchases the grist mill and surrounding property, restoring it and naming the property the “Mill of Kintail”. It became his summer home and art studio.

1952 – Major James F. Leys purchases the Mill of Kintail from Dr. McKenzie’s widow, Ethel O’Neil McKenzie, and over two decades creates a museum memorializing Dr. McKenzie and his work.



Tribute to Canada and McKenzie

1967 – The Cloister-on-the Hill built on the Mill of Kintail grounds. Serves as both a project for the 1967 Canadian Centennial, and a commemoration of Dr. R. Tait McKenzie's birth in 1867.

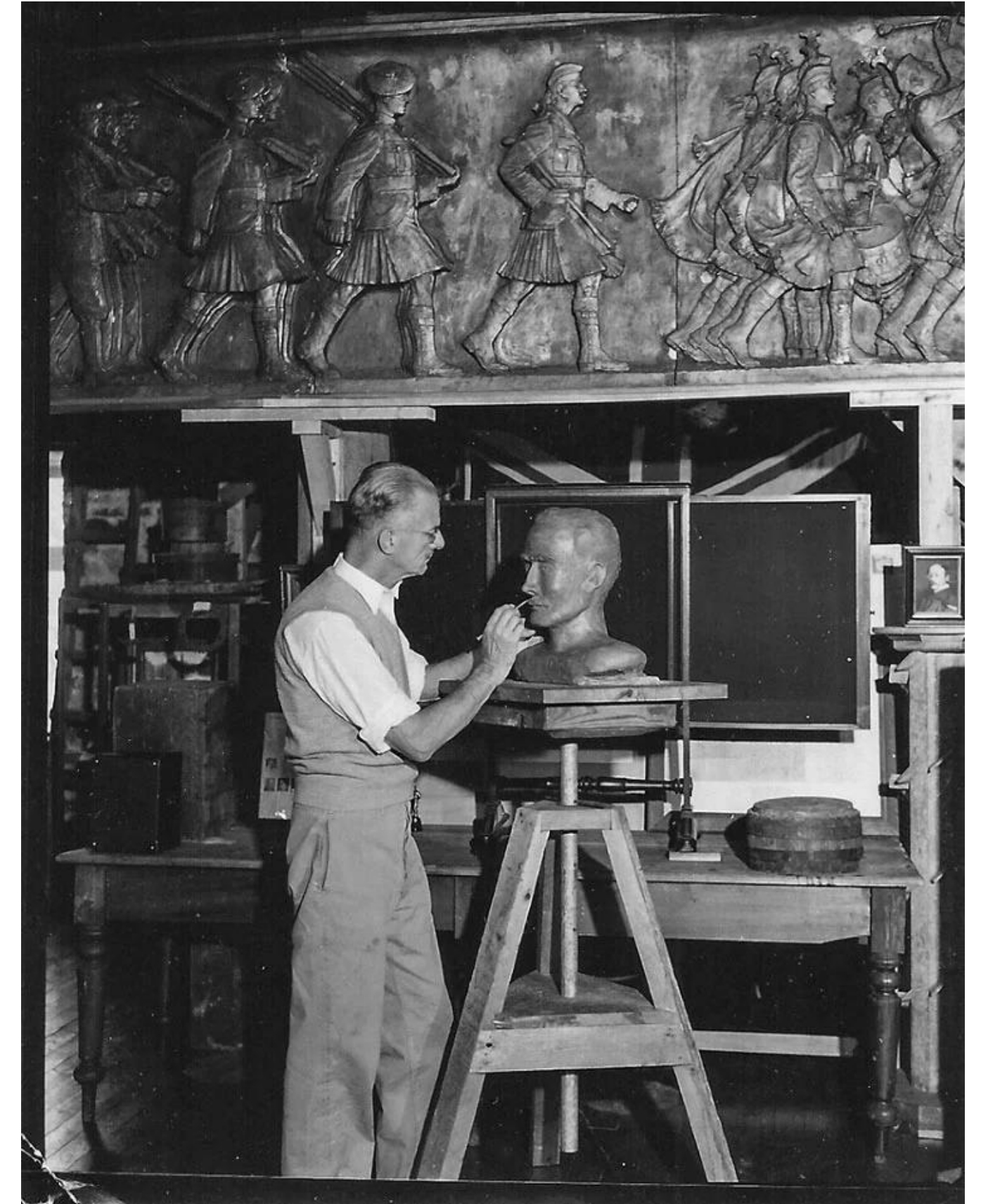


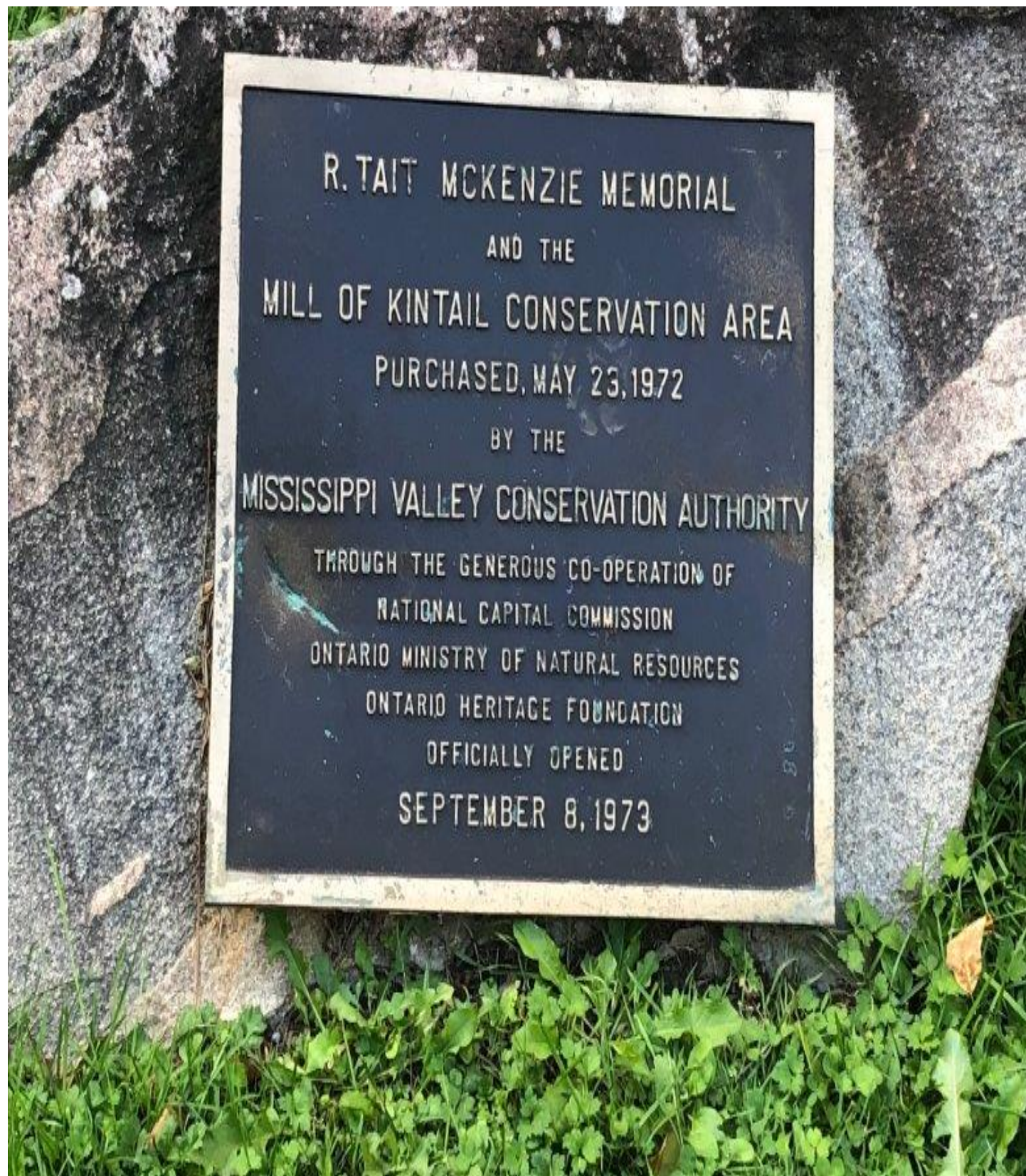
Recognizing a great Canadian humanitarian and sculptor

Maj. Leys was awarded the Order of Canada in 1974.
The citation read:

“Over the years during a time when the interest of Canadians in the preservation of their unique heritage was difficult to arouse, and in the face of many adversities, Major Leys’ vision, perseverance and dedication enabled him to preserve for posterity this beautiful, historic site and its personal association with the life and work of R. Tait McKenzie ... without his foresight, the heritage of one of Canada’s great humanitarians and sculptors might have been lost to Canada.”

www.newspapers.com/article/the-ottawa-citizen/42939771/





A significant gift...

"The Leyses wanted to call it the Tait McKenzie Memorial Museum and deed the mills and its priceless statuary to Canadians ... Finally, federal and provincial money together with citizen donations allowed the Mississippi Valley Conservation Authority to buy it for the then-bargain price of \$110,000 and take over its operation."

www.newspapers.com/article/the-ottawa-citizen/42939771/

1972 – MVCA purchased the R. Tait McKenzie Memorial Museum and surrounding conservation land with financial support from the National Capital Commission, Ontario Heritage Trust and Ministry of Natural Resources

A special bond...

- Dr. James Naismith, the inventor of basketball, and Dr. R. Tait McKenzie were boyhood friends, attended same school in Bennies Corners
- Roamed the Mill of Kintail lands as children – their stories are woven into the fabric of this property

The collections, museum and the land are inextricably linked and cannot be divorced of each other



A change in direction...

Stewards of history are not merely keepers of the past—they are guardians of identity, entrusted with the responsibility of preserving our heritage, our stories, and our proud Canadian memories for generations to come.



Our asks...

- Press pause on this process.
- Commit to **meaningful, solutions-driven engagement** with the Leys and Naismith families, stakeholders, and the community at large.
- Re-establish a **special advisory committee** to oversee engagement and consider best scenarios for the continued care and stewardship of Dr. R. Tait McKenzie's legacy at the Mill of Kintail.

Let's make sure we have the right discussions on next steps





Thank you.

Mayor Christa Lowry
Municipality of Mississippi Mills
3131 Old Perth Road
Almonte, ON, K0A 1A0
Phone: 613-256-2064
Email: clowry@mississippimills.ca



Mississippi
Mills



MEDIA RELEASE

***For immediate release
September 11th, 2025***

Traffic By-Law Changes Approved: Lanark County Council has approved key amendments to its Consolidated Traffic By-Law, aimed at improving road safety and traffic management in several communities.

The updates include:

- Extension of the Community Safety Zone (CSZ) on CR#23 Rosedale Road South to include the newly opened 22-acre Montague Park property, increasing protection for pedestrians near Montague Public School.
- Speed zone adjustments on CR#12 McDonalds Corners Road in Elphin, extending the 60 km/h zone by 90 meters eastward and installing radar speed signs to help reduce speeding into the residential area.
- Realignment of speed zones on CR#10 North Street, shifting the 50 km/h and 60 km/h zones westward to eliminate a long stretch of 60 km/h through undevelopable land.

"These changes reflect our commitment to safer roads and responsive traffic management," said Sean Derouin, Director of Public Works. "They were developed through data analysis, community input, and collaboration with the Traffic Advisory Working Group and local municipalities."

The Ontario Provincial Police (OPP) supported the inclusion of transitional speed zones, noting they enhance enforceability and reduce legal challenges. The cost of signage and implementation will be covered within the existing Public Works budget.

Implementation will follow the County's Speed Management Policy, with post-installation monitoring to assess effectiveness. For more information contact: Sean Derouin, Public Works Manager, 1-888-9-LANARK, ext. 3194

Drummond-North Elmsley Official Plan Amendment Approved: Lanark County Council has approved Drummond-North Elmsley's Official Plan Amendment No. 9 (OPA 9), following a comprehensive review to align with provincial planning policies.

OPA 9 introduces 109 updates to the municipality's Official Plan, including revised schedules and a new Schedule C map. The changes enhance policy clarity, support implementation, and reflect public input gathered through extensive consultation. Lanark County is the Approval Authority for amendments to local municipal Official Plans.

"Drummond North Elmsley OPA 9 represents good land use planning, is consistent with matters of



MEDIA RELEASE

provincial interest and the County Plan and balances public interests,” said Mike Dwyer, Planning Manager for Lanark County.

Modifications to OPA 9 were implemented in granting the approval. These modification were developed in consultation with Drummond North Elmsley and severe to ensure provincial interest conformity and ease of policy interpretation and application. For more information contact: Mike Dwyer, Planning Manager, 1-888-9-LANARK, ext. 1520

Addition to Carleton Junction Lease: Lanark County Council has approved an amendment to the lease agreement for Carleton Junction with the Town of Carleton Place. The amendment includes the addition of new parcels of land adjacent to the Ottawa Valley Recreational Trail (OVRT), which will be managed by the Town and developed for all-terrain vehicle (ATV) parking.

The OVRT corridor, owned by Lanark County, has long served as a vital recreational and economic asset for the region. Under the lease agreement, the Town of Carleton Place oversees the management of the property to ensure that all development aligns with its community goals and enhances public access and use.

“This amendment is a testament to the strong and successful partnership between Lanark County and the Town of Carleton Place,” said Kurt Greaves, Chief Administrative Officer of Lanark County. “By working together, we continue to support recreational development that benefits residents and visitors alike, while promoting economic vitality along the OVRT corridor.”

The newly added property will be used to create designated ATV parking areas, improving access and usability for trail users and supporting the Town’s broader vision for Carleton Junction as a hub for outdoor activity and tourism. For more information contact: Kurt Greaves, CAO, 1-888-9-LANARK, ext. 1101

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MEDIA RELEASE

***For immediate release
September 15th, 2025***

Lanark County 2025 Construction Update

Lanark County Public Works is pleased to provide this update on construction projects taking place in 2025. In total, 24.8 kilometers of roadway have been upgraded with paved shoulders, and 16.2 kilometers have had micro-surfacing completed. These upgrades represent a significant investment in infrastructure, safety, and accessibility for all road users.

Highway 43 (CR43)

From Station Road to Mazie Street, this section now features paved shoulders, completing a continuous stretch from Perth to Smiths Falls. This enhancement greatly improves cyclist and pedestrian safety.

Scotch Line Road (CR10)

From Glen Tay Road to Otty Lake Side Road, upgrades include paved shoulders and drainage improvements. A left-turn slip lane at Glen Tay Road has been added to improve traffic flow and safety.

Roadways upgraded with paved shoulders and improved drainage:

- Waba Road (CR20) -From Shaw Road southerly for 4.6 km
- Ferguson Falls Road (CR15) - From Pine Grove Road to Highway 7
- Highway 511 (CR511) From 3 km north of Tatlock Road northerly for 3.4 km
- Derry Side Road (CR17) From Beckwith 9th Line southerly for 1.9 km

Innovative Construction Practices

This season saw the successful trial of night paving on Highway 511, Ferguson Falls Road, Waba Road, and Derry Side Road. Based on its effectiveness, the County will permit night paving as an option for future projects.

Micro-Surfacing Pavement Preservation

- Maberly-Elphin Road (CR36): Robertsville Road to Elphin
- McDonalds Corners Road (CR12): Mill Avenue to Elphin
- Townline Road (CR7B): Joseph Street to McNeely Avenue

MEDIA RELEASE

Blakeney Bridge Replacement

Construction on the Blakeney Bridge has been completed. The single-lane bridge has now been replaced with a modern two-lane modular structure featuring a widened shoulder and a dedicated pedestrian walkway.

5-Arches Bridge

Work on the bridge began in mid-August and is focused on replacing the concrete jackets surrounding the original stone footings in the Mississippi River. This phase is scheduled to continue through October of 2025, with temporary closures to facilitate dewatering access. In 2026, additional restoration will include the replacement of the parapet stones and the asphalt deck, requiring the closure of the bridge during the work.

OVRT (Ottawa Valley Recreational Trail)

Sections of the OVRT north of Almonte were resurfaced with new stone dust, improving trail conditions and user experience for cyclists, walkers, and other recreational users. Wayfinding signage is scheduled to be installed this fall.

Tay-Havelock Trail

More than 12 kilometers of the Tay-Havelock Trail have been resurfaced with new gravel and stone dust, extending from the trailhead westward. The work includes brushing and tree removal, drainage enhancements, granular base installation, and stone dust surfacing, with wayfinding signage also planned.

The County extends its sincere thanks to all residents and visitors for their patience and cooperation throughout this important construction season. These improvements will serve our communities for years to come.

Sean Derouin, Lanark County's Public Works Director, celebrated these achievements, "This year's road and bridge improvements reflect our commitment to building safer, more accessible infrastructure for everyone in Lanark County. We're grateful for the public's patience and support throughout the construction season."

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For more information/media interviews, contact:

Sean Derouin, Public Works Manager
1-888-9-LANARK, ext. 3194

MEDIA RELEASE



MEDIA RELEASE



Photos:

1. Night paving on Ferguson Falls Road
2. Ferguson Falls Road completed work
3. 5-Arches Bridge construction underway
4. Blakeney Bridge construction completed



Mississippi
Mills

COUNCIL CALENDAR

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 4pm Heritage	4 3pm AAC	5	6
7	8	9 Council COW	10 1:30pm Library (PAK) County	11	12	13
14	15	16	17 OEMC 4:30pm COA	18 OEMC	19 OEMC	20
21	22	23 Council COW	24 County	25 Business Breakfast (Stuart Community Centre)	26	27
28	29	30				



Mississippi
Mills

COUNCIL CALENDAR

October 2025

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