



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, August 27, 2019

6:00 p.m.

Council Chambers, Municipal Office

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

- A. CALL TO ORDER (6:00 p.m.)**
- B. CONSIDERATION OF A CLOSED SESSION**
- C. O CANADA**
- D. ATTENDANCE**
- E. APPROVAL OF AGENDA**
- F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- G. APPROVAL OF MINUTES**

Council Minutes dated August 13, 2019

Pages 7-18

- H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

- 1. Mary Wilson-Trider, CEO Almonte General Hospital To be circulated
Re: Update on Hospital Activities

Recommendation:

That the deputation by Mary Wilson-Trider, CEO Almonte General Hospital re: Update on Hospital Activities be received.

- I. PUBLIC MEETINGS**

- 1. Zoning Amendment Z-09-19 Pages 19-28
Re: Adams, Lots 59, 60 and 70 on PLAN 6262 (King and Argyle), Almonte
- 2. Zoning Amendment Z-11-19 Pages 29-34
Re: Timmins, Lot 11, Concession 11/12; being Part 2 27R9111, Pakenham

- J. COMMITTEE OF THE WHOLE**

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS*Motion to receive:*

- CAO's Report Pages 35-37
- Financial Report to July 31, 2019 Pages 38-48

Minutes*Motion to receive:*

- Library Board – June 26, 2019 Pages 49-51
- CEDC – August 13, 2019 Pages 52-55
- Committee of Adjustment – August 14, 2019 Pages 56-66
- Heritage – August 16, 2019 Pages 67-69

*Motion to approve/support:***CEDC**

- a) OVRT Alameda Page 53

Recommendation:

That Council endorse the tree-lined path concept along the OVRT from Church St to Bridge St.

Heritage

- b) 77 Little Bridge Street Page 67

Recommendation:

That Council approve the installation of vinyl arch windows at 77 Little Bridge Street as presented to the Heritage Committee.

- c) R. Tait McKenzie sculpture at Almonte Old Town Hall Page 67

Recommendation:

That Council approve that the new R. Tait McKenzie plaque be mounted on the Old Town Hall at the base of the tower, on the façade of the building closet to the cenotaph.

(J.2) REPORTS**Building & Planning**

- a. Site Plan Control – Diotte (Lot 44 and 62 on PLAN 550, Ramsay Ward) Pages 70-77**

Recommendation:

That Council approve the site plans for the property known municipally as 131 Norway Street, in the Village of Blakeney;

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

- b. Zoning By-Law Amendment Z-10-19 Pages 78-87**
154 McManus Side Road, Pakenham Ward

Recommendation:

That Council approve the Zoning By-law Amendment to change the zoning on the lands known Municipally as 154 McManus Side Road, Pakenham Ward, Municipality of Mississippi Mills from “Rural” (RU) to “Limited Service Residential” (LSR).

Finance & Administration

- c. 2020 Budget Guidelines Pages 88-93**

Recommendation:

That Council direct staff to adhere to the Long Range Financial Plan for the development of the draft 2020 budget.

- d. By-Law for Sickness or Extreme Poverty Pages 94-97**
Section 357 (1) (D.1) of *The Municipal Act*

Recommendation:

That Council pass a by-law authorizing the Assessment Review Board to exercise the powers and functions of Council under subsection 357 (1) (d.1) of the Municipal Act in respect of an application for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty.

- e. Website Redevelopment Options Pages 98-100**

Recommendation:

That Council direct staff to proceed with Option 1: to upgrade the existing website with the current service provider.

f. Procedural By-law Options

Pages 101-141

Recommendation:

That the Procedural By-law Options report be received for information;

And that Council provide direction to Staff on desired options;

And that Staff be directed to provide the revised procedural by-law to the municipal solicitor for review;

And that Staff be directed to bring forward a revised Procedural By-law for consideration.

(J.3) INFORMATION ITEMS

- | | |
|--|---------------|
| • Mayor's Report | None |
| • County Councillors' Report | None |
| • Mississippi Valley Conservation Authority Report | Pages 142-143 |
| • Information List (<i>motion to receive</i>) | Pages 144-168 |
| • Meeting Calendars (<i>August/September</i>) | Pages 169-170 |

Motion to return to Council Session.

K. RISE AND REPORTRecommendation:

That the recommendations of the Committee of the Whole for the meeting of August 27, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 19-73 to 19-76 be taken as read, passed, signed and sealed in Open Council.

- | | |
|---|---------------|
| 19-73 Assumption of Part of Clayton Lake Road | Page 171 |
| 19-74 Assumption of Part of Maple Ridge Road | Page 172 |
| 19-75 Authorization to ARB for MA Section 357 (1) (d.1) | Page 173 |
| 19-76 Amend By-law 18-93 (Stop up and Sell) | Pages 174-176 |

M. OTHER/NEW BUSINESS

- | | |
|--|---------------|
| 1. Municipality of South Huron – Request for Support
Re: combine OGRA and ROMA Conference
(<i>from Info list 13-19, item #2</i>) | Pages 177-178 |
|--|---------------|

Recommendation:

That Council support the South Huron Resolution regarding re-establishing of annual combined OGRA and ROMA Conference. This Council shares the same believes regarding the financial efficiencies and availability for participation of Council and staff to attend;

Therefore, be it resolved that the Council of the Municipality of Mississippi Mills support the original resolution passed at the OGRA AGM to re-establish a combined OGRA and ROMA Conference;

And therefore, that a letter be sent to the ROMA Board of Directors, outlining our support for a collaborative OGRA ROMA annual combined conference and that this letter of support be circulated to the Ontario Municipalities and the OGRA Board of Directors.

2. Almonte General Hospital – Acknowledge Pages 179-180
Re: Accreditation with Exemplary Standing
(from Info list 13-19, item #7)

Recommendation:

That Council commend the exemplary accreditation of Almonte General Hospital;
And that Mayor be directed to send a congratulatory letter to the Hospital on behalf of Council.

3. Township of Warwick – Request for Support Pages 181-182
Re: Ensure Enforcement for Safety on Family Farms
(from Info list 13-19, item #12)

Recommendation:

That Council support the resolution from the Township of Warwick requesting that the Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws – or new legislation - to ensure the safety of Ontario's farm families, employees and animals for the very reasons cited in the Warwick Motion adopted at its Regular Meeting of June 17, 2019;
And that this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General; Hon. Doug Ford, Premier of Ontario; Hon. Sylvia Jones, Solicitor General; and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs; and all Municipalities in the Province of Ontario, AMO, and ROMA.

4. College of Physician and Surgeons of Ontario Pages 183-184
Re: CPSO Council Award
(from Info list 13-19, item #20)

Recommendation:

That staff be directed to promote the nomination and award on the municipal website and social media.

5. Big Brothers Big Sisters – Request for Support Page 185-186
Re: Paint the Town Purple
(from Info list 13-19, item #22)

Recommendation:

That Council support the Big Brothers Big Sisters Lanark County Paint the Town Purple campaign to raise awareness for need to engage Mentoring volunteers, and the programs that Big Brothers Big Sisters offers for local children and youth through Lanark County;

And that Council direct staff to light up Almonte Old Town Hall with purple lights;

And that Council direct staff to promote the campaign on social media;

And that Council proclaim September as Big Brother Big Sister month.

6. Big Brothers Big Sisters – Request for Donation Pages 187-189
Re: Funding Request
(from Info list 13-19, item #29)

Recommendation:

That Council consider the funding request during 2020 budget deliberations.

7. Proclamation: Child Care Worker & Early Childhood Educator Appreciation Day

Recommendation:

Whereas each year the Ontario Coalition for Better Childcare recognizes the commitment, hard work and education of Early Childhood Educators (ECEs) and all staff who work with young children through an appreciation day;

And Whereas October 24th, 2019 is the 19th annual Child Care Worker & Early Childhood Educator Appreciation Day;

And whereas this year's theme is Champions for Children;

Therefore be it resolved the Council of the Municipality of Mississippi Mills hereby proclaim October 24th, 2019 as Child Care Worker & Early Childhood Educator Appreciation Day.

N. NOTICE OF MOTION

None

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW – 19-77

Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #25-19

MINUTES

A regular meeting of Council was held on Tuesday, August 13, 2019 at 5:30 p.m. in the Council Chambers.

A. CALL TO ORDER

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

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 413-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

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

CARRIED

Resolution No. 414-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT Council return to regular session at 5:34 p.m.

CARRIED

Council recessed at 5:34 p.m. and resumed at 6:00 p.m.

Rise and Report

1. Employee Matter

Staff direction was provided in camera.

C. O CANADA

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

D. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity

ABSENT:

Councillor Denzil Ferguson
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan

Ken Kelly, Chief Administrative Officer
Jennifer Russell, Acting Deputy Clerk
Dawn McDonald, Administrative Assistant
Niki Dwyer, Director of Planning
Karen Kane, Director of Daycare

E. APPROVAL OF AGENDA

Resolution No. 415 -19
Moved by Councillor Maydan
Seconded by Councillor Ferguson
THAT the agenda be approved as presented.

CARRIED

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

G. APPROVAL OF MINUTES

Resolution No. 416-19
Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson
THAT the Council Minutes dated June 17, 18 and 20, 2019 be approved as presented.

CARRIED

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Steve Maynard, Lanark Legal Services. Re: Affordable Housing

Steve Maynard discussed what affordable housing is and the need for affordable housing in Mississippi Mills.

Resolution No. 417-19
Moved by Councillor Guerard
Seconded by Councillor Dalgity
THAT the delegation by Steve Maynard, Lanark Legal Services. Re: Affordable Housing be received.

CARRIED

2. Tammy Kealey-Donaldson, Children's Services Manager, Lanark County
Re: Children Services Demands for Child Care

Tammy Kealey-Donaldson provided an overview of Lanark County's role in licensed child care, the Province's focus on affordability, the importance of early learning, current daycare options in Lanark County and highlighted the increase in demand for licenced childcare centre services within the Municipality.

Resolution No. 418-19

Moved by Councillor Guerard

Seconded by Councillor Holmes

THAT the deputation by Tammy Kealey-Donaldson, Children's Services Manager, Lanark County Re: Children Services Demands for Child Care be received.

CARRIED

I. PUBLIC MEETINGS

1. Zoning Amendment Z-08-19,
Re: Hartlin, 3360 County Road 29 (Lot 6, Concession 9/10 Pakenham)

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. The following members of the public spoke:

- Steve Maynard – Provincial Policy Statement prohibits development in significant woodland.
- Cedric Power - Fumes from cannabis greenhouse, light pollution with security required around greenhouse.
- Doris Rankin - High powered lights at corner of highway can be hazardous to drivers, waste water system concerns for outbuildings near stream and river, environmental hazard zoning requires clarity for public, possible future expansion planned for facilities.
- Brenda Cochran - potential for agricultural impact of local crops if cannabis is grown outside of greenhouse.

2. Zoning Amendment Z-10-19
Re: Threader, 154 McManus Side Road (lot 23, Concession 5 Pakenham)

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. The following members of the public spoke:

- Steve Maynard – Provincial Policy Statement prohibits development adjacent to designated wetland areas.

J. COMMITTEE OF THE WHOLE**Resolution No. 419-19****Moved by Councillor Ferguson****Seconded by Councillor Guerard****THAT** Council resolve into Committee of the Whole, with Deputy Mayor Minnille in the Chair.**CARRIED****J.1 CONSENT ITEMS****Resolution No. 420-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the CAO's report be received.**CARRIED****Resolution No. 421-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** Council accept the resignation of Shawna Stone as Clerk of the Municipality as of July 19, 2019 with regret;**AND THAT** Council appoint Jeanne Harfield as Acting Clerk effective July 22, 2019 and repeal by-law 15-95.**CARRIED****Resolution No. 422-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the Building Permit Report – Q1 and Q2 2019 be received.**CARRIED****Resolution No. 423-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the Drinking Water Quality Management Standards – 2nd Quarter 2019 be received.**CARRIED**

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the Petition re: Speed Reduction Golden Line Rd be received.

Motion to amend

Resolution No. 424-19

Moved by Mayor Lowry

Seconded by Councillor Ferguson

Insert: and that the matter be referred to the Director of Roads and Public Works for a report to Council.

CARRIED

Motion as amended

Resolution No. 425-19

THAT Council receive the petition re: Speed Reduction on Golden Line Rd.

AND THAT the matter be referred to the Director of Roads and Public Works for a report to Council.

CARRIED

Resolution No. 426-19

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT the minutes of the following committees be received:

- Library– May 22, 2019
- Heritage – May 22 and June 25, 2019
- Community Policing – June 11, 2019
- Accessibility – June 19, 2019
- Committee of Adjustment – June 19, 2019
- Finance and Policy – June 19, 2019
- Public Works – June 24, 2019
- Parks and Recreation – June 25, 2019

CARRIED

Heritage

a. 7 Mill Street

Resolution No. 427-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council approve the alterations to the exterior of 7 Mill Street to install a chimney and replace a window with an operable garage door on the northern façade of the building.

CARRIED

- b. 83 Little Bridge St.

Resolution No. 428-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT Council approve the installation of an awning at 83 Little Bridge, Unit 110 as presented to the Heritage Committee.

CARRIED

- c. St. Paul's Church Rectory

Resolution No. 429-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT Council approve the installation of vinyl windows at the St. Paul's Church Rectory as presented to the Heritage Committee.

CARRIED

- d. Maclan Bridge Plaques

Resolution No. 430-19

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT Council request that the County of Lanark move the Maclan Bridge plaques and have them mounted on the Bridge;

AND THAT one plaque be refurbished as it is no longer legible;

AND THAT the County of Lanark advise the Heritage Committee of the location on the Bridge prior to installation.

CARRIED

- e. Tannery Location Sign

Resolution No. 431-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT Council approve that the Tannery location sign currently situated on Ramsay Concession 7 be re-located to a free-standing post at the corner of Ramsay Concession 7 and Ramsay Concession 8 pending discussion with the owners of the Tannery.

CARRIED

Public Works Advisory Committee

- f. Paterson St.

Resolution No. 432-19**Moved by Councillor Maydan****Seconded by Councillor Dalgity**

THAT Council explore the option of having a Community Safety Zone on Paterson Street in Almonte between Ottawa Street and Robert Hill Street;

AND THAT Council consider relocating the current cross walk on Paterson Street to north of Holy Name of Mary school and south of Morton Street;

AND THAT Council consider having staff meet with the schools to review traffic management plans for entrances to Paterson Street;

AND THAT Council consider reinstating a crossing guard on Ottawa Street at Paterson and Menzie Streets; if money is available in existing operating budget.

CARRIED

ACTION: Staff direction to include information on the walking school bus program.

J.2 **STAFF REPORTS**

Finance and Administration

- a. Daycare Programs/Lease-CDSBEO

Resolution No. 433 -19**Moved by Councillor Maydan****Seconded by Mayor Lowry**

THAT Council authorize the Mayor and Clerk to enter into a three (3) year lease agreement with the Catholic District School Board of Eastern Ontario for childcare space at the Holy Name of Mary School subject to a review by the Municipality's solicitor;

AND THAT Council authorize staff to make the capital purchases required to equip the new facility within the budget of \$150,000;

AND THAT Council authorize the hiring of staff to operate the facility.

CARRIED

- b. Video Surveillance Policy

Resolution No. 434 -19**Moved by Councillor Dalgity****Seconded by Councillor Holmes**

THAT Council approve the administrative policy for the use and management of Video Surveillance Equipment at municipal facilities. This policy does not apply to use of recording equipment at Council, Committee or staff meetings.

CARRIED

Building and Planning

- c. Site Plan Control – Parts 1 and 2 27R-5296 Pt Lts 10 and 11 Anderson Section 6262 Almonte Ward (Wojtyniak)

Resolution No. 435 -19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council approve the site plans for the property described as 0931-030-040-02001-0000 on Elgin Street;

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

CARRIED

- d. Site Plan Control – Pt Lt 13 Anderson Section 6262 Almonte Ward (Richon Homes)

Resolution No. 436 -19

Moved by Councillor Ferguson

Seconded by Councillor Guerard

THAT Council approve the site plans for the property described as 0931-030-040-02002-0000 on Elgin Street;

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

CARRIED

- e. Rogers Telecommunication Tower – Water Street

Resolution No. 437 -19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council authorize staff to provide a letter of concurrence conditional on the execution of a Development Agreement specifying fencing requirements and provisions for the use of the unopened municipal road, for the proposed location of a 45m tall radio communications tower at the property known municipally as 195 Water Street to Rogers Telecommunications;

AND THAT Council approve the Telecommunications Review Protocol as presented.

CARRIED

- f. Consent Application Authorization – 38 St. Andrews Street, Almonte Ward (Richards)

Resolution No. 438 -19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT Council authorize staff to accept the application for Consent at the property known municipally as 38 St. Andrews Street in Almonte for the purpose of review in accordance with the Planning Act.

CARRIED

J. 3 **INFORMATION ITEMS**

- **Mayor's Report** - None
- **County Councillors' Report**

Highlights: Provincial cuts for long term care funding, 2018 housing and homelessness report, allocation of housing funding, 2018 Auditor's report, vegetation management plan, Bill 108, presentation on community tomato challenge, maintenance review of Lanark Lodge, Health Unit working group for Province's consultation, Lanark Transportation services, 3 delegations at AMO

- **Mississippi Valley Conservation Authority Report** - None
- **Information List 13-19**

Resolution No. 439-19

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Information List 13-19 be received.

CARRIED

- **Meeting Calendars**

Amendments: Heritage Committee meeting Friday August 16th at 2pm.

Resolution No. 440-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

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

CARRIED

Council recessed at 9:16 p.m. and resumed at 9:25 p.m.

Resolution No. 441-19**Moved by Councillor Maydan****Seconded by Councillor Ferguson****THAT** the rules be suspended to extend the meeting to 9:45 p.m.**CARRIED***Required 2/3 majority vote***Resolution No. 442-19****Moved by Councillor Maydan****Seconded by Councillor Guerard****THAT** Council resolve back into Committee of the Whole, with Deputy Mayor Minnille in the Chair.**CARRIED****Resolution No. 443-19****Moved by Mayor Lowry****Seconded by Councillor Dalgity****THAT** information items 2, 7, 12, 18, 20, 22, and 29 be pulled for further consideration at the August 27th Council meeting.**AND THAT** staff be directed to provide comments re: Information Item #24 - Update on Bill 108.**CARRIED**

NOTE: Info list item #19 re: Ombudsman Annual Report was highlighted regarding the recording of Council meetings.

ACTION: Staff to provide comment and feedback re: Info list item #18 – Invitation to participate in government consultations (joint and several liability).

Resolution No. 444-19**Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** the Committee rise and return to Council to receive the report on the proceedings of the Committee of the Whole.**CARRIED****K. RISE AND REPORT****Resolution No. 445-19****Moved by Councillor Minnille****Seconded by Councillor Ferguson****THAT** the recommendations of the Committee of the Whole for the meeting of August 13, 2019 be adopted as resolutions of Council;**AND THAT** item J.1.f, Paterson St. be pulled for further consideration.**CARRIED**

[Resolution No. 432-19]

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT Council explore the option of having a Community Safety Zone on Paterson Street in Almonte between Ottawa Street and Robert Hill Street;

AND THAT Council consider relocating the current cross walk on Paterson Street to north of Holy Name of Mary school and south of Morton Street;

AND THAT Council consider having staff meet with the schools to review traffic management plans for entrances to Paterson Street;

AND THAT Council consider reinstating a crossing guard on Ottawa Street at Paterson and Menzie Streets; if money is available in existing operating budget.

CARRIED

L. BY-LAWS

Resolution No. 446-19

Moved by Councillor Minnille

Seconded by Councillor Dalgity

THAT By-laws 19-70 to 19-71 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 19-70

Resolution No. 447-19

THAT By-law 19-70, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 for Lot 3, Plan 27M-34.

CARRIED

By-Law 19-71

Resolution No. 448-19

THAT By-law 19-71, being a by-law to appoint Jeanne Harfield as Acting Clerk and repeal by-law 15-95.

CARRIED

M. OTHER/NEW BUSINESS

1. MVCA – Source Protection Plan Amendment

Resolution No. 449-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council endorse the proposed amendment under Section 34 of the Clean Water Act to revise the Mississippi-Rideau Source Protection Plan chemical policies for future threats.

CARRIED

N. NOTICE OF MOTION

None

O. ANNOUNCEMENTS AND INVITATIONS

- Pride week group considering hosting Pride event in Mississippi Mills in 2020
- Congratulations to Mayor Lowry for winning the AGHF Raft Race
- Compliments to organizers of Naismith 3 on 3 basketball tournament
- Volunteers requested for Mississippi Mills Run/Walk event
- Pakenham Fair Saturday August 17th

P. CONFIRMATORY BY-LAW

By-law 19-72

Resolution No. 450-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT By-law 19-72 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 13th day of August 2019, be read, passed, signed and sealed in Open Council this 13th day of August, 2019.

CARRIED

Q. ADJOURNMENT

Resolution No. 451-19

Moved by Councillor Minnille

Seconded by Councillor Holmes

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

CARRIED

Christa Lowry
MAYOR

Jennifer Russell
ACTING DEPUTY CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: August 27, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-09-19
Lots 59, 60 and 70 on PLAN 6262 (King and Argyle)
Almonte Ward, Municipality of Mississippi Mills**

KNOWN AS: 0931-030-040-13801-0000 and 0931-030-040-15603-0000, Almonte

OWNER: 10274488 Canada Inc (Agent: Nathan Adams)

PURPOSE AND EFFECT

The purpose of the Zoning Bylaw Amendment is to rezone the property from “Residential First Density” (R1) to “Residential Second Density” (R2) to permit the development of three semi-detached dwellings (6 units) and one single detached dwelling.

The proposal will see the construction of three one-storey semi-detached units, totally 6 units of approximately 1324 sqft. Each semi-detached unit is intended to be a free-hold unit and a consent application to subdivide the lands to permit individual ownership is pending review at the County of Lanark.

At this time, there are no detailed plans regarding the size or style of the single detached dwelling, however any future development would be subject to Site Plan Control approval prior to Building Permit issuance.

DESCRIPTION OF SUBJECT LANDS

The subject lands represent 2 land holdings with a combined area of 2,420m². The lots have 26.7m of frontage on King Street and 76.3m of frontage on Argyle Street. The properties are vacant vegetated land located in the southwest quadrant of the Town of Almonte.

The lots are located in an established low density residential neighbourhood but are notably within 150m of James Naismith Elementary School and Country Haven Long-term Care home.

SERVICING & INFRASTRUCTURE

The property falls within the urban settlement boundary of Almonte Ward, and thus the lands are required to be serviced by municipal water and sanitary infrastructure. At this

time there are no services within Argyle Street in front of the properties and as a result the developer will be required to install and reinstate the existing road way to the satisfaction of the Municipality.

Access to the semi-detached dwellings will be from Argyle Street, and for the single detached dwelling from Argyle Street or King Street. Both roads are municipally owned and maintained local roads.

Figure 1 – Context Map (2017)



COMMUNITY OFFICIAL PLAN (COP)

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

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.

Generally, “Residential” lands shall be predominantly used for low and medium density uses and accessory uses (Policy 3.6.2). The Municipality has established housing mix targets of 70% low density and 30% medium density. Low density is intended to meet a **gross** density of 15 units per ha threshold (6 units per acre). Medium density housing is intended to meet a **net** density of 35 units per net hectare (15 units per net acre). However the definition of “medium density housing” used by the plan includes: four-plexes, townhomes, 3 storey apartments, or converted dwellings of three or more units. As a result, the built form of the proposed development constitutes a “low density” development and represents a net density of 28.9 units per ha.

The current gross density of the area identified within the circulation distance (120m) is 13.6 units per ha. Following the addition of the development the gross density within the same target area will be 15.1 units per ha.

Figure 2 – Gross Density Target Area (120m radius)



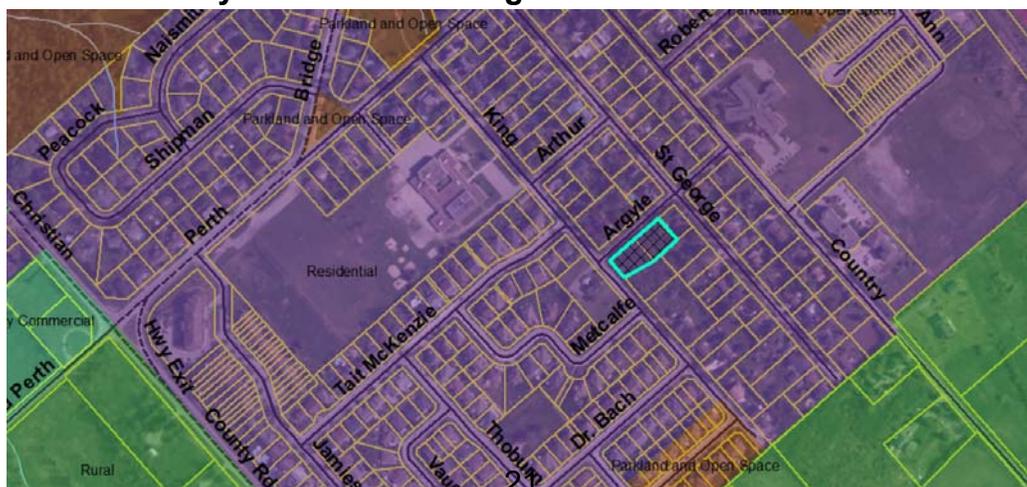
Policy 3.6.7 further establishes that the Municipality shall:

“...give priority to the infilling of existing residential areas as a means of efficiently meeting anticipated housing demands. Infilling shall be considered small scale residential development within existing residential neighbourhoods involving the creation of new residential lots or the development/redevelopment of existing lots”.

All infilling development may be subject to site plan control and shall be required to meet the specific design policies found in Policy 4.2.2 of the Community Official Plan.

This proposed development will be subject to further review to ensure that the design of the dwellings conform to the character of the neighbourhood, servicing is constructed in accordance with Municipal standards, buffering and other mitigating measures can be accommodated, however in general the proposed new uses of the land meets the intent of the Community Official Plan.

Figure 3 – Community Official Plan Designation



organize a mediated session regarding participants and the applicant to understand and address concerns respecting the proposal. This recommendation has been discussed with the applicant who has indicated support for the mediation. Staff have received one additional detailed response from a resident which is attached for consideration in Appendix C.

Comments were received from Enbridge Gas indicating that they had “screened out” the application. Internal staff circulation only resulted in comments from the Director of Public Works respecting the preliminary engineering plans that were submitted. Final design requirements for the engineering services will be required prior to Site Plan approval.

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

All of which is respectfully submitted,

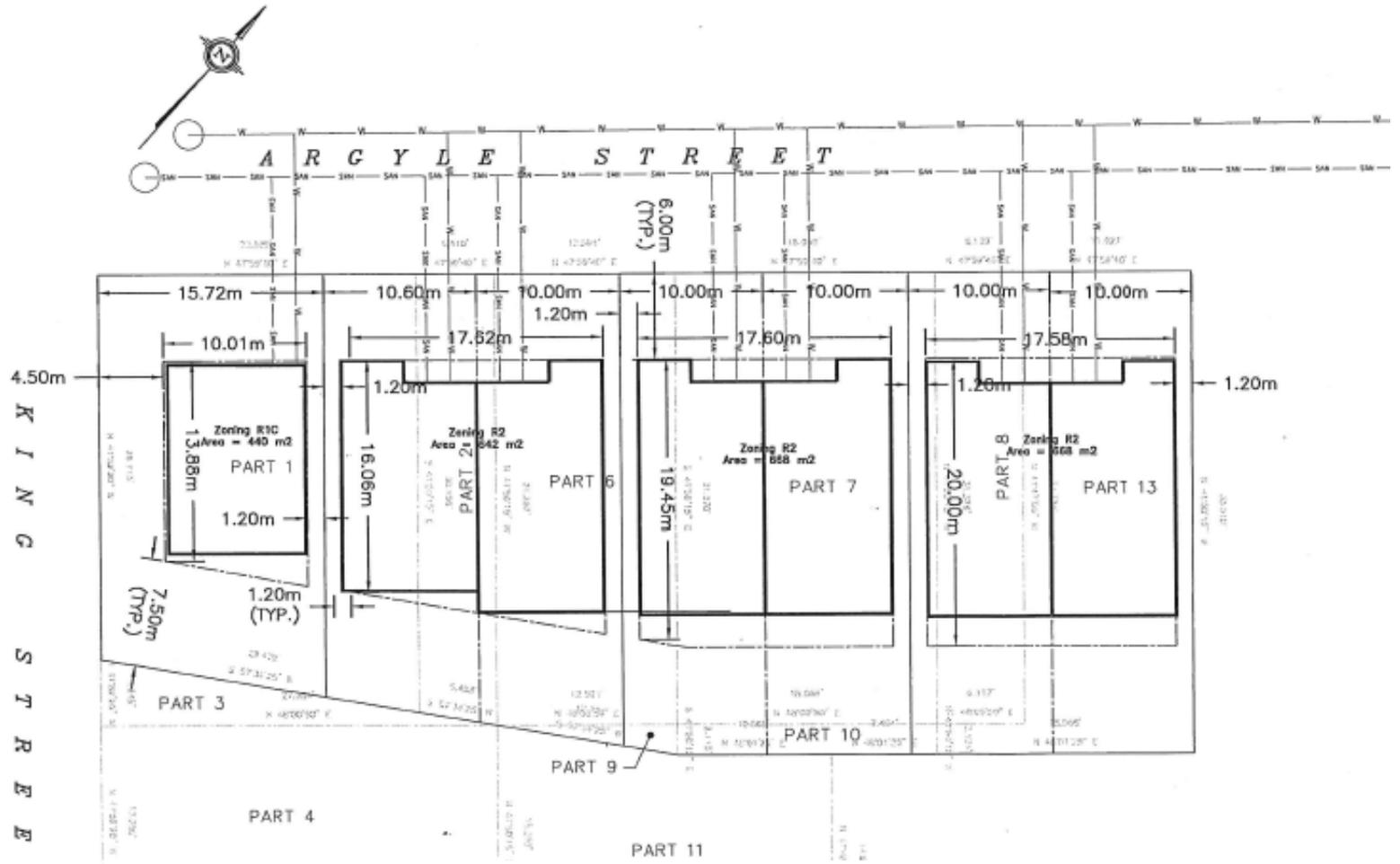

Niki Dwyer, MCIP RPP MA BES
Director of Planning


Ken Kelly
Chief Administrative Officer

ATTACHMENTS:

Appendix A – Conceptual Plans
Appendix B - Residential Second Density Provisions
Appendix C – Resident Comments

Appendix A – Context Plan



APPENDIX B

SECTION 14 –RESIDENTIAL SECOND DENSITY (R2) ZONE

PURPOSE OF THE ZONE

The purpose of the R2 – Residential Second Density Zone is to:

- (1) restrict the building form to low density residential uses in areas designated as **Residential and Rural Settlement Area & Village** in the Community Official Plan;
- (2) allow a number of other residential uses to provide additional housing choices within the second density residential areas;
- (3) permit ancillary uses to the principal residential use to allow residents to work at home;
- (4) regulate development in a manner that is compatible with existing land use patterns so that the detached, two and three principal dwellings, residential character of a neighbourhood is maintained or enhanced; and
- (5) permit different development standards, identified by subzones, primarily for developing areas designated **Residential** in the Almonte Ward, which promote efficient land use and compact form incorporating newer design approaches [*By-law #18-77*].

14.1 USES PERMITTED

- (1) The following uses are permitted uses subject to: a. the provisions of subsection 14.2 (1) to (5);
 - b. a maximum of 3 guest bedrooms in a **bed and breakfast**;
 - c. a maximum of 10 residents in a **group home Type A**;
 - d. a maximum of 10 residents is permitted in a **retirement home**, converted.
 - accessory apartment
 - bed and breakfast
 - dwelling, detached**
 - dwelling, duplex
 - dwelling, triplex
 - dwelling, semi-detached**
 - dwelling, converted
 - group home type A**
 - home-based business** - domestic and household arts
 - home-based business** - professional uses
 - park**

CONDITIONAL PERMITTED USES

(2) The following conditional use is also permitted in the R2 zone, subject to the following:

- (a) it is located on a lot fronting on and having direct vehicular access to Main Street East or West; and
- (b) a maximum of seven rooming units, or a maximum of one dwelling unit and six

rooming units.

- (1) The zone provisions are set out in Tables 14.2A, 14.3A and 14.3B.
- (2) A park is not subject to the provisions of Tables 14.2A, 14.3A and 14.3B, however any development will be subject to the zone provisions for a detached dwelling.
- (3) Conversions that alter an existing residential use building to create another listed permitted use are subject to the provisions of Section 8.3 – Conversions.
- (4) Minimum lot width, lot area and parking requirements for semi-detached dwellings shall apply to each portion of a lot on which each individual dwelling unit is located, whether or not that parcel is to be severed.
- (5) Minimum interior side yard setback is deemed to be 0 m between individual units that are permitted to be vertically attached.

rooming house, converted

- (3) The following conditional use is also permitted in the R2 zone, subject to the following:
 - (a) the use is located in residential buildings with heritage value and the unique historic characteristics of the buildings are preserved in keeping with the Municipality’s heritage and design policies and guidelines.
 - (b) adequate off-street parking is provided per Section 9 – Parking, Queuing, and Loading Spacing Provisions of this Plan;
 - (c) each guest room has a minimum floor area of 25 square meters;
 - (d) signage shall be in keeping with the Municipality’s heritage and design policies and guidelines;
 - (e) a minimum of 15% of the site has to be maintained as usable landscaped open space;
 - (f) the site has to be located on or within 50 m of an arterial road;
 - (g) the use is subject to Site Plan Control;

country inn

14.2 ZONE PROVISIONS

TABLE 14.2A – R2 Zone [By-law #18-77]

Provisions	Dwelling, Semi-detached	Dwelling, Duplex	Dwelling, Triplex
Lot Area, Minimum (m ²)	320 (a)	460	690
Lot Frontage, Minimum (m)	10 (a)	15	18

Front Yard, Minimum (m)	6	6	6
Side Yard, Minimum (m)	1.2 (b)	1.2 (b)	1.2 (b)
Exterior Side Yard, Minimum (m)	6	6	6
Rear Yard, Minimum (m)	7.5	7.5	7.5
Maximum Height – main building (m)	11	11	11
Lot Coverage, Maximum	40%, 45% (e)	40%	40%, 45% (e)
Dwelling Unit Area, Minimum (m ²)	65	46 (c)	46 (c)

Footnotes:

- (a) The minimum lot area and minimum lot frontage requirements are per dwelling unit.
- (b) The minimum interior side yard width shall be 1.2 m, except where a garage or carport is located in the rear yard and accessed by a driveway, the minimum shall be 4.5 m.
- (c) The minimum dwelling unit area shall be 46 m² (495 ft²) plus 9.5 m² (102 ft²) for each bedroom.
- (d) The maximum gross density shall be 15 units per hectare.
- (e) If the dwelling type is a bungalow, maximum lot coverage is 45%.

14.3 R2 SUBZONES

In the R2 Zone, the following subzones and provisions apply such that:

- (1) (a) Column I lists the subzone character;
- (b) Columns II through IX inclusive, establish required zone provisions applying to development in each subzone;
- (c) Column X lists the reference number of additional provisions applying in each subzone. The additional provisions themselves are provided in Table 14.3B. Where an additional provision applies, the corresponding provision specified in Table 14.3B takes ultimate precedence over any provision provided in Table 14.3A;
- (2) Despite any other provision of this By-law, retirement homes, converted dwellings and rooming houses are prohibited on lands zoned R2 and developed with private services.

Nicole Dwyer

From: anne mason [REDACTED]
Sent: August 12, 2019 3:42 PM
To: Nicole Dwyer
Subject: Rezoning Part lots 49,50 and 70 Plan 6262

As a resident who will be impacted by the rezoning of this property from Residential First Density to Residential Second Density, I am very concerned about constructing SEVEN new homes facing onto Argyle Street.

Why arent some of the new homes facing onto King Street which is a wider street with a sidewalk? Argyle Street is a heavily travelled pedestrian thoroughfare for children attending Naismith School and for children taking a school bus at the corner of St. George and Argyle. It is also heavily travelled by adult pedestrians walking to and from the development off King Street. In addition, there is considerable traffic cutting through Argyle as people go to and from work.

To add seven homes with associated vehicles on such a short narrow street is simply to allow the developer to cut costs which will be incurred installing services to these properties. There is no other reason for not considering a layout which would include some homes facing onto King Street.

In addition, accessing King street from Argyle is a problem already since it is almost a blind corner due to the hill on King street.

This is an established neighbourhood and some consideration should be given to Existing residents by not simply allowing a developer to dump SEVEN new homes on one small cross street simply to save money on infrastructure.

Anne Mason

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: August 27, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-11-19
Lot 11, Concession 11/12; being Part 2 27R9111 Pakenham
Pakenham Ward, Municipality of Mississippi Mills**

KNOWN AS: 0931-946-025-07404-0000, Pakenham Ward

OWNER: Glen, Lois, and Scott Timmins

PURPOSE AND EFFECT

The purpose of the Zoning Bylaw Amendment is to rezone the property from “Development” (D) to “Residential First Density” (R1) to permit the development of a single detached dwelling on the lands.

The proposal will see the construction of a single storey bungalow dwelling of between 195-215m² (2100-2300 sqft) with an attached garage contributing an additional 55m² (600sqft). Additional construction in the future may include an additional detached garage. Construction is proposed to commence in fall 2019.

DESCRIPTION OF SUBJECT LANDS

The subject land is approximately 1 ha in size, with approximately 65m of frontage on 12th Concession Pakenham within the Village of Pakenham. The property was subject to a severance application to create the lot in 2007 and has been vacant since that time.

The lot is immediately adjacent to a single detached dwelling and an abutting vacant parcel of land which was subdivided at the same time as the subject parcel. The lands to the south and east of the site are active Agricultural lands. The Village of Pakenham is west of the parcel across the Mississippi River.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. An existing septic system and private well are present on the site.

Access to the property is provided by 12th Concession Pakenham, a Municipally owned and maintained local road.

Figure 1 – Context Map (2014)



COMMUNITY OFFICIAL PLAN (COP)

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

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.

Generally, “Residential” lands shall be predominantly used for low and medium density uses and accessory uses (Policy 3.6.2). The Municipality has established housing mix targets of 70% low density based on a gross density 15 units per ha threshold (6 units per acre). These targets are primarily intended to be applied in Almonte Ward where Municipal services can support more intensified development. As a result, the net density of the Village of Pakenham represents approximately 1.04 units per ha.

Policy 3.6.7 establishes that the Municipality shall:

“...give priority to the infilling of existing residential areas as a means of efficiently meeting anticipated housing demands. Infilling shall be considered small scale residential development within existing residential neighbourhoods involving the creation of new residential lots or the development/redevelopment of existing lots”.

All infilling development may be subject to site plan control and shall be required to meet the specific design policies found in Policy 4.2.2 of the Community Official Plan.

In cases where residentially designated lands within the settlement areas of Almonte and Pakenham abut agriculturally designated lands, a minimum 30m setback between any new dwelling and the boundary of the Agriculture designation must be maintained (Policy 3.6.16).

This proposed development will be subject to further review to ensure that the design of the dwelling conforms to the character of the neighbourhood, the placement meets the 30m Agricultural setback and complies with the setbacks of the Zoning Bylaw but in general, the proposed new use of the land meets the intents of the Community Official Plan.

Figure 2 – Community Official Plan Designation



ZONING BY-LAW #11-83

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

The intent of the zoning is to recognize lands intended for future urban development in the Village of Pakenham and limit the range of permitted uses to those which will not preclude future development options. There are no additional special provisions applied to the designation that require further investigation or studies prior to the development of the site.

Figure 3 – Zoning Bylaw #11-83



The lands were placed in the development reserve as part of the comprehensive Zoning Bylaw repeal and replacement in 2011. Prior to the adoption of Bylaw 11-83, the lands, as part of the original lot of record, were recognized as Rural. While there is limited supporting rational for the change of the designation, it would be logical to conclude that the change of use was intended to pre-plan for the assessment of the lands for infilling potential around the Village. As the lands have been subdivided into smaller holdings and it is unlikely that further lot division on the subject lands could be supported due to its limited frontage, it is appropriate to amend the zoning to permit the development of a single detached dwelling on the lot.

PUBLIC COMMENTS RECEIVED:

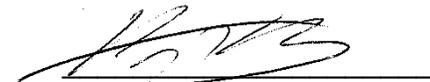
Staff circulated the application in accordance with the provisions of the Planning Act and have not received any comments from adjacent property owners at the time the report was drafted.

Comments were received from the Mississippi Valley Conservation Authority and Enbridge Gas indicating that they had “screened out” the application. The Health Unit confirmed that inspections and permits would be required for the development at time of construction and no concerns or objections have been raised from senior staff during the internal review.

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

All of which is respectfully submitted,


Niki Dwyer, MCIP RPP MA BES
Director of Planning


Ken Kelly
Chief Administrative Officer

ATTACHMENTS:

Appendix A – Residential First Density Provisions

APPENDIX A

SECTION 13 –RESIDENTIALFIRST DENSITY(R1) ZONE

PURPOSE OF THE ZONE

The purpose of the R1 – Residential First Density Zone is to:

- (1) limit the building form to single detached dwellings in areas designated as **Residential and Rural Settlement Area & Village** in the Community Official Plan;
- (2) permit a number of other residential uses to provide additional housing choices within detached residential areas;
- (3) permit ancillary uses to the principal residential use to allow residents to work at home;
- (4) regulate development in a manner that is compatible with existing land use patterns so that the residential character of a neighbourhood is maintained or enhanced; and
- (5) permit different development standards, identified by subzones, primarily for developing areas designated **Residential** in the Almonte Ward, which promote efficient land use and compact form incorporating newer design approaches [*By-law #18-77*].

13.1 USES PERMITTED

(1) The following uses are permitted uses subject to:

- (a) the provisions of subsection 13.2 (1) to (3);
- (b) a maximum of 3 guest bedrooms in a **bed and breakfast**;
- (c) a maximum of 10 residents is permitted in a **group home Type A**;
- (d) a maximum of 10 residents is permitted in a **retirement home**, converted

accessory apartment

bed and breakfast

detached dwelling

garden suite

group home Type A

home-based business - domestic and household arts

home-based business - professional uses

park

CONDITIONAL PERMITTED USES

(2) The following conditional use is also permitted in the R1 zone, subject to the following:

- (a) it is located on a lot fronting on and having direct vehicular access to Main Street East or West; and

(b) a maximum of seven rooming units, or a maximum of one dwelling unit and six rooming units. (1) The zone provisions are set out in Tables 13.2A, 13.3A and 13.3B (2) A park is not subject to the provisions of Tables 13.2A, 13.3A and 13.3B, however, any development will be subject to the zone provisions for a detached dwelling.

rooming house, converted

- (3) The following conditional use is also permitted in the R1 zone, subject to the following:
- (a) the use is located in residential buildings with heritage value and the unique historic characteristics of the buildings are preserved in keeping with the Municipality's heritage and design policies and guidelines.
 - (b) adequate off-street parking is provided per Section 9 – Parking, Queuing, and Loading Spacing Provisions of this Plan;
 - (c) each guest room has a minimum floor area of 25 square meters;
 - (d) signage shall be in keeping with the Municipality's heritage and design policies and guidelines;
 - (e) a minimum of 15% of the site has to be maintained as usable landscaped open space;
 - (f) the site has to be located on or within 50 m of an arterial road;
 - (g) the use is subject to Site Plan Control;

country inn

13.2 ZONE PROVISIONS

Zone Provisions	No Municipal Water or Sewer	Either Municipal Water or Sewer	Municipal Water and Sewer
Lot Area, Minimum (m ²)	2000 (c)	1000 (c)	450
Lot Frontage, Minimum (m)	30	20	18
Front Yard, Minimum (m)	7.5	6	6
Side Yard, Minimum (m)	3 (d)	3 (d)	1.2 (a), (d)
Exterior Side Yard, Minimum (m)	7.5	7.5	4.5
Rear Yard, Minimum (m)	10	10	7.5
Building Height, Maximum (m)	9	9	9
Lot Coverage, Maximum	30%	30%	40%, 45%(e)
Floor Area, Minimum (m ²)	75	75	75

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
INFORMATION REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Ken Kelly, Chief Administrative Officer
SUBJECT: CAO's Report August 2019

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

Staffing
No new staffing actions have taken place.

Procurement	Award Amount	Approved Budget
Culvert Ramsay Concession 8 Emergency Repair through sole source procurement as per Section 4.b.(vii) of the Procurement Policy	Estimated \$30,000	\$30,000 Bridge Design Reserve
JP2G Consultants to design Pakenham Crosswalk. Expect design early Sept, 2019	\$4920.00	\$5,000 for design \$58,000 for entire project

*All items awarded within budget. HST not included.

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

***Section IX 4b Procurement Policy for specialty services, no competitor in area or substitute available, extension of a pre-existing contract resulting in time and cost savings.

Department Updates:

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

CAO / Clerk's		
Item	Comments	Completion
Procedural By-law	Options to be presented Aug 27 2019 for Council direction	Q3
Website Upgrade	Options to be presented Aug 27 2019 for Council direction	Q4
Strategic Plan	Project Plan in development Long Term HR Plan Economic Development Plan	Q3 Plan – execute into Q4

Finance		
Item	Comments	Completion
Financial Plan	Update required	To be determined following strategic planning
Budget	Draft 2020	Q4
Hardship Bylaw	To be presented Aug 27, 2019 Authorize AEB to administer	August

Roads and Public Works		
Item	Comments	Completion
Downtown Infrastructure Renewal	Public Information Centre held April 30 th Project Plan will be presented to Council Sept 2019.	Q4
Pakenham Crosswalks	New design coming forward	Q4
Volunteer Policy	Follows from Health and Safety policy manual	Q3

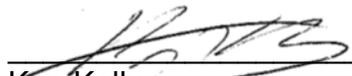
Building and Planning		
Item	Comments	Completion
Community Official Plan	Growth Strategy and Land Evaluation and Area Review – completed	Pending response by County of Lanark
By-law Review and Update	Property standards, site plan, signs	Q3
Community Official Plan	Consultation – pending approval of COP Amendment 21	Pending response by County of Lanark
Pakenham Secondary Growth Plan	Undertaking of early stakeholder identification research	Q3/Q4
Affordable Housing	Update – continued monitoring of housing market trends in community and background base line research	Q3/Q4
Parking Assessment	Underway – final report to come in September	Q3/Q4
Land Disposition Policy	Sale of Municipally owned land	Q4

Culture		
Item	Comments	Completion
Filming Policy	Valley Heartland involvement	Q4
Signage	Digital – tender closed no suitable options may need to reissue. Downtown and Business Park in development.	Q3/Q4
Almonte Old Town Hall Exterior Painting	Tender for work in progress	Q3

Recreation		
Item	Comments	Completion
Mill Run Park	Detailed Design	Q4
Stewart Community Centre Dasher Boards/Floor	Commissioning End of August – ice making in progress. Opening event being scheduled.	Q3

Daycare		
Item	Comments	Completion
Daycare Expansion Holy Name of Mary School	Tentative schedule to open October. Funding from County received. Lease negotiation in progress.	Q4

Respectfully submitted,



 Ken Kelly,
 Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS
STAFF REPORT

MEETING DATE: August 27, 2019
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: FINANCIAL REPORT TO JULY 31, 2019

RECOMMENDATION:

THAT Committee of the Whole accepts the financial report to July 31, 2019 as information.

BACKGROUND:

A financial report is prepared to advise Council of financial activities up to the most recent month end including any areas of concern.

DISCUSSION:

The total levy for 2019 is \$23,246,294. The following table represents the tax arrears at July 31, 2019:

	Taxes	Interest	Total	% of Total
3 Yrs & Prior	111,314	63,627	174,941	10.26
2 years	108,579	19,070	127,649	7.49
1 year	399,559	35,323	434,882	25.51
Current	773,192	13,807	786,999	46.17
NSF Charges	648		648	.04
O/S Invoices	59,677		59,677	3.50
Water Tsf to taxes	119,746		119,746	7.03
Total	1,572,715	131,827	1,704,542	100.00
% of Levy	6.76	.57	7.33	

2019 final tax bills were mailed in June. The first instalment was due on July 30, 2019 and the second instalment is due on September 27, 2019. Reminder notices are mailed after each due date and payment options continue to be promoted such as making payments online or signing up for the Municipality's pre-authorized payment plan.

Assets/Liabilities/Reserves

Assets:	Balance at July 31/19
Cash in Bank	10,852,051.31
Investments	6,130,982.19
Accounts Receivable	898,497.25
Taxes Receivable (above)	1,704,542..52
Due from MRPC	307,625.80
Inventories and Prepays	89,745.97
Liabilities:	
Accounts Payable	273,324.04
Taxes Paid in Advance	103,161.52
Accrued Landfill Closure Costs	831,179.00
Deferred Revenue	1,088,560.32
Bank Loans	16,742,411.49
Reserves/Equity:	
Reserves	9,228,846.09
Development Charges	3,045,853.84

Operating Expenditures

The following operational items will continue to be monitored:

- Winter control may be a concern later in the year as a result of the number of winter events experienced from January to the end of March. The Municipality has a winter control reserve if costs run over budget by year end.
- Flood control costs. Costs to address flooding in the Municipality (sand, sand bags, etc.) is \$42,939.79. The overage will be covered by any year end surplus or from contingency reserves if required.
- The Library has a small deficit at the end of July as their annual Provincial funding of \$31,848 has not yet been received.

Capital Expenditures

There are no issues or concerns to bring to Council's attention at this time.

Attached please find details of financial results to July 31, 2019.

FINANCIAL IMPLICATIONS:

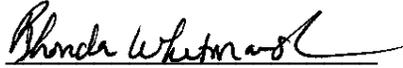
Unexpected expenditures/savings not included in the 2019 budget to date are as follows:

- OPP rebate for 2018 in the amount of \$12,407
- Sale of Business Park Lands for \$95,000 (By-law 19-20)
- Modernization Funding in the amount of \$625,994
- One time gas tax funding of \$394,474.08 to be used to pulverize Concession 11A, to patch Concession 12 and the balance to be carried over for work in 2020. (Resolution 363-19)

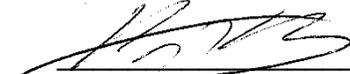
SUMMARY:

There are no items to bring to the Committee's attention at this time other than what is noted in this report.

Respectfully Submitted


Rhonda Whitmarsh,
Treasurer

Reviewed by


Ken Kelly,
CAO

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2019**

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
GENERAL FUND REVENUE					
General Taxation	\$21,822,347.00	\$21,659,191.00	\$163,156.00	0.75%	\$20,967,194.00
Federal Government Grants	0.00	0.00	\$0.00	0.00%	0.00
Provincial Government Grants	912,938.00	1,301,670.00	(\$388,732.00)	(42.58%)	653,532.00
Municipal Grants	26,700.00	18,104.00	\$8,596.00	32.19%	17,836.00
Fees & Service Charges	1,828,290.00	1,713,616.00	\$114,674.00	6.27%	1,704,084.00
Grant In Lieu	265,975.00	120,662.00	\$145,313.00	54.63%	41,436.00
Other Revenue	893,994.00	418,768.00	\$475,226.00	53.16%	704,783.00
Total General Revenue	25,750,244.00	25,232,011.00	518,233.00	2.01%	24,088,865.00

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
EXPENDITURES					
Council	227,450.00	101,948.00	\$125,502.00	55.18%	138,760.00
General Administration	1,349,667.00	764,709.00	\$584,958.00	43.34%	688,584.00
General Admin. Buildings	461,929.00	234,422.00	\$227,507.00	49.25%	246,712.00
Fire Department	870,151.00	376,404.00	\$493,747.00	56.74%	385,516.00
Police	1,885,672.00	788,101.00	\$1,097,571.00	58.21%	783,201.00
Protection to Persons/Property	278,611.00	184,357.00	\$94,254.00	33.83%	176,636.00
Transportation	4,915,376.00	2,302,310.00	\$2,613,066.00	53.16%	1,899,813.00
Environmental Services	1,654,380.00	750,385.00	\$903,995.00	54.64%	749,886.00
Septage	27,000.00	0.00	\$27,000.00	100.00%	0.00
Day Care	60,757.00	4,525.00	\$56,232.00	92.55%	7,926.00
Recreation	1,334,650.00	684,744.00	\$649,906.00	48.69%	670,491.00
Library	627,102.00	344,810.00	\$282,292.00	45.02%	333,964.00
Heritage Committee	39,750.00	9,149.00	\$30,601.00	76.98%	1,447.00
Other Cultural	31,400.00	32,110.00	(\$710.00)	(2.26%)	27,000.00
Planning and Zoning	272,507.00	123,697.00	\$148,810.00	54.61%	188,536.00

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
Economic Development	293,827.00	112,789.00	\$181,038.00	61.61%	117,486.00
Agriculture & Drainage	19,710.00	8,288.00	\$11,422.00	57.95%	10,074.00
County & School Requisitions	11,400,305.00	5,720,265.00	\$5,680,040.00	49.82%	5,660,282.00
Total General Expense	25,750,244.00	12,543,013.00	13,207,231.00	51.29%	12,086,314.00
BUILDING DEPARTMENT					
Building Dept. Revenues	446,030.00	327,479.00	\$118,551.00	26.58%	333,172.00
Building Dept. Expenses	446,030.00	201,990.00	\$244,040.00	54.71%	184,491.00
Net Building Dept.	0.00	125,489.00	(125,489.00)	0.00%	148,681.00
WATER & SEWER					
Water & Sewer Revenues	3,543,282.00	1,747,497.00	\$1,795,785.00	50.68%	2,003,055.00
Water & Sewer Expenses	3,543,282.00	1,444,406.00	\$2,098,876.00	59.24%	1,381,209.00
Net Water & Sewer	0.00	303,091.00	(303,091.00)	0.00%	621,846.00
Net General Fund	0.00	4,947,267.00			3,191,613.00

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
CAPITAL FUND					
Council	\$35,000.00	\$0.00	\$35,000.00	100.00%	\$2,569.00
Administration	90,000.00	13,881.00	\$76,119.00	84.58%	88,852.00
Administration Buildings	91,000.00	0.00	\$91,000.00	100.00%	7,027.00
Fire Department	33,220.00	15,009.00	\$18,211.00	54.82%	536,557.00
Building Department	0.00	0.00	\$0.00	0.00%	28,220.00
Protection to Persons/Property	0.00	0.00	\$0.00	0.00%	14,740.00
Transportation	3,461,235.00	684,824.00	\$2,776,411.00	80.21%	2,142,466.00
Septage	74,500.00	0.00	\$74,500.00	100.00%	0.00
Waste Managment	117,100.00	26,509.00	\$90,591.00	77.36%	33,658.00
Daycare	280,000.00	6,100.00	\$273,900.00	97.82%	0.00
Recreation	1,775,600.00	640,526.00	\$1,135,074.00	63.93%	11,395.00
Library	130,500.00	19,789.00	\$110,711.00	84.84%	128,835.00
Planning and Zoning	0.00	0.00	\$0.00	0.00%	30,464.00
Community Economic Development	96,750.00	10,187.00	\$86,563.00	89.47%	21,556.00
Agricultural & Drainage	0.00	0.00	\$0.00	0.00%	0.00
Total Capital Fund	6,184,905.00	1,416,825.00	4,768,080.00	77.09%	3,046,339.00
=====					
WATER & SEWER CAPITAL					
Water & Sewer Capital	3,938,500.00	918,999.00	\$3,019,501.00	76.67%	486,231.00
Total Water & Sewer Capital	3,938,500.00	918,999.00	3,019,501.00	76.67%	486,231.00
=====					

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
DAYCARE					
REVENUE					
Fees & Service Charges	\$2,138,617.00	\$1,065,814.00	\$1,072,803.00	50.16%	1,068,172.00
Municipal Grant	\$7,757.00	\$4,525.00	\$3,232.00	41.67%	7,926.00
TOTAL REVENUE	\$2,146,374.00	\$1,070,339.00	\$1,076,035.00	50.13%	1,076,098.00
EXPENDITURES					
Salaries & Benefits	1,935,294.00	909,636.00	\$1,025,658.00	53.00%	843,658.00
Supplies	131,750.00	58,791.00	\$72,959.00	55.38%	62,490.00
Service/Rent	79,330.00	22,248.00	\$57,082.00	71.96%	22,193.00
Total Daycare Expenses	2,146,374.00	990,675.00	1,155,699.00	53.84%	928,341.00
Net Daycare Fund	0.00	79,664.00	(79,664.00)	0.00%	147,757.00
=====					
LIBRARY					
REVENUE					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Provincial Gov't Grants	31,848.00	1,670.00	\$30,178.00	94.76%	11,554.00
Municipal Grants	626,502.00	344,810.00	\$281,692.00	44.96%	337,464.00
Fees & Service Charges	17,900.00	13,083.00	\$4,817.00	26.91%	11,442.00
Total Revenue	676,250.00	359,563.00	316,687.00	46.83%	360,460.00
=====					

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
EXPENDITURES					
Salaries & Benefits-Almonte	361,163.00	200,064.00	\$161,099.00	44.61%	212,328.00
Salaries & Benefits-Pakenham	107,701.00	45,908.00	\$61,793.00	57.37%	59,509.00
Administration-Almonte	24,245.00	16,956.00	\$7,289.00	30.06%	15,801.00
Administration-Pakenham	12,075.00	10,924.00	\$1,151.00	9.53%	4,782.00
Materials & Supplies-Almonte	47,300.00	26,060.00	\$21,240.00	44.90%	25,399.00
Materials & Supplies-Pakenham	19,633.00	11,222.00	\$8,411.00	42.84%	10,047.00
Building Operations-Almonte	21,800.00	10,157.00	\$11,643.00	53.41%	13,914.00
Building Operations-Pakenham	24,761.00	11,973.00	\$12,788.00	51.65%	10,693.00
Other Expenditures	57,572.00	27,311.00	\$30,261.00	52.56%	24,730.00
Total Library Expenses	676,250.00	360,575.00	315,675.00	46.68%	377,203.00
Net Library Fund	0.00	(1,012.00)	1,012.00	0.00%	(16,743.00)

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2019**

	<i>2019 Budget</i>	<i>YTD 2019</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2018 YTD</i>
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$2,800.00	\$0.00	\$2,800.00	100.00%	\$0.00
Municipal Grants	1,175,647.00	684,744.00	\$490,903.00	41.76%	670,491.00
Fees & Service Charges	526,700.00	200,701.00	\$325,999.00	61.89%	220,659.00
Total Revenue	1,705,147.00	885,445.00	819,702.00	48.07%	891,150.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	167,000.00	87,715.00	\$79,285.00	47.48%	82,886.00
Other Payroll Expenses-F/T	214,700.00	106,734.00	\$107,966.00	50.29%	103,203.00
Other Payroll Expenses-P/T	25,000.00	10,359.00	\$14,641.00	58.56%	18,048.00
Total Expense	406,700.00	204,808.00	201,892.00	49.64%	204,137.00
GENERAL EXPENSES					
General Rec. Expenses	326,773.00	135,861.00	\$190,912.00	58.42%	108,853.00
Total General Expenses	326,773.00	135,861.00	190,912.00	58.42%	108,853.00
Almonte Arena Expenses	286,864.00	133,577.00	\$153,287.00	53.44%	152,213.00
SCC Arena Expenses	224,544.00	106,689.00	\$117,855.00	52.49%	113,429.00
Sports Fields & Parks	184,478.00	99,447.00	\$85,031.00	46.09%	80,629.00
Vehicles & Equipment	27,750.00	10,865.00	\$16,885.00	60.85%	12,887.00
Programs	23,025.00	8,786.00	\$14,239.00	61.84%	3,934.00
Events	59,050.00	26,674.00	\$32,376.00	54.83%	33,056.00
Other Recreation	150,223.00	133,868.00	\$16,355.00	10.89%	132,168.00
Total Expense	955,934.00	519,906.00	436,028.00	45.61%	528,316.00

Total Recreation Expense	1,689,407.00	860,575.00	828,832.00	49.06%	841,306.00
Net Recreation Fund	15,740.00	24,870.00	(9,130.00)	0.00%	49,844.00

**Municipality of Mississippi Mills
Statement of Operations
For the seven months ending July 31, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
CURLING FUND					
FUNCTIONAL REVENUE					
Fees & Service Charges					
Beverage Sales	\$31,000.00	\$29,189.00	\$1,811.00	5.84%	\$29,156.00
Food Sales	3,500.00	0.00	\$3,500.00	100.00%	0.00
Curling Lounge Rental	2,500.00	335.00	\$2,165.00	86.60%	2,811.00
Curling Surface Rental	500.00	3,962.00	(\$3,462.00)	(692.40%)	0.00
Curling Surface Bar Proceeds	2,000.00	0.00	\$2,000.00	100.00%	0.00
Curling Ice Rental-Curling Club	32,254.00	16,127.00	\$16,127.00	50.00%	15,657.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	71,754.00	49,613.00	22,141.00	30.86%	47,624.00
EXPENDITURES					
Insurance	6,044.00	6,044.00	\$0.00	0.00%	5,242.00
Utilities	35,500.00	26,767.00	\$8,733.00	24.60%	22,886.00
Misc. Expense	500.00	116.00	\$384.00	76.80%	78.00
Ice Rental Lounge Maint.	8,500.00	10,384.00	(\$1,884.00)	(22.16%)	6,457.00
Ice Rental Locker Maint.	2,200.00	2,530.00	(\$330.00)	(15.00%)	1,764.00
Ice Rental Surface Maint.	4,250.00	250.00	\$4,000.00	94.12%	0.00
Equipment Maintenance- Ice Plant	5,100.00	378.00	\$4,722.00	92.59%	2,207.00
Equipment Maintenance-Ice Scraper	250.00	0.00	\$250.00	100.00%	0.00
Curling Bar	25,150.00	17,456.00	\$7,694.00	30.59%	20,288.00
Total Expense	87,494.00	63,925.00	23,569.00	26.94%	58,922.00
Net Curling Fund	(15,740.00)	(14,312.00)	(1,428.00)	9.07%	(11,298.00)

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

MINUTES

Regular Meeting

A regular meeting of the Mississippi Mills Library Board was held on June 26, 2019 at 1:30 p.m. at the Pakenham Branch.

1. **CALL TO ORDER**

The meeting was called to order at 1:40 p.m.

2. **ATTENDANCE:**

PRESENT:

Barbara Button
Leanne Czerwinski, Acting Chair
Jeff Fraser
Councillor Jan Maydan
Cathy Peacock, Chair
Warren Thorngate

ABSENT:

Micheline Boucher
Marie Traversy

3. **APPROVAL OF AGENDA**

Resolution No. 20-19

Moved by W. Thorngate

Seconded by J. Maydan

THAT the agenda be approved with the addition of Funding for the Elizabeth Kelly Summer Literacy Program, Reciprocal borrowing with local library systems, and Painting contract for the Almonte Branch

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

[None]

4. **DELEGATIONS/PRESENTATIONS**

K. Kelly, Municipality of Mississippi Mills CAO (2:30 p.m.)

K. Kelly was introduced to board members, listened to library news and provided an update on the municipal strategic plan.

5. **CONSENT ITEMS**

- a) Approval of minutes from May 22, 2019
- b) Correspondence- J. McGrath, draft agreement with the Catholic District School Board of Eastern Ontario (CDSBEO), Highlights of the June 4, 2019 Council Meeting, response from the Honorable Lisa MacLeod
- c) Reports- June 2019 CEO Report, Chair Report (verbal)
- d) Incidents- [None]
- e) Financials-[None]

Resolution No. 21-19

Moved by J. Fraser

Seconded by W. Thorngate

THAT the MMPLB accepts the consent items and approves the May 22, 2019 minutes

CARRIED

6. FOR DISCUSSION/DECISION

a) Business arising from the minutes
[None]

b) Board orientation- Governance Best Practices: Getting Governance Right workshop (moved to end of meeting-2:15 p.m.)
C. Peacock reviewed the Board Best Practices material and highlighted the most important information for discussion.

c) Strategic Plan update- 2019 Work Plan
C. Row provided board members with a copy of the 2019 Strategic Work Plan. The board agreed to review the Plan and provide input at the July meeting.

d) Advocacy
Board discussed the support from Mississippi Mills Council regarding the provincial funding cuts to the Southern Ontario Library Service.

e) Closed meeting
[None]

7. OTHER/NEW BUSINESS

a) Friends of the Library update- verbal
J. Fraser and C. Row discussed the Friends fundraising efforts, including a book sale on June 29th at the Almonte Branch and over \$400 raised for summer programming supplies.

b) Space Needs Assessment Committee update-verbal
W. Thorngate presented the final version of the Almonte Space Needs survey. This survey will be available at the Almonte Branch and online. Students and board members will also ask people to fill-out the survey at events throughout the summer. The Space Needs Committee will be touring Arnprior and North Grenville on July 18, 2019.

c) 2018 Annual Report
C. Row and L. Czerwinski presented the draft 2018 Annual Report.

d) Funding for the Elizabeth Kelly Summer Literacy Program
C. Row explained that there has been a surge in applications this year with over 62 student applications and only 45 spaces available. In order to accept all students, the Elizabeth Kelly Literacy Foundation approved extra funding to enable the Library to hire an additional tutor.

e) Reciprocal borrowing with local library systems
C. Row has contacted local library CEOs to ask if a reciprocal borrowing contract could be possible between library boards. Through reciprocal borrowing, Mississippi Mills library patrons would be able to borrow material from participating library systems without paying non-resident fees. This direction would alleviate some access and delivery hurdles we are experiencing because of the cuts to the interlibrary loan delivery service. C. Row will provide the board with a reciprocal borrowing report when more details are available.

f) Painting contract for the Almonte Branch

C. Row provided the board with a report on the painting contract for the Almonte Branch. In summary, three painting contractors were contacted and only University Painters is available to do the job within the time period required. The quote was within the 2019 Capital Budget.

8. NEXT MEETING

August 14, 2019 at 2:30 at the Almonte Branch

9. ADJOURNMENT

Resolution No. 22-19

Moved by B. Button

Seconded by L. Czerwinski

THAT the meeting be adjourned at 2:45 p.m.

CARRIED

Moved by Mary Rozenberg

Seconded by Greg Smith

THAT the C&EDC Committee recommends that Council endorse the tree lined path concept presented by Stephen Brathwaite.

CARRIED

D. APPROVAL OF MINUTES: June 18, 2019

Moved by Mary Rozenberg

Seconded by Ron MacMeekin

THAT the June 18, 2019 minutes be accepted as presented.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

- Municipal Film Policy update & Next Steps

Council approved the film policy survey in June.

The working group is currently working on the survey with hopes to have it out as soon as possible. Until the film policy is approved and implemented there will be no road closures approved for film productions.

- OVRT

The committee wants to “explore what the municipality can do”; benches, garbage cans, signage etc.

It was suggested that a possible student project could be travelling the trail within Mississippi Mills and identifying observation points, highlights.

- Neighborhood Micro Grants

Some micro grants have been issued. Staff to continue to update on the progress.

F. ROUND TABLE

3 on 3 Basketball weekend was a great success with caliper players on the Elite courts. There was a lot of American’s in the crowd as well.

Almonte Hospital fundraiser “Paddle for AGH” was also a great event on Saturday August 10.

The Almonte Fair weekend was extremely hot with lower numbers attending. The motorcycle event and the derby were well attended.

The Wednesday evening Car Bingo has been another success with approximately 100 cars!

The Antique Car Show during Canada Day had over 200+ cars. The group says it was the largest ever!

It was suggested that Pakenham could host a movie night on the shore like Calabogie did this summer with Jaws. The movie goers would be in boats/canoes etc on the water watching the movie on shore.

Vic Bode noted that the repair of the culver in Pakenham required temporary traffic lights. He noted this worked very well and suggested perhaps this was the solution instead of the bump outs? He will confer with council regarding this.

Highland Games – Saturday August 24

G. REPORTS

1. Beautification Committee Update (verbal)
Ron MacMeeking confirmed there still remains only three Beautification members. No notes have been completed of the meetings and no real action is taking place. They inquired about the Ottawa St. landscape design and if this will be in the 2020 budget?
It was suggested that the group pick a project and concentrate on it ie. Pitch In.

H. INFORMATION/CORRESPONDENCE

I. OTHER/NEW BUSINESS

- Mississippi Mills Promotional Clothing Discussion
Branding is important to help promote Mississippi Mills. There are few stores that sell Mississippi Mills/ Almonte/ Pakenham swag. It was suggested that perhaps the municipality have some supply. Committee members were asked to think of ideas for the next meeting.
- Upcoming Business Breakfast Themes & Speakers
September 26 breakfast meeting theme – “Emergency Response”. Scott McLellan to confirm the speaker.
Committee was asked to bring a list of potential topics for future breakfast meetings.
- Directional Signage
A working group of Vic Bode, Scott McLellan and Tiffany will meet to discuss direction signage.

J. MEETING ANNOUNCEMENTS

Pakenham Fair – Saturday August 17, 2019

Mississippi Mills- At A Glance Wednesday September 11, 2019

Next meeting: Tuesday, September 17, 2019 at 8:00AM.

Next Business Breakfast: Thursday, September 26 & Thursday November 21, 2019 at 7:00AM. Location TBD

K. ADJOURNMENT

Moved by Vic Bode

Seconded by Greg Smith

THAT the August 13, 2019 C&EDC meeting be adjourned at 9:45 a.m.

CARRIED

Bonnie Ostrom, Recording Secretary

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
COMMITTEE OF ADJUSTMENT
MINUTES**

Wednesday, August 14, 2019, at 5:30 P.M.

Council Chambers, Municipal Office, 3131 Old Perth Rd., Almonte

PRESENT: Patricia McCann-MacMillan
Stacey Blair

REGRETS: Connie Bielby

APPLICANTS/PUBLIC: A-05-19 Joe Pert
Rob Lockwood
Rick Udall
Joanna Neill
Maureen McNey
L. & G. McGeachy
Stewart
Honor Bolger
Edith Cody-Rice
Kelsey Sterling
Catherine Willis-O'Connor
C. Cynthia Guerard
C. Bev Holmes
A-06-19 Serge Monette
L. Guibord
A-07-19 Jennifer Zeitz
A-08-19 Daniel Pike
Julie Henry
A-10-19 Brian Tuepah
A-11-19 Chris Harber
Lauren Eyre
Steve Maynard
A-12-19 to A-17-19 Jordan Jackson, Novatech
Steve Maynard
A-18-19 David Merritt
Steve Maynard
A-19-19 Steve Maynard
Svetlana Pelteshki
Anton Pelteshki

STAFF: Niki Dwyer, Director of Planning
Maggie Yet, Planner 1, Recording Secretary

Chair of the Committee called the meeting to order at 5:34 p.m.

A. CALL TO ORDER

B. APPROVAL OF AGENDA

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the agenda be amended to remove application A-09-19 from the agenda, to move application A-05-19 to the end of the agenda, and to hear applications A-12-19 to A-17-19 together and that said items be moved to the beginning of the agenda.

CARRIED

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the agenda for the August 14th, 2019 meeting of the Committee of Adjustments be approved.

CARRIED

C. DISCLOSURE OF PECUNIARY INTEREST

None.

D. APPROVAL OF MINUTES

1. June 19th, 2019 – Public Meeting

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the Committee of Adjustment approve the minutes of June 19th, 2019 meeting as presented.

CARRIED

E. NEW BUSINESS

None.

F. HEARINGS

1. **Application**

A-12-19 to A-17-19

Owner(s):

Neilcorp Homes

Appliant:

Novatech

Legal Description:

Concession 10, Part Lot 16 being Lots 2 to 7 on Registered Plan 27M90

Address:

Not assigned

Zoning:

Residential Third Density Exception 13 (R3-13)

The applicant is requesting relief from the minimum front yard setback from 6m to 4.8 - 5.5m to permit the construction of a single detached dwelling within the Residential Third Density Exception 13 (R3-13) Zone. The proposed dwellings are located within the Mill Run Subdivision and part of Phase 4A of the subdivision development.

The Chair opened the floor to comments by the applicant. Ms. Jordan Jackson, representing Novatech, provided a summary of the purpose of the requested relief for a series of single detached dwellings on Leishman Drive. Ms. Jackson stated that the requested variances meet the four tests as prescribed by Section 45 of the Planning Act. Ms. Jackson indicated the variances would maintain uniform lot levels along Leishman Drive. Ms. Jackson noted that Novatech had submitted amended drawings demonstrating sufficient area for a total of four vehicles on each lot.

The Chair opened the floor to comments by the public. Mr. Steve Maynard spoke and stated that he did not believe the request to be minor, that the staggering of lot lines would not be visually appealing, and that it would not constitute a good use of the land.

The Committee passed the following motion:

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Concession 10, Part Lot 16 being Lots 2 to 7 on Registered Plan 27M90, Almonte Ward, Municipality of Mississippi Mills, to reduce the minimum front yard setback from 6m to 4.8m for Lots 2 and 3, 5.0m for Lots 4 and 5, and 5.5m for Lots 6 and 7, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted;
2. That the owners obtain all required building permits; and
3. That the builder construct two car garages with 5.2m (17') wide garage doors.

CARRIED

2. **Application** **A-06-19**
Owner(s): Serge Monette
Legal Description: Plan 842, Lot 2
Address: 490 River Road
Zoning: Residential First Density (R1)

The owner is requesting relief from the provisions for the projection of a covered porch from 2m while maintaining a setback of 3m from the front lot line, to legally permit a projection of 3m up to 1.87m of the front lot line within the Residential First Density (R1) Zone.

The Chair opened the floor to comments by the owner. Mr. Serge Monette provided a summary of the requested relief. Mr. Monette stated that the porch was built to address safety concerns regarding falling ice and snow and that the structure was designed to maintain the style of the former church.

Following comments by the applicant, Ms. Maggie Yet, Planner 1, read a letter of support from Mr. Lonny Lytle, an adjacent neighbour, received by the Municipality following the posting of the agenda.

The Committee passed the following motion:

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lot 2 on Plan 842, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 490 River Road, Village of Appleton, to reduce the provisions for the projection of a covered porch from 2m (6.6ft) while maintaining a setback of 3m (9.8ft) from the front lot line, to legally permit an existing covered porch with a projection of 3m (9.8ft) maintaining a setback of 1.87m (6.1ft) to the front lot line, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted; and
2. That the owners obtain all required building permits.

CARRIED

3. **Application** **A-07-19**
Owner(s): Jennifer Zeitz
Legal Description: Plan 6262, Baird Section, Lot 15
Address: 66 Farm Street
Zoning: Residential Second Density (R2)

The owner is applying to expand a non-conforming addition at the rear of the existing dwelling located within the Residential Second Density (R2) Zone. The proposed addition would maintain the existing setback of 0m of the dwelling and addition from the side lot line and would expand further into the rear yard. The proposed expansion would contain an accessible washroom and a bedroom.

The Chair opened the floor to comments by the owner. Ms. Jennifer Zeitz provided a summary of the requested relief. Ms. Zeitz stated that the requested relief is necessary for foundation restoration and would allow expansion and renovation of the existing addition into an accessible washroom and bedroom for her family members.

The Committee passed the following motion:

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the lands legally described as Lot 15 in Baird Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 66 Farm Street, to reduce the minimum side yard setback from 1.2m (3.9ft) to 0m to expand on an existing non-conforming addition to the rear of the dwelling, subject to the following conditions:

1. That the Minor Variances are approved based on the plans submitted; and
2. That the owners obtain all required building permits.

CARRIED

3. **Application** **A-08-19**
Owner(s): Daniel Pike and Julie Henry
Legal Description: Concession 2, Part Lot11 being Parts 2 & 3 on Plan 27R10715
Address: 1165 Ramsay Concession 3
Zoning: Rural (RU)

The owners are requesting relief from the provisions of Zoning By-law #11-83 to legally permit the construction of an accessory detached garage prior to the construction of the principal residential dwelling and to permit a secondary dwelling unit within a detached garage, separate from the principal dwelling unit, in the Rural (RU) Zone.

The Chair opened the floor to comments by the owners. Mr. Daniel Pike provided a summary of the requested relief. Mr. Pike stated he is satisfied with the conditions of approval and explained that he had spoken with Mr. Paul Allen Smith, owner of an adjacent property on 1137 Ramsay Concession 3A, who had raised concerns in a written submission to the Municipality. Mr. Pike stated that Mr. Smith seemed to

be satisfied with the plans. However, Staff confirmed with the Committee that follow up comments had not been received from Mr. Smith.

The Committee passed the following motion:

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Concession 2, Part Lot 11 being Parts 3 and 4 on Plan 27R10715, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 1165 Ramsay Concession 3A, to permit construction of an accessory detached garage prior to the construction of the principal dwelling unit, and to permit a secondary dwelling unit within a detached garage, separate from the principal dwelling unit, subject to the following conditions:

1. That the Minor Variance are approved based on the plans submitted;
2. That the owners execute a Development Agreement with the Municipality within ninety (90) days inclusive of the following terms:
 - a) That building permit applications, fees and development charges for the permanent dwelling are filed with the Municipality within an established timeframe; and,
 - b) That a construction timeline for the permanent dwelling be established;
 - c) That specific terms regarding servicing of the primary and secondary dwelling units, and prescribed maximum size of the secondary dwelling unit to 40 percent of the total floor area of the principal dwelling be established;
3. That the owners obtain all required building permits for the accessory structure; and,
4. That the owners obtain clearance and acceptance from the Leeds Grenville and Lanark District Health Unit for a sewage system in accordance with the Ontario Building Code.

CARRIED

- | | |
|---------------------------|---|
| 4. Application | A-10-19 |
| Owner(s): | Brian Tuepah |
| Legal Description: | Concession 8, Lot 17 on Registeren Plan 27M22 |
| Address: | 154 Duncan Drive |
| Zoning: | Rural Residetial (RR) |

The owner is requesting relief from the minimum side yard provisions of Zoning By-law #11-83 to permit the extension of an existing attached garage in the Rural Residential (RR) Zone.

The Chair opened the floor to comments by the owner. Mr. Brian Tuepah provided a summary of the requested relief. Mr. Tuepah stated that there is an existing large paved driveway where the proposed garage would be located, and that he believed a garage would be of further use.

The Committee passed the following motion:

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lot 17 on Registered Plan 27M22 (Munro Meadows), Ramsay Ward, Municipality of Mississippi Mills, municipally

known as 154 Duncan Drive, to reduce the minimum required interior yard setback from 6m to 5.16m to legally permit the extension of an existing attached garage on a single-detached dwelling, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted; and,
2. That the owner obtains all required building permits.

CARRIED

5. Application **A-11-19**
Owner(s): Chris Harber and Lauren Eyre
Legal Description: Plan 6262, Cameron Section, Lots 34 & 35
Address: PIN 05088-0051
Zoning: Residential First Density (R1)

The owners are requesting relief from the minimum exterior side yard setback requirement from 4.5m (14.8ft) to 1.2m (3.9ft) for a proposed dwelling located within the Residential First Density (R1) Zone. The property abuts an unopened street allowance (Dunn Street). The proposed dwelling would be partially located within the 3:1 Stable Slope Hazard which is subject to approval by the Mississippi Valley Conservation Authority (MVCA).

The Chair opened the floor to comments by the owners. Mr. Chris Harber provided a summary of the requested relief and of his and Ms. Eyre's plans to build a single detached dwelling on the lot. Mr. Harber explained that the relief would allow plans to position the home in consideration of the narrow lot width.

The Chair asked Ms. Niki Dwyer, Director of Planning, to provide additional information regarding the unopened road allowance that abuts the exterior side yard of the property in question. Ms. Dwyer stated that the road allowance is unused and unopened, and is unlikely to be used as a road connection in the future.

The Committee passed the following motion:

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lots 34 and 35, Cameron Section on Plan 6262, Almonte Ward, Municipality of Mississippi Mills, also known as PIN 05088-0051 by the Land Registry, to reduce the minimum required exterior yard setback from 4.5m (14.8ft) to 1.2m (3.9ft) to legally permit the construction of a single-detached dwelling, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted;
2. That the Owners obtain clearance and all required permits from the Mississippi Valley Conservation Authority;
3. That the Owners obtain Site Plan approval for the proposed plans as submitted; and
4. That the owner obtains all required building permits.

CARRIED

6. Application **A-18-19**
Owner(s): David Merritt and Christine Cox
Legal Description: Plan 89, Lot 17
Address: 102 Morton Street

Zoning: Residential First Density (R1)

The owners are requesting relief from the minimum exterior side yard requirement from 4.5m (148ft) to 1.21m (4ft) to legally permit a below ground pool in the Residential First Density (R1) Zone.

The Chair opened the floor to comments by the owners. Mr. David Merritt provided a summary of the requested relief. Mr. Merritt stated his intention to build an in-ground pool. Mr. Merritt provided additional context for the requested relief, including that the pool was designed by a builder who was not aware that the Municipality has separate provisions for exterior and interior side yard setbacks.

The Chair opened the floor to comments by the public. Mr. Maynard raised concerns that the application did not meet the four tests of a minor variance and that the application would set a precedent. The Chair responded that, in her opinion, official plans are general in scope and do not provide specific policies regarding accessory uses. Ms. Dwyer responded a pool is a land use and an activity; as an activity, the application is permitted under the Municipality's Pool By-law, and as a land use, the requested relief meets the general intent of uses under the Zoning By-law. Ms. Dwyer noted that the requested relief is considered minor quantitatively and qualitatively, and would have minimal impact on adjacent properties. Further, Ms. Dwyer noted the application would not set a precedent as each application is judged based on its individual merits. Stacey Blair, member of the Committee, commented that she had initial concerns about safety, however, that these concerns were addressed by the owner and that the requested relief does not impact the intent of an exterior side yard.

A member of the public who did not identify herself, inquired if anyone in the neighbourhood had objected to the application. Ms. Yet responded that Staff had not received any comments in regards to the application.

The Committee passed the following motion:

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lot 17 on Plan 89, Almonte Ward, Municipality of Mississippi Mills, also known municipally as 102 Morton Street, to reduce the minimum required exterior yard setback from 4.5m (14.8ft) to 1.21m (4ft) to legally permit a below ground pool, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted; and,
2. That the owner obtains all required building permits; and,
3. That the owners screen the pool from the front yard in the same opaque cedar fence used on the side yards.

CARRIED

- | | |
|---------------------------|--------------------------------|
| 7. Application | A-19-19 |
| Owner(s): | Darren McDougall |
| Legal Description: | Plan 6262, Lot 92 |
| Address: | 134 Brookdale Avenue |
| Zoning: | Residential First Density (R1) |

The owner is requesting relief from the maximum permitted size of an accessory structure from 55m² to 66.89m² to legally permit a detached garage within the Residential First Density (R1) Zone.

The Chair opened the floor to comments by the owner. Mr. Darren McDougall was not in attendance. Ms. Yet provided a summary of the application and acknowledged the concerns of an adjacent property owner regarding the slope between the two properties. Ms. Yet stated that following consultation with the Director of Planning, the Chief Building Official and the Public Works department, it was determined the issue is a civil issue as the Municipality does not have a by-law or other means to mediate or resolve the matter.

The Chair opened the floor to comments by the public. Mr. Maynard sought clarification on the language of the Zoning By-law provision. Ms. Yet stated that the language regarding the size accessory structures in the Zoning By-law does not provide direction on which provision to apply when a proposal meets one but not all the given provisions, however, that it is the practice of Staff to enforce the more restrictive provision.

Mr. Anton Pelteshki, owner of an adjacent property on 5545 Martin Street N., raised his concerns regarding the increase of 20 percent of the maximum allowed size, constituting 12 square metres which would extend the length 2 metres towards the rear of the property where a slope is located and that he believed that removal of existing vegetation and construction of the garage would place the stability of the slope at risk.

The Chair asked Staff if slope stability has been examined at the site. Ms. Dwyer explained that Staff spoke to Public Works who had completed infrastructure extension in the neighbourhood and it was understood that the bedrock in the area is high and that the soil type is not the type to be subject to slope stability issues, however as the lands are private, the information could not be verified. Ms. Dwyer added that there is the possibility for the owner of the subject application to obtain a geotechnical opinion letter regarding the slope. Ms. Blair suggested requiring Site Plan Agreement if a geotechnical opinion letter provides recommendations to improve slope stability. The Chair confirmed with Mr. Pelteshki if this would satisfy his concerns, to which Mr. Pelteshki responded in the affirmative. Following, Ms. Dwyer proceeded to clarify with the Committee the terms of the condition for Site Plan Agreement.

The Committee passed the following motion:

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Plan 6262, Lot 92, Almonte Ward, Municipality of Mississippi Mills, municipally known as 134 Brookdale Avenue, to legally permit the construction of a detached garage with an area of 66.9m², which exceeds the maximum cumulative floor area of 55m² but meets the maximum lot coverage of 50% of the yard in which it is located, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted; and
2. That the owners execute a Development Agreement with the Municipality within ninety (90) days inclusive of the following terms:

- a) That no additional accessory structures may be constructed or exist on the lot simultaneously with the proposed detached garage; and
- 3. That the owner obtains all required building permits; and
- 4. That the owner obtain a geotechnical opinion letter by a qualified engineer;
 - a) And that, if mitigating measures are recommended by the geotechnical opinion letter that the applicant undertake a Site Plan Control Agreement with the Municipality to specify those measures prescribed.

CARRIED

8. Application	A-05-19
Owner(s):	Joe Pert
Legal Description:	Plan 6262, Coleman Island's Section, Parts 39 and 48 being Part 1 on Plan 27R2017
Address:	69 Mary Street
Zoning:	Residential Third Density (R3)

The owner is requesting relief from the minimum exterior side yard setback within the Residential Third Density (R3) Zone from 6m (19ft) to 4.5m (14.8ft) and the minimum dwelling unit area from 46m² (495ft²) to 41.8m² (449.9ft²) to permit the conversion of a basement suite to an accessory apartment. The conversion would include the addition of a side yard entrance to the proposed accessory apartment. The side yard entrance would encroach into the minimum exterior side yard setback by 1.5m and increase the footprint of the building by 6.57m². Additionally, the conversion of the basement suite to an accessory unit would fall short of the required 46m² minimum dwelling unit area requirement by 4.2m² (45.2ft²).

The Chair opened the floor to comments by the owner. Mr. Joe Pert provided a summary of the requested relief and stated his rationale for building an affordable housing unit based on personal experiences. Mr. Pert outlined concerns of a written letter sent by Mr. Rick Udall, Ms. June Udall and Ms. Joanne Neil of 67 and 65 Mary Street to the Municipality and provided his response to the stated concerns.

The Chair opened the floor to comments by the public. Ms. Honor Bolger commented on the notification process for the public hearing and stated that she believed the specific circumstances of Coleman Island warrants the notification of all residents. The Chair asked Ms. Dwyer to clarify the Municipality's notification process for Minor Variance applications. Ms. Dwyer responded that the Municipality's notification procedures are in accordance with the requirements of the *Planning Act*.

Mr. Udall stated his concerns which include impacts to the neighbourhood demographic, the size of the unit, and that the proposed changes violate the Party Wall Agreement between property owners of 69, 67, 65 and 63 Mary Street. The Chair stated that the Party Wall Agreement is a civil matter and is not taken into consideration by the Committee of Adjustment. Mr. Udall continued and raised concerns regarding parking, emergency vehicle access to the street and access to the fire hydrant. Ms. Yet responded that the application was circulated to the Fire Chief for comment and that none were received. Ms. Yet additionally noted that any parking or driveway access is required to maintain a 3m radius from the fire hydrant located on the property.

Mr. Maynard commented in support of the application.

Ms. Joanne Neil asked questions regarding the placement and sharing of utilities and raised her concerns regarding water servicing. The Chair responded that the placement of utilities within a dwelling is subject to the Ontario Building Code and that the Public Works department raised no concerns regarding servicing.

Ms. Bolger asked questions pertaining to the circulation of the notice and the consideration of comments and concerns of the public. Ms. Blair responded and noted that the application is not related to a change in land use but intensification of the subject lands. Ms. Blair noted that parking issues on Coleman Island should be brought to Council and is not an issue related to the application at hand. Ms. Blair offered that the addition of one dwelling unit would have minimal impacts on parking and further, that the issue of parking related to the unit is unknown, considering the unit has not yet been rented to a tenant. Ms. Blair voiced support of the application in relation to the Provincial Policy Statement which encourages intensification and affordable housing. Councillor Cynthia Guerard commented that three-quarters of downtown Almonte has no parking as a comparison and supported the need for affordable housing options. Ms. Pert commented that the unit and affordable housing in general provides housing options for the aging population, youth and families with children.

Ms. Dwyer outlined procedures to submit an appeal to the Land Planning Appeal Tribunal following the notice of decision. Ms. Dwyer noted that appeals must be based on legitimate planning issues.

The Committee passed the following motion:

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Plan 6262, Coleman Island's Section, Parts 39 and 48 being Part 1 on Plan 27R2017, Almonte Ward, Municipality of Mississippi Mills, municipally known as 69 Mary Street, to reduce the minimum exterior side yard setback from 6m (19ft) to 4.5m (14.8ft) and the minimum dwelling unit area from 46m² (495ft²) to 41.8m² (449.9ft²) to permit the conversion of a basement suite to an accessory apartment, subject to the following conditions:

1. That the Minor Variance is approved based on the plans submitted; and
2. That the owners obtain all required building permits.

CARRIED

G. ANNOUNCEMENTS

None

H. ADJOURNMENT

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the meeting be adjourned at 7:28 p.m. as there is no further business before the committee.

CARRIED



Maggie Yet, Recording Secretary

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

**Friday, August 16, 2019 @ 2:00 P.M.
Ramsay Room, Municipal Office**

PRESENT: Michael Rikley-Lancaster, Chair
David Thomson
Stephen Brathwaite
Councillor Jan Maydan
Sarah More

ABSENT: Judith Marsh, with regrets
Sandra Moore, with regrets
Janet Carlile, with regrets

STAFF: Roxanne Sweeney, Recording Secretary

The meeting was called to order at 200 p.m.

A. APPROVAL OF AGENDA

Moved by Stephen Brathwaite

Seconded by David Thomson

THAT the Agenda dated August 16, 2019 be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. APPROVAL OF MINUTES

Moved by Stephen Brathwaite

Seconded by David Thomson

THAT the Minutes dated June 25, 2019 be accepted as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS

Paul and Catherine Cadieux discussed the replacement of upper windows at 77 Little Bridge Street.

Moved by Stephen Brathwaite

Seconded by David Thomson

Recommendation to Council to approve the installation of vinyl arch windows at 77 Little Bridge Street as presented to the Heritage Committee.

CARRIED

E. NEW BUSINESS

1. R. Tait McKenzie sculpture at Almonte Old Town Hall

Moved by Councillor Jan Maydan

Seconded by David Thomson

Recommendation to Council that the R. Tait McKenzie sculpture be mounted on the Old Town Hall at the base of the tower, on the façade of the building closet to the cenotaph.

CARRIED

2. Replacement of fence railing at 53 Main Street West
Received for information.

F. INFO/CORRESPONDENCE

G. BUSINESS ARISING FROM MINUTES

H. ANNOUNCEMENT

Next meeting: Date to be determined.

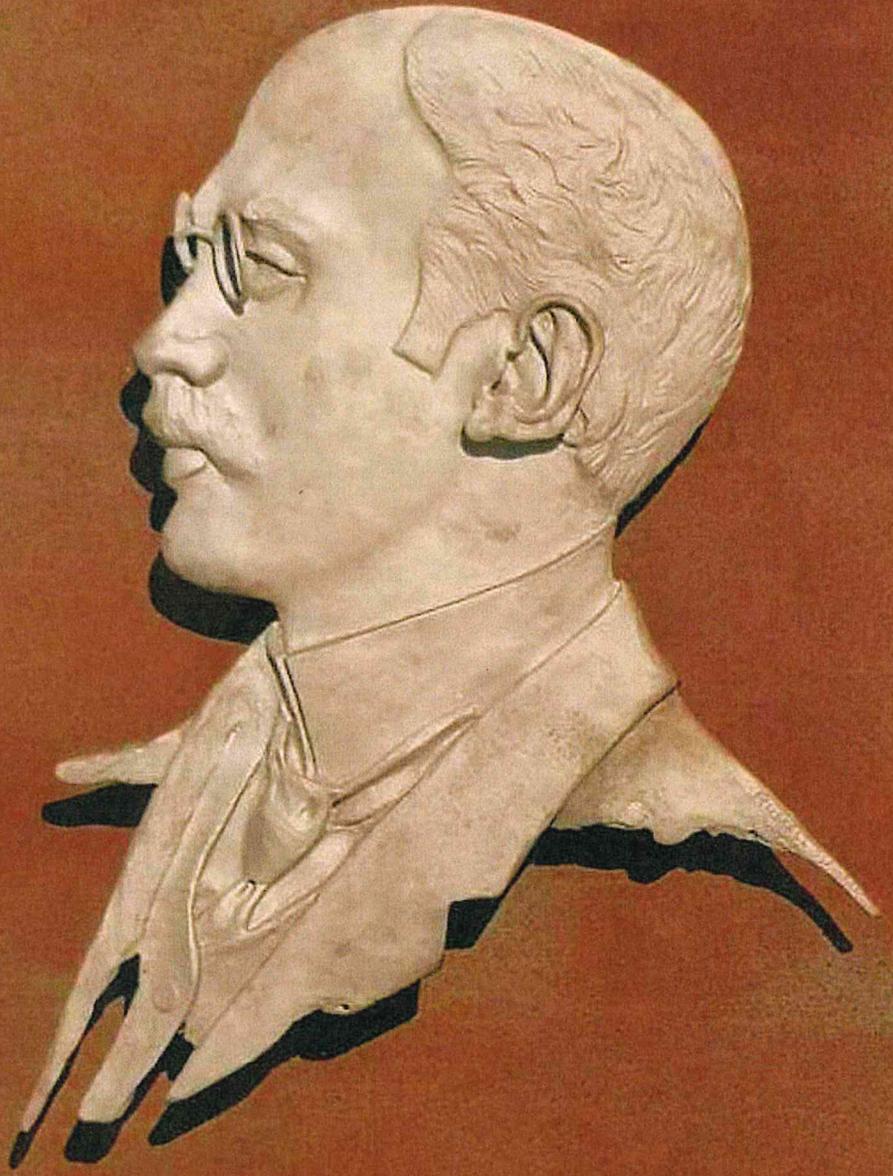
I. ADJOURNMENT

Moved by Stephen Brathwaite

THAT there being no further business before the Committee, the meeting adjourned at 2:15 p.m.

CARRIED

Roxanne Sweeney, Recording Secretary



Dr. Carl Beckwith

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: **Site Plan Control – Diotte
Lot 44 and 62 on PLAN 550
Ramsay Ward, Municipality of Mississippi Mills
Roll: 0931-929-025-23700-0000**

OWNER/APPLICANT: Wayne and Avalyne Diotte

RECOMMENDATION:

That Council approve the site plans for the property known municipally as 131 Norway Street, in the Village of Blakeney;

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

SITE PLAN CONTROL APPLICATION SUMMARY

The owners have filed a Site Plan Control application for the construction of a single detached dwelling on the property known as 131 Norway Street in the Village of Blakeney. The property is presently occupied by an un-serviced seasonal cottage residence. The proposed construction will be subject to the development provisions of the Residential First Density (R1) Zone and will be serviced by private well and septic.

LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA

The subject lands are located on the west side of Norway Street, at the intersection of Norway and St. Ives Street in the Village of Blakeney, Ramsay Ward. The lands are legally described as Lots 44 and 62 on Plan 550 (the original Village plan of subdivision). The lot is approximately 1052m² (0.1ha) with a frontage of 36.5m on Norway Street. The frontage of Norway Street is a private road (turning into Patrick Lane) which has provided access to 3 properties. The Community Official Plan designates that land as “Rural Settlement Area and Hamlet”.

Figure 1 – Site Location



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Rural Settlement Area and Village” in the local Community Official Plan, which is intended to preserve the character and identity of the individual villages and settlements within the wider Mississippi Mills community. Permitted uses within the designation recognize that there should be a mix of low density residential, local commercial, institutional and community facilities within each of the settlement areas in an effort to preserve the vitality and attractiveness of the Village as a place to live and play. New development should seek to fulfill the following objectives:

Objectives

1. *Ensure that the established pattern of development is continued.*
2. *Enhance or encourage a focal point for each settlement area.*
3. *Encourage good pedestrian access and public interaction spaces.*
4. *Promote the natural and heritage attributes as an integral part of the community.*

In particular the Policy notes that new development or redevelopment shall demonstrate adequate water supply and sewage disposal facilities to support the intended use. The present uses of the land have involved an un-serviced seasonal residence. The new proposal will see the addition of a well and septic on the site and are pending approval by the Leeds Grenville and Lanark District Health Unit.

Figure 2 – Community Official Plan Designation



The site is also subject to an identified “Erosion Hazard Line” related to the adjacent Mississippi River (*Policy 3.1.3.2.1*). As a result, the proposed dwelling has been reviewed through a *Geotechnical Slope Stability* report provided by Paterson Group, which has sought to locate the building envelope as far from the existing erosion hazard line as possible and has supported the slope stability of the building envelope proposed. As a result, the proposal has demonstrated compliance with the general policy of

development adjacent to erosion hazards to the satisfaction of the Municipality and the Conservation Authority.

Figure 3 – 1m Contour Lines



Finally, as any infill development within an urban or rural “Settlement Area”, the site is subject to the Rural Settlement Areas and Village Design Guidelines of the Plan. However, the design guidelines apply principally to the consideration of the expansion of the village boundary. In general the Policy suggests that new development (“expansion”) should focus on neat order of the village’s streetscapes without requiring “identical design”; the use of human proportions through the consideration of reduced front yard setbacks; the encouragement of a range of housing sizes and types mingled throughout the community; and a general complimentary style of housing within the natural environment (*Policy 4.2.5*). The architectural identity of the dwelling will be explored in more detail in the “Design Guideline Review” to follow.

ZONING BY-LAW

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

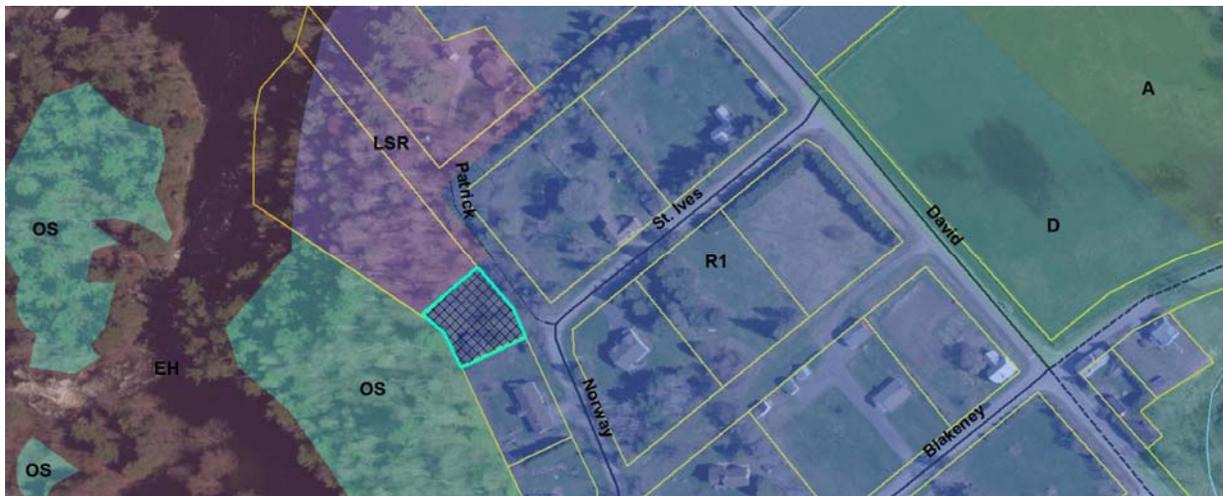
Development Standard	R1 Provisions	Proposed
Lot Area, min. (m ²)	2000	1052
Lot Frontage, min. (m)	30	36.5
Front Yard, min. (m)	7.5	7.53
Side Yard, min. (m)	3	3.0/17.24
Rear Yard, min. (m)	10	13.33
Building Height, max. (m)	9	8.5

Lot Coverage, max. (%)	30	8
Dwelling Unit Area, min. (m ²)	75	173

With the exception of the minimum required lot area, the proposal has satisfied all of the provisions of the R1 Zone for properties without municipal water and sewer access. The reduced lot area required is considered to be “grandfathered” (Non-conforming) in accordance with Section 6.9 “Lots Having Less Area and/or Frontage”:

- (1) *Where a lot having a lesser lot area, lot depth and/or lot frontage than that required wherein is held under distinct and separate ownership from abutting lots as shown by a registered conveyance in the records of the Registry or Land Titles Office at the date of the passing of this By-law, or where such a lot is created as a result of any expropriation or dedication*
- (2) *required for site plan approval, such smaller lot may be used and a building or structure may be erected, altered or used on such smaller lot, provided that all other requirements of this By-law are met.*

FIGURE 4 – ZONING BYLAW SCHEDULE



REVIEW

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

INTERNAL CIRCULATION

- Acting CAO:** No concerns or objections.
- Chief Building Official:** No concerns or objections
- Director of Roads and Public Works:** Grading and drainage plans approved, note that “Norway Street” is a private road at this point.
- Fire Chief :** No concerns or objections.
- Recreation Coordinator:** No concerns or objections.

EXTERNAL AGENCY CIRCULATION:

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

LGL Health Unit: Inspections and Permits Pending.

Mississippi Valley Conservation Authority: Appended to Report.

Parking

The Zoning By-law requires one (1) parking space for the development. Adequate parking has been provided in an attached garage for up to 1 vehicle plus a driveway for 1 additional space. As such the application meets the minimum parking requirements of the Zoning Bylaw.

Servicing and Grading

The Department of Roads and Public Works has reviewed the submitted documents for the Site Plan Control Application and has signed off on the final submitted plans.

Landscaping

The landscape of the site is covered by several large and mature trees along the rear and northern interior property lines. The construction should not result in the degradation or removal of the vegetation from the site. An additional tree will also be planted in the rear yard closer to the dwelling but sufficiently away from services following construction.

Building Configuration/Façade

The proposed infill is a modern and unconventional development by Blakeney standards. The construction features an asymmetrical façade with large vertically prominent features which adds presence to the two-storey configuration of the dwelling.

The majority of windows on the dwelling are located on the rear of the dwelling overlooking the ravine and Mississippi River and providing enhanced solar gain to the property. The rear of the dwelling also features a large rooftop terrace which provides enhanced private amenity space for residence overlooking the nature landscape.

Due to the grading of the site, the dwelling also features a slight “raised basement” in the rear as the topography slopes away from the street, giving the appearance of the dwelling being built into the hillside.

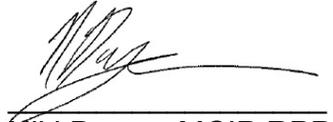
The modern contrasting design is softened in the treed landscape through the use of a natural and neutral colour pallet.

The designer has demonstrated that the proposed construction complies with the general provisions of the Municipality’s Design Guidelines, while simultaneously developing a landmark within the Village.

CONCLUSION

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

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP
Director of Planning

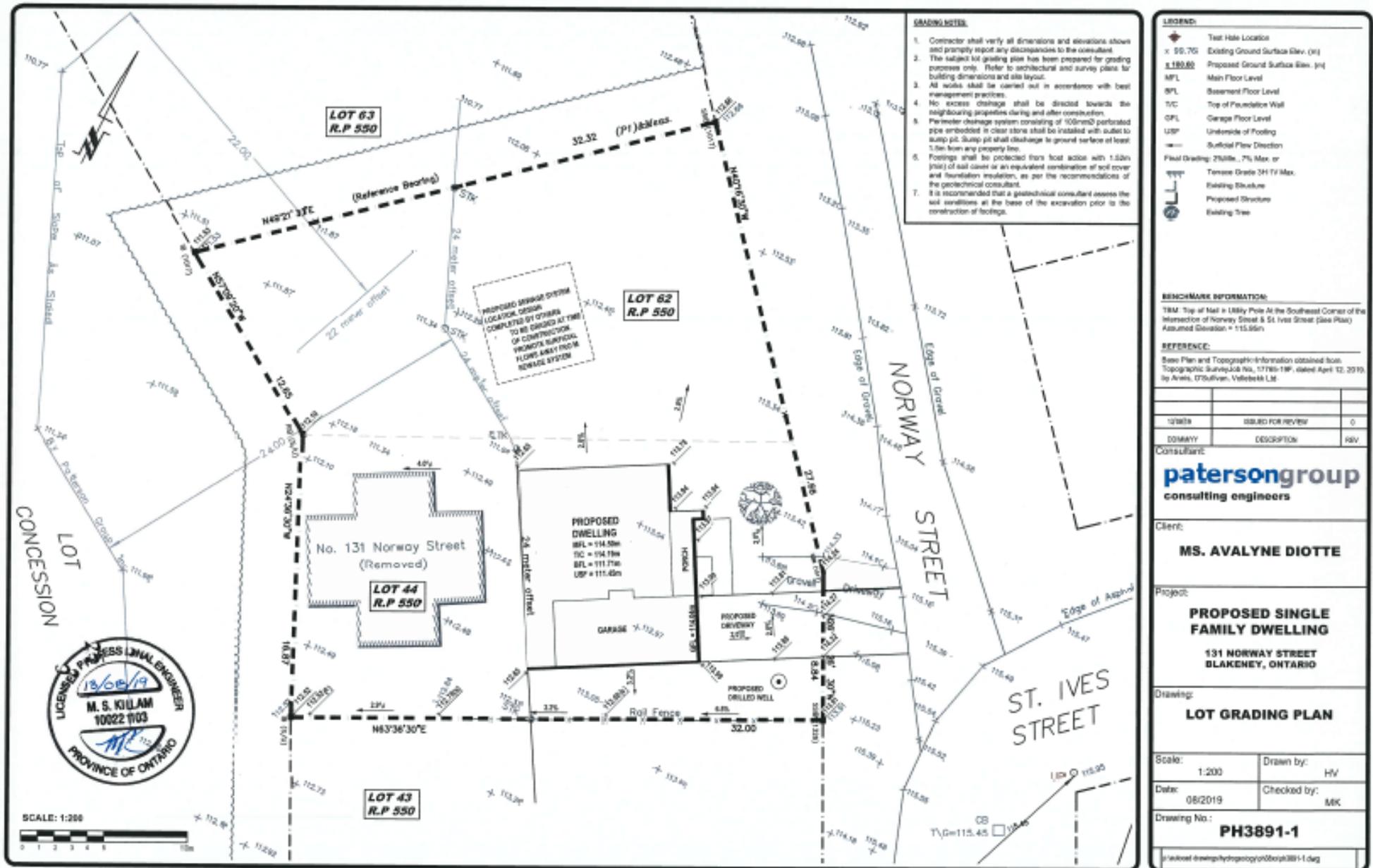


Ken Kelly,
Chief Administrative Officer

Attachments:

Schedule A – Site and Servicing Plan
Schedule B – Elevations
Schedule C – MVCA Comments

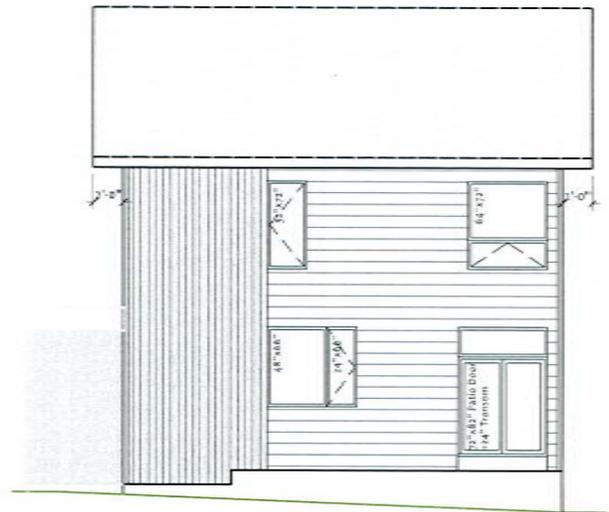
Schedule A – Site and Servicing Plan



Schedule B – Elevations



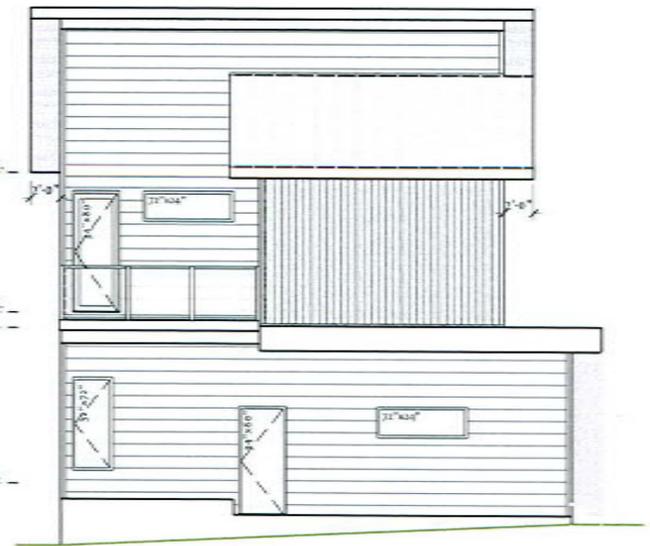
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: ZONING BY-LAW AMENDMENT Z-10-19
Part of Lot 23, Concession 5, being Part 1 27R-9280
Pakenham Ward, Municipality of Mississippi Mills

KNOWN AS: 154 McManus Side Road, Pakenham Ward
OWNER: Liisa and Ron Threader

RECOMMENDATION:

THAT Council approve the Zoning By-law Amendment to change the zoning on the lands known Municipally as 154 McManus Side Road, Pakenham Ward, Municipality of Mississippi Mills from “Rural” (RU) to “Limited Service Residential” (LSR).

BACKGROUND:

The owners of the property have recently elected to divest of the property known as 154 McManus Side Road and have listed the property for sale. The property is presently occupied by a riding ring and horse barn, but the owners have noted that perspective purchasers are also interested in the potential to build a residence on the property. In order to ensure that a future buyer can legally build a residence on the lands, the owners have decided to pursue a Zoning Amendment to recognize residential development potential on the lands.

While the property is entitled to be used for a “single detached dwelling” under the Rural Zoning permissions, the status of McManus Side Road has left the property without open and maintained access to a municipal right-of-way. As a result, Section 6.7 of the Zoning Bylaw applies which restricts development on properties without open and maintained frontage on a right-of-way and requires the properties be zoned as “Limited Service Residential”.

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Rural” (RU) to Limited Service Residential (LSR) in order to permit the construction of a single detached dwelling and agricultural uses. The property is presently occupied by two agricultural buildings; a horse stable and a riding ring. The land is located on the east

side of McManus Side Road, approximately 1.7km south of Campbell Side Road in Pakenham Ward.

DESCRIPTION OF SUBJECT LANDS

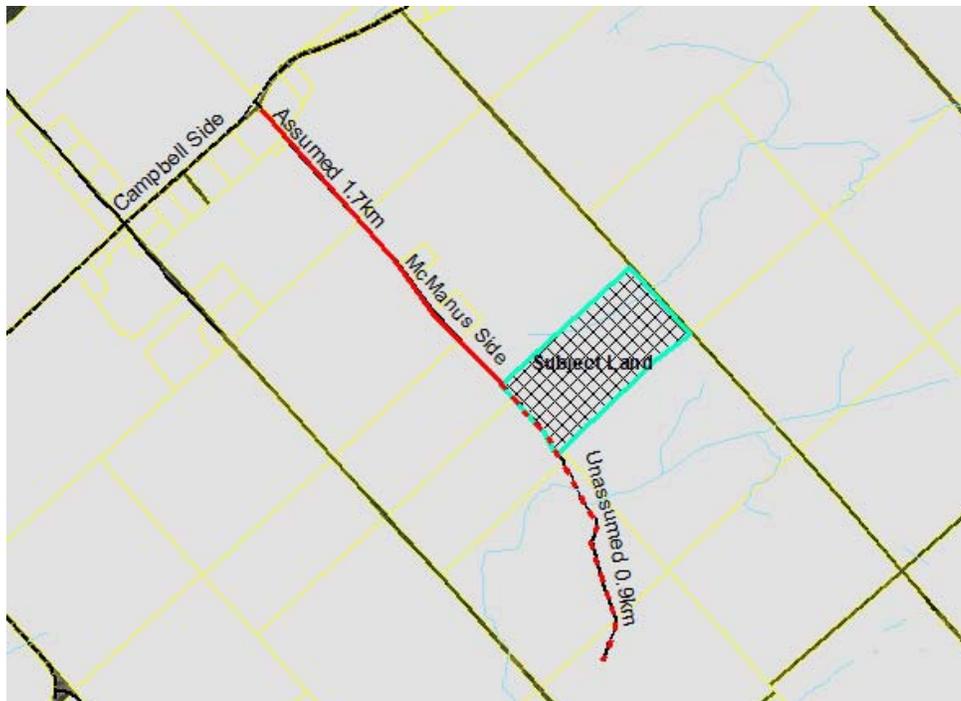
The subject land is known as Part 1 on Reference Plan 27R-9280, and represents an approximate area of 23.5 ha. The property has 350m of frontage on McManus Side Road, a forced road which while maintained by the Municipality has not been deeded to the municipality as a road allowance for assumption into the municipal road system. The portion of McManus Side Road located in front of the subject land is considered to be a forced road. The most northern part of McManus Side Road (approximately 1.7km) was transferred to the Municipality for assumption in 2019, however this transfer did not encompass the entire length of the road which deadends approximately 2.6km south of Campbell Side Road.

The subject land is surrounded by similarly designated Rural land with mixed rural-residential and rural-agricultural uses.

SERVICING & INFRASTRUCTURE

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

As discussed, the property is provided frontage on McManus Side Road which has been maintained (garbage pickup, plowing, gravel maintenance) by the Municipality prior to amalgamation. However, the nature of the forced road means that the Municipality does not own or hold title to a road allowance which is required to pass a bylaw establishing the road as a public highway. This requirement for the passing of a bylaw to assume the road was introduced into the Municipal Act in 2001.



COMMENTS

FROM INTERNAL CIRCULATION

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

CAO: No comments received.

Clerk: No comments received.

CBO: No concerns or objections.

Fire Chief: No concerns or objections.

Director of Roads and Public Works: The department desires to secure ownership of the forced road in its entirety.

Recreation Coordinator: No concerns or objections.

FROM EXTERNAL AGENCY CIRCULATION

Mississippi Valley Conservation Authority has indicated that they have no objections or concerns with the application at this time. LGLD Health Unit has indicated that prior to development an application and permit for septic installation will be required. Enbridge Gas has also confirmed no objections to the application.

FROM THE PUBLIC

The Municipality held a Public Meeting on June 4th, 2019 to provide an opportunity for the public to comment on the application. During the Public Meeting, statements were made regarding the location of the site in relation to Ecoregion 6E and the prohibition of development on the site as a result of PPS 2.1.8 which he quoted as reading:

“Development and site alteration shall not be permitted on adjacent lands to the natural heritage features ...”

The statement was incorrect in identifying the lands within Ecoregion 6E, as they are in fact located in Ecoregion 5E. Additionally, the statement did not consider the entirety of the language of Policy 2.1.8 which reads as:

“Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

The second part of the policy becomes crucial to interpreting the policy, as it contemplates that development may in fact be permissible where it can be demonstrated that no adverse impact on the ecological or hydrologic functions of the Provincially Significant Wetlands. This level of review would be subject to further investigation by staff as a meaningful development plan was proposed (ie the proposed location and scale of a dwelling). However given the surplus of land available for development outside of the “adjacent lands” and the existing development occurring between the wetland and any proposed new building envelope (ie. McManus Side Road, cleared agricultural lands and the riding ring) staff are satisfied that there is limited potential for the Zoning Amendment to create additional negative impacts on the function of the wetland.

Staff have also received one inquiry from an adjacent property owner wishing to confirm the status of the road frontage impacting their own property. Staff confirmed that the property owner had no objection to the proposed application and was simply seeking information related to their own property.

EVALUATION

PROVINCIAL POLICY STATEMENT (PPS), 2014

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the Planning Act, R.S.O. 1990, all planning decisions must be consistent with the PPS.

In general the PPS provides that development and land use patterns shall achieve sustainability by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs; [Policy 1.1.1]*

Furthermore, specific to “Rural Areas”, the PPS proceeds to support development which:

- a) Build[s] on rural character, and leverag[es] rural amenities and assets;*
- e) us[es] rural infrastructure and public service facilities efficiently [Policy 1.1.4.1]*

While it is typically not considered a supported practice to allow for extensive development on roads which are not considered to be municipally owned and operated assets, McManus Side Road is a unique case as it is already operated and serviced as a municipal road. The proposed change of use will not unduly impact the efficiency of providing services by the Municipality. It can also be put forth that the proposed development is representative of “rounding out” and “infilling” in the rural lands in a limited scale. The additional identification of the developed land as “Limited Service Residential” in the Zoning Bylaw also fulfills *Policy 1.1.5.4* which identifies that there should be an acceptance of compatibility with the appropriate and sustainable “rural service levels” that can be justified in the community.

COMMUNITY OFFICIAL PLAN (COP)

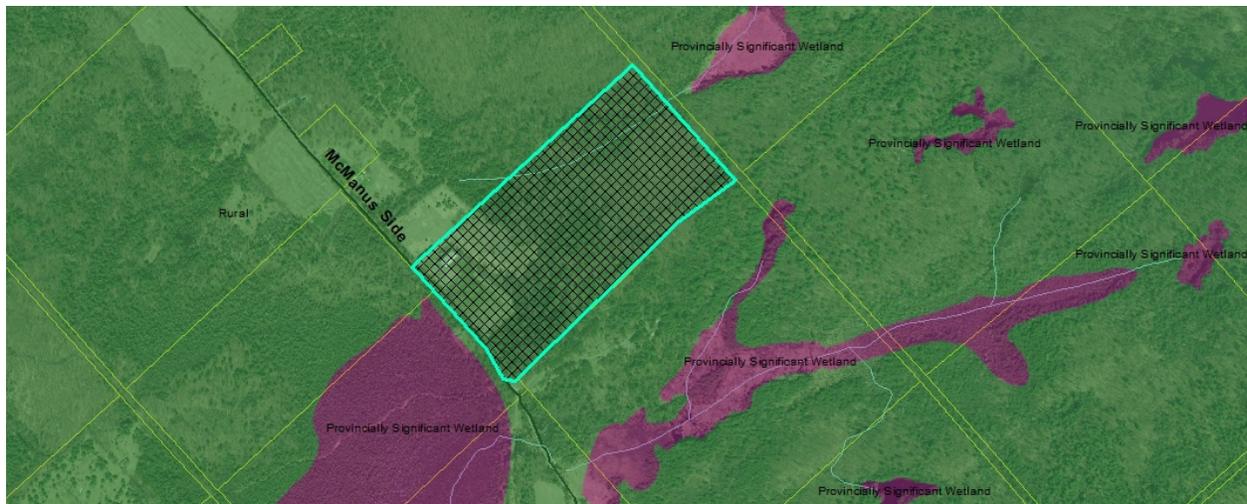
Schedule B of the Official Plan identifies the subject lands as “Rural”. The designation is intended to recognize traditional rural uses of the land; notably being agricultural uses, forestry, rural recreation and aggregate operations. Some rural non-farm residential uses are considered as a secondary use where it can be demonstrated that the use is compatible with the more traditional land uses in the area.

Residential uses are permitted in two forms:

- (vi) residential dwellings which are accessory to an **agricultural use**, including additional dwellings for farm help or retiring farmers; and,
- (vii) non-farm residential dwellings and accessory uses, including garden suites (Section 3.6.13 of the Plan), home-based businesses (Section 3.6.11 of the Plan), group homes (Section 3.6.12 of the Plan) and bed and breakfast establishments (Section 3.6.10 of the Plan), as defined in the Residential section of this Plan. (Policy 3.3.2)

During more detailed site review of a residential development on the subject property, special consideration should be given to the visual impacts of the development on surrounding rural character. This shall be articulated in more detail in the Zoning Bylaw, but generally development should be designed in such a way to take advantage of existing topography, trees, fence lines and other existing features of the site (Policy 3.3.5).

Agricultural uses are permitted and strongly encouraged within the designation and include an array of specific uses including: growing of crops, raising of livestock, and any associated farm buildings and structures therein. Agriculturally related businesses and services (ie. Equestrian riding rings) or agriculturally related tourist commercial uses may also be recognized in the designation provided they are recognized in specific zoning categories (Policy 3.3.2).



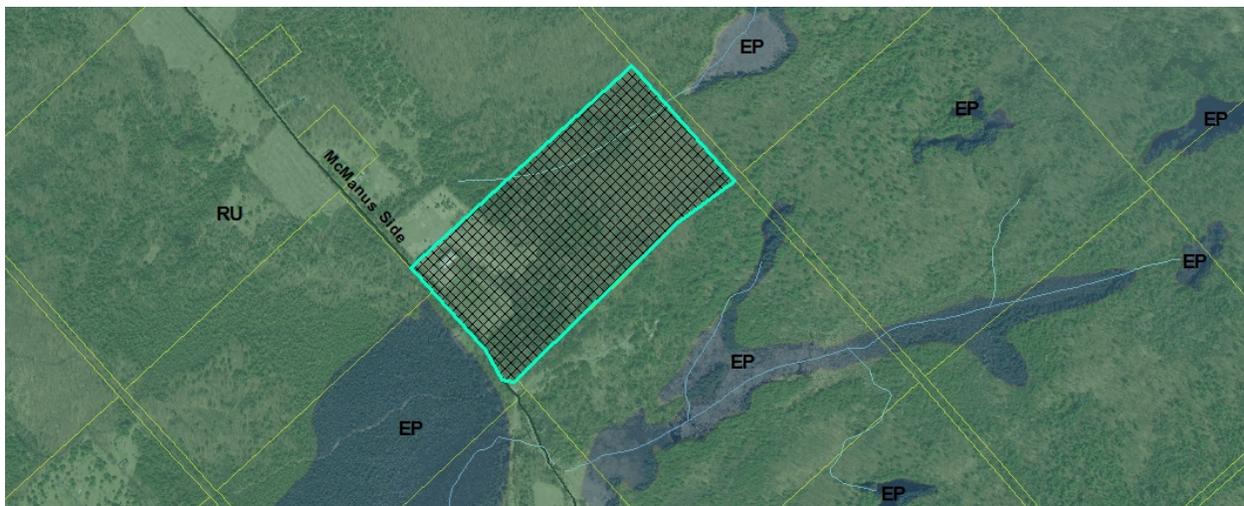
It is noted that the property is located within the 120m influence area of the Provincially Significant Wetlands adjacent to the site. While this is not a consideration that impacts the zoning amendment proposed at the present time, it will have an impact on the siting of a dwelling or new structure in the future. Should a perspective owner wish to construct a dwelling within the buffer lands, an Environmental Impact Statement will be required to assess potential impacts. Alternatively a new dwelling could be located outside of the buffer area without further need for analysis.



ZONING BY-LAW #11-83

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

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



However, the Zoning Bylaw specifically requires that development occurs “on a road which is an improved road and is part of the Corporation’s approved road system” (Section 6.7). Where lots are not accessible via an improved public road, Council may choose to designate the property as Limited Service Residential (LSR). In this case, while McManus Side Road is a maintained road, it has not been accepted into the approved road system by bylaw. The road continues to be owned by each of the abutting properties along the un-assumed section of the road.

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

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

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

As McManus Side Road is currently enjoying the privileges of a “maintained” Municipal road these reduced service levels will not be impactful to any new development at the present time. However, if at some point in the future the Municipality is barred from access to the road, the potential for reduced service would be a possibility. While this scenario may seem remote at this time, the only way to provide assurance to the property owners, inhabitants and the Municipality alike that service may not change would be to assume the road by dedication by all property owners. This is an onerous and costly task as there are 6 property owners of the remaining un-assumed forced road. As the subject land is presently on the market for sale, the owners have elected to pursue a Zoning Amendment application to secure residential development rights on the property rather than attempt to coordinate a joint transfer of land from the collective owners.

Staff note that McManus Side Road is occupied by twelve properties, of which six have residential dwellings on them. The age of the dwellings range from 1875-1992, with one dwelling built as late as 2005. The first five dwellings would have been constructed prior to the 2001 Municipal Act amendment requiring the assumption of the forced road.

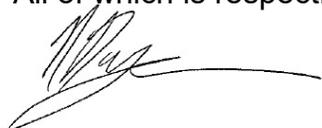
SUMMARY:

Having reviewed and assessed the proposed Zoning Amendment application, staff are satisfied that the proposals complies with the provisions of the Provincial Policy Statement 2014, conforms to the policies of the Community Official Plan and satisfies the sections of the Municipal Zoning Bylaw #11-83.

The Public Works Director has indicated that it is preferable to acquire the road allowance land wherever feasible. In discussions with the owners of the property it has been mutually agreed that the allowance will be surveyed and deeded to the Municipality for assumption. While this action advances the Municipality’s prerogative to eventually acquire the entirety of the road allowance, it only provides a small piece of the necessary land and as a result the Limited Service Residential Zoning is still required to recognize development on the site.

As there are no outstanding objections or public comments with respect to the public interest issues associated with the application, staff are satisfied with the approval of the application as requested.

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP MA BES
Director of Planning

Ken Kelly
Chief Administrative Officer

ATTACHMENTS:

Appendix A – Aerial Photo and Map

Appendix B – Limited Service Residential Zone Provisions

APPENDIX A

Aerial Photo (2014)



APPENDIX B

SECTION 18 –LIMITED SERVICE RESIDENTIAL (LSR) ZONE

PURPOSE OF THE ZONE

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

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

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

18.1 USES PERMITTED

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

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

18.2 ZONE PROVISIONS

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

PROVISIONS

Minimum lot area	4000 m2 (43,055.6 ft2)
Minimum lot frontage	60 m (98.4 ft)
Minimum front yard	7.5 m (24.6 ft)
Minimum exterior side yard	7.5 m (24.6 ft)
Minimum side yard	3 m (9.8 ft)
Minimum rear yard	7.5 m (24.6 ft)
Minimum floor area	75 m2 (807 ft2)
Maximum building height	11 m (36.1 ft)
Maximum lot coverage	15 %

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: **2020 Budget Guidelines**

RECOMMENDATION:

THAT Council direct staff to adhere to the Long Range Financial Plan for the development of the draft 2020 budget.

BACKGROUND

The draft 2020 budget has been circulated to Staff to begin working on. The first 2020 budget meeting with Council is scheduled for October 22, 2019.

The Long Term Financial Plan (LTFP) was to be updated in 2019 however this has not yet been completed because a strategic/financial direction has not yet been provided by Council. Updating the plan is a considerable amount of work and requires Council input prior to drafting to ensure the targets of taxation, debt, reserves, projects, programs, etc. are incorporated into the plan.

DISCUSSION

I am looking for direction and input with regard to taxation, long term financing, reserve levels and projects/programs prior to completing the first draft of the 2020 budget.

- 1) **Taxation**-What tax revenue increase, if any, is appropriate for 2020? The current LTFP indicates 2.5% tax revenue increase (the same as 2019). Does Council agree with this target? After considering growth, it is hoped that the tax revenue increase that affects the existing tax base will be lower. It is recommended to have a tax increase at least equal to the cost of living (inflation) as many municipal expenses increase annually by this amount. If there is no taxation increase to cover operating expense changes then the taxation funding available for capital replacement and rehabilitation will be eroded and is essentially a tax cut. Also eroded is the

ability to set funds aside into reserves for future capital requirements. Should operating efficiencies, resulting in reduced operating costs be found, then additional funds can be applied to the capital program or allocated to reserves.

Trend data for cost of living for all goods and services and for non-residential construction (capital projects):

Year	CPI (cost of living or consumer price index) for the Ottawa Area for all goods and services	Construction Price Index for the Ottawa Area
2018	2.5%	6.8%
2017	1.4%	2.95%
2016	1.3%	1.1%

- 2) **Long term financing**-The existing LTFP does not include any new long term financing after 2018 (this does not extend water and sewer). Does Council wish to consider long term financing for larger projects such as buildings, bridges and vehicles that are long lived assets similar to what has been done in the past? Debt is a capital funding tool that spreads the cost of assets with long lives over a number of years so that those benefiting from the use of the assets are the ones paying for it. Interest rates have been on the rise, although are still at relatively low levels when compared to historical rates.

Included in the 2018 audited financial statements are financial indicators with regard to long term debt for the years 2014-2018 as follows:

Financial Indicator	2018	2017	2016	2015	2014
Debt per household	\$2,929	\$2,767	\$2,742	\$2,732	\$2,961
Debt to capital assets	22.11%	21.85%	22.99%	22.39%	24.09%
Debt charges to total operating revenue (<5% is Provincial low risk indicator)	7.26%	7.05%	7.52%	7.87%	7.43%

Note: The debt associated with the construction of the WWTP is the primary reason for the last indicator to be higher than the Provincial low risk indicator.

At the end of 2019, the Municipality's long term debt is expected to be \$23.2 million including water and sewer which translates to 2019 debt repayments (principal and interest) from the municipal budget of \$1.31

million and \$550,000 from the water & sewer budget for a total of \$1.86 million.

The following schedule represents the 2019 long term financing projections including principal and interest repayments that are included in the 2019 budget:

Municipality of Mississippi Mills

Long Term Debt

Project	Total LTD	Total LTD	2019 Debt for	2019 Debt for	Total LTD	Financial	Int	Expiry Date	Renewal	Type of	Annual Repayments			2019	2019	Department
	Dec 31/17	Dec 31/18	2018 Projects	2019 projects	Dec 31/19	Institution	Rate	of existing loan	Term	Repayment	Frequency	Principal-2019	Interest	Total		
	(Actual)	Actual			(estimated)											
Municipal Office-Loan #1	322,885.00	299,291.54			274,359.00	RBC	3.92%	2028		Blended P+H	Monthly	24,933.00	11,284.00	36,217.00	Admin. Bldgs	
Municipal Office-Loan #2	166,805.00	149,969.48			132,621.00	RBC	3.10%	2026		Blended P+H	Monthly	17,348.00	4,448.00	21,796.00	Admin. Bldgs	
Almonte Old Town Hall-Loan #1	285,811.00	264,917.80			242,839.00	RBC	3.92%	2028		Blended P+H	Monthly	22,079.00	9,992.00	32,071.00	Admin. Bldgs	
Almonte Old Town Hall-Loan #2	491,145.00	441,608.73			390,559.00	RBC	3.10%	2026		Blended P+H	Monthly	51,050.00	13,090.00	64,140.00	Admin. Bldgs	
Almonte Old Town Hall-Loan #3	1,118,245.00	1,055,661.87			990,906.00	TD Bank	3.58%	2021	10 yrs to 2031	Blended P+H	Monthly	64,756.00	36,759.00	101,515.00	Admin. Bldgs	
Arenas-Loan #1	13,204.00	12,237.97			11,217.00	RBC	3.92%	2028		Blended P+H	Monthly	1,021.00	462.00	1,483.00	Parks & Rec	
Arenas-Loan #2	376,401.00	338,416.62			299,279.00	RBC	3.10%	2026		Blended P+H	Monthly	39,138.00	10,036.00	49,174.00	Parks & Rec	
Arenas-Loan #3	12,790.00	10,748.50			8,655.00	BMO	3.14%	2023		Principal+Int	Monthly	2,094.00	271.00	2,365.00	Parks & Rec	
Arenas-Loan #4 (Almonte Comm. Centre)	12,445.00	11,009.95			9,504.00	RBC	4.69%	2020	5 yrs to 2025	Blended P+H	Monthly	1,506.00	484.00	1,990.00	Parks & Rec	
Arenas-Loan #5 (Almonte Comm. Centre)	547,214.00	514,915.08			481,116.00	RBC	4.15%	2020	10 yrs to 2030	Blended P+H	Monthly	33,799.00	20,717.00	54,516.00	Parks & Rec	
Perth/Country/Bridge Sts.-Loan #2 (Roads)	117,934.00	94,107.69			69,168.00	OSIFA	4.63%	2022		Blended P+H	Semi-Annual	24,940.00	3,998.00	28,938.00	Transportation	
Public Works Office	26,279.00	24,355.00			22,321.00	RBC	3.92%	2028		Blended P+H	Monthly	2,034.00	920.00	2,954.00	Transportation	
Business Park	185,446.00	147,061.60			106,880.00	OSIFA	4.63%	2022		Blended P+H	Semi-Annual	40,182.00	6,442.00	46,624.00	Economic Dev.	
Fire Halls	335,077.00	276,157.67			215,726.00	BMO	3.14%	2023		Principal+Int	Monthly	60,432.00	7,805.00	68,237.00	Fire Dept.	
Ottawa St./Road Work	668,312.00	591,226.53			510,416.00	RBC	4.69%	2020	5 yrs to 2025	Blended P+H	Monthly	80,811.00	25,979.00	106,790.00	Transportation	
SCBA	75,283.00	56,477.39			40,512.00	TD Bank	2.474%	2022		Blended P+H	Monthly	15,965.00	1,641.00	17,606.00	Fire Dept.	
Plow Truck	122,707.00	101,288.35			79,319.00	TD Bank	2.474%	2022		Blended P+H	Monthly	21,969.00	2,257.00	24,226.00	Transportation	
Ann St.	121,660.00	106,095.90			86,806.00	TD Bank	2.474%	2022		Blended P+H	Monthly	19,290.00	1,982.00	21,272.00	Transportation	
2013 Mill of Kintail Bridge	531,043.00	506,575.03			481,247.00	TD Bank	3.450%	2024	10 yrs to 2034	Blended P+H	Monthly	25,328.00	17,078.00	42,406.00	Transportation	
2013 Fire Truck	182,675.00	158,476.19			133,533.00	TD Bank	2.910%	2023		Blended P+H	Monthly	24,943.00	4,252.00	29,195.00	Fire Dept.	
2013 Sidewalk Plow	80,866.00	70,153.51			59,111.00	TD Bank	2.910%	2023		Blended P+H	Monthly	11,043.00	1,883.00	12,926.00	Transportation	
2014 Grader	212,320.00	184,214.58			155,244.00	TD Bank	2.910%	2023		Blended P+H	Monthly	28,971.00	4,939.00	33,910.00	Transportation	
Bridges (Con 6D & Con9)	948,773.00	903,835.85			862,736.00	TD Bank	2.860%	2026	10 years to 2036	Blended P+H	Monthly	41,100.00	25,455.00	66,555.00	Transportation	
2016 Fire Truck	153,106.00	138,101.86			122,711.00	BMO	2.550%	2027		Blended P+H	Monthly	15,391.00	3,339.00	18,730.00	Fire Dept.	
2016 Plow Truck	210,694.00	190,050.24			168,874.00	BMO	2.550%	2027		Blended P+H	Monthly	21,176.00	4,594.00	25,770.00	Transportation	
Nugent Bridge	-	792,401.80			762,647.00	BMO	3.310%	2028	10 years to 2038	Blended P+H	Monthly	29,755.00	25,772.00	55,527.00	Transportation	
2017 Fire Truck	313,300.00	285,924.30			257,679.00	TD Bank	2.780%	2027		Blended P+H	Monthly	28,245.00	7,665.00	35,910.00	Fire Dept.	
2017 Loader	351,900.00	321,029.54			289,180.00	TD Bank	2.780%	2027		Blended P+H	Monthly	31,850.00	8,644.00	40,494.00	Transportation	
2017 Arena Roof	-	254,583.33			244,998.00	BMO	3.310%	2028	10 years to 2038	Blended P+H	Monthly	9,585.00	8,302.00	17,887.00	Parks & Rec	
2018 Ice Resurfacer	-	76,549.73			69,910.00	TD Bank	3.430%	2028		Blended P+H	Monthly	6,640.00	2,513.00	9,153.00	Parks & Rec	
2017 Gemmill Park	-	-	502,000.00		493,803.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+H	Monthly	8,197.00	6,601.00	14,798.00	Parks & Rec	
2017 Pakenham Library Expansion	-	162,451.97			156,364.00	BMO	3.310%	2028	10 years to 2038	Blended P+H	Monthly	6,088.00	5,273.00	11,361.00	Library	
2018 Fire Truck Unit #550	-	201,967.64			184,398.00	TD Bank	3.430%	2028		Blended P+H	Monthly	17,570.00	6,650.00	24,220.00	Fire Dept.	
2018 Bridges and Culverts	-	-	2,974,600.00		2,931,990.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+H	Monthly	42,610.00	39,220.00	81,830.00	Transportation	
2018 Backhoes	-	284,885.99			260,111.00	TD Bank	3.430%	2028		Blended P+H	Monthly	24,775.00	9,378.00	34,153.00	Transportation	
2018 Grader	-	367,144.33			335,164.00	TD Bank	3.430%	2028		Blended P+H	Monthly	31,980.00	12,105.00	44,085.00	Transportation	
2018 Downtown Renewal 50%	-	-	175,000.00		171,533.00						Estimate only	3,467.00	3,796.00	7,263.00	Transportation	
2018 Ramsay Garage Renovations	-	-	205,500.00		202,125.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+H	Monthly	3,375.00	2,718.00	6,093.00	Transportation	
2018 Dashboard Replacement	-	-	909,600.00		902,135.00						Estimate only	7,465.00	9,071.00	16,536.00	Parks & Rec	
Perth/Country/Bridge Sts.-Loan #1 (W&S)	23,555.00	21,152.45			18,688.00	RBC	3.10%	2026		Blended P+H	Monthly	2,464.00	632.00	3,096.00	W&S	
Perth/Country/Bridge Sts.-Loan #2 (W&S)	31,349.00	25,015.96			18,387.00	OSIFA	4.63%	2022		Blended P+H	Semi-Annual	6,629.00	1,063.00	7,692.00	W&S	
WWTP	7,376,819.00	7,219,325.58			7,055,261.00	OSIFA	4.13%	2044		Blended P+H	Semi-Annual	164,065.00	296,481.00	460,546.00	W&S	
2016 Scada Equipt	194,422.00	175,311.64			155,708.00	BMO	2.550%	2027		Blended P+H	Monthly	19,603.00	4,252.00	23,855.00	W&S	
2018 Downtown Renewal 50%	-	-	175,000.00		169,010.00						Estimate only	5,990.00	6,460.00	12,450.00	W&S	
W&S Capital	-	-	595,015.00		574,647.00						Estimate only	20,368.00	21,965.00	42,333.00	W&S	
Victoria St. W&S	-	-		2,016,840.00	2,016,840.00						None until 2021	-	-	-	W&S	
Total	15,610,465.00	16,834,699.19	5,536,715.00	2,016,840.00	23,226,237.00							1,162,020.00	698,668.00	1,860,688.00		

Each year the Province provides the Municipality with an Annual Repayment Limit (ARL) which is calculated at approximately 25% of net revenue less net debt charges. This is the maximum debt repayments that the Municipality can incur without seeking approval from the Ministry of Municipal Affairs. For 2019, the Municipality's ARL, or the amount of debt repayments (principal and interest) that can be incurred is \$3.05 million. The Municipality is well within this limit.

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT		
(UNDER ONTARIO REGULATION 403/02)		
MUNICIPALITY:	Mississippi Mills M	MMAH CODE: 55404
Debt Charges for the Current Year		
		1 \$
0210	Principal (SLC 74 3099 01)	837,929
0220	Interest (SLC 74 3099 02)	567,801
0299	Subtotal	1,405,730
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	1,405,730
Amounts Recovered from Unconsolidated Entities		
		1 \$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	13,976
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	13,976
9920	Net Debt Charges	1,391,754
Total Revenues		
		1 \$
1610	Total Revenues (Sale of Hydro Utilities Removed) (SLC 10 9910 01)	24,423,724
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	1,330,303
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	1,105,286
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	884,629
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	335,577
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	1,322,439
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	686,233
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	986,498
2299	Subtotal	6,650,965
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	17,772,759
2620	25% of Net Revenues	4,443,190
9930	ESTIMATED ANNUAL REPAYMENT LIMIT	3,051,436
	(25% of Net Revenues less Net Debt Charges)	

- 3) **Reserves**-Asset Management including an appropriate replacement and financing plan is coming in the near future which could significantly affect the timing of asset replacement. The Municipality also needs to determine how to pay for asset replacement in the future.

The Municipality's reserves are deficient when the replacement value of our assets is considered. A conservative value of the replacement of assets (excluding W&S) is \$91 million with only \$1.4 million or 1.5% in reserves. Does Council wish to allocate additional capital funding to reserves for the future? If so as a lump sum or as a percentage of taxation or other revenues? As an example, the Municipality's taxation level is approximately \$10 million and revenues including general revenues (not W&S) are roughly \$14 million. 1% would equate to \$100,000 and \$140,000 respectively.

- 4) **Programs/Projects**-Are there specific projects/programs that Council would like to be worked up/considered as either an addition or deletion to the budget? The best approach is to provide the details and discuss items with the Treasurer to incorporate into the draft budget.

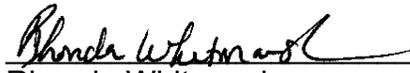
FINANCIAL IMPLICATIONS

None.

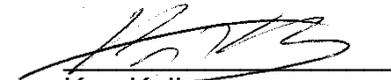
SUMMARY

Financial direction is being requested from Council with regard to taxation, long term financing, reserves and programs/projects to assist with developing the first draft of the 2020 budget.

Respectfully Submitted


Rhonda Whitmarsh,
Treasurer

Reviewed by


Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: **By-Law for Sickness or Extreme Poverty Section 357 (1) (D.1) of the Municipal Act**

RECOMMENDATION:

THAT Council pass a by-law authorizing the Assessment Review Board to exercise the powers and functions of Council under subsection 357 (1) (d.1) of the Municipal Act in respect of an application for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty.

BACKGROUND

Section 357 (1) of the Municipal Act states that “Upon application to the Treasurer of a local Municipality made in accordance with this section, the local Municipality may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made if” and then further lists under subsections (a) to (g) the parameters under which a taxpayer may apply. Most of the reasons are straightforward and any resulting taxation changes are easily determined. Subsection (d.1) states “the applicant is unable to pay taxes because of sickness or extreme poverty.”

In 2018, the Municipality received a request from a taxpayer to use this section of the Municipal Act to reduce their taxes however the applicant did not follow up and formally submit a request on the appropriate form. Had the taxpayer done so, the Municipality would not have had the appropriate policies in place to determine whether this taxpayer qualified under this section for a reduction in taxes.

DISCUSSION

Although this Section of the Municipal Act has not been utilized in the past there is the possibility that the Municipality could receive applications requesting tax

relief for sickness or extreme poverty. Council should therefore determine how best to deal with such applications.

All of the Municipalities within the County of Lanark were contacted to determine what their practice or policy is and no other Municipality has utilized this section and therefore none have a policy in place. The research group was broadened and determined that larger Municipalities such as the City of Kingston and the City of Windsor delegate the application of this Section of the Act to the Assessment Review Board (ARB). The ARB does not charge a filing fee for these applications.

Because the Municipal Act is not prescriptive using the word “may” instead of “shall” the Municipality has the following options:

1. No Relief

The Municipality’s policy under Section 357 (1) (d.1) could be that no relief is to be provided should a taxpayer file an application under this section or alternatively, that no application will be accepted under this section of the Municipal Act.

2. Relief subject to meeting the requirements of a sickness or extreme poverty policy

The Municipality at the present time does not have a policy in place. A policy to determine what criteria qualifies as sickness or extreme poverty would be very challenging to develop and it could be difficult to evaluate applications against the policy by Staff to determine if an applicant qualifies for tax relief.

3. Relief subject to meeting the requirements of sickness or extreme poverty as determined by the ARB

The Municipality can by by-law authorize the ARB to exercise the powers and functions of Council under Section 357 (1) (d.1) of the Municipal Act. The ARB has an application form that the taxpayer must complete and it clearly states what the requirements/deadline of filing are. An application is only valid for one tax year and must be resubmitted annually if the section is to be used for multiple years. The ability to utilize the ARB to determine a taxpayer’s qualification under this Section would mean that the Municipality would not need to develop a policy nor would Staff be required to interpret that policy. A draft by-law is included as Attachment 1 to this report.

Since this Section of the Municipal Act is not generally utilized and in the absence of a policy for sickness or extreme policy, it is recommended that the Municipality utilize the expertise of the ARB. This recommendation would enable taxpayers to apply for relief under Subsection (d.1) the same way that they could apply under any other subsections of Section 357 (1).

FINANCIAL IMPLICATIONS

The financial implications are unknown as it depends on the number of applications that are approved each year. Any relief for County and school taxes would be recovered annually from the County and School Boards.

SUMMARY

It is recommended that Council pass a by-law authorizing the Assessment Review Board to exercise the powers and functions of Council under subsection 357 (1) (d.1) of the Municipal Act in respect of an application for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty.

Respectfully Submitted



Rhonda Whitmarsh,
Treasurer

Reviewed by



Ken Kelly,
CAO

Attachment 1

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-XX

BEING a by-law to authorize the Assessment Review Board to exercise certain powers and function of the Council of the Corporation of Mississippi Mills with respect to tax applications due to sickness or extreme poverty

WHEREAS by Section 357 (11) of the *Municipal Act 2001, S.O. 2001, c.25* as amended, permits Council of the Corporation of the Municipality of Mississippi Mills to pass a by-law to delegate to the Assessment Review Board the authority to exercise the powers and functions of Council under Section 357 (1) and 357 (5);

AND WHEREAS the Council of the Corporation of Mississippi Mills wishes to restrict the scope of the delegation of authority set out under Section 357 (1) of *the Act*;

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

1. The Assessment Review Board shall only exercise the powers and functions of the Council of the Corporation of Mississippi Mills under Section 357 (1) (d.1) of the *Municipal Act 2001, S.O. 2001, c.25* as amended, in respect of an application for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty.
2. The Assessment Review Board shall exercise the powers and functions of the Council of the Corporation of Mississippi Mills under Section 357 (5) in respect of an application under Section 1 of this by-law.
3. This by-law shall come into force and take effect on the date of its passing.

BY-LAW read, passed, signed and sealed in open Council this **day of** , **2019.**

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Jeanne Harfield, Deputy Clerk
SUBJECT: Website Redevelopment Options

RECOMMENDATION:

THAT Council direct staff to proceed with Option 1: to upgrade the existing website with the current service provider.

BACKGROUND:

The current municipal website was launched in 2012 and has not undergone any significant changes. The 2019 budget allocated \$50,000 towards updating the municipal website.

DISCUSSION:

The existing municipal website is in need of an overhaul to make it more user-friendly for individuals as well as for municipal staff when updating and adding information to the website. There should also be consideration for future additions such as live streaming Council meetings and future Accessibility for Ontarians with Disabilities Act website requirements outlined in WCAG 2.0 A and AA. Municipal websites are required to meet the standards established by WCAG 2.0 A if the website was created or significantly updated after January 1, 2014. The new requirements as per WCAG 2.0 AA come into force on January 1, 2021.

Other considerations to take when redeveloping the website would be the capability for the following:

- Online registration (camps, recreation, bookings)
- Online payment (taxes, service fees, etc.)
- Online complaint tracking (issue informal complaints directly through website which can be tracked)
- Online forms (ability to easily build forms that are website compatible)

There are three options available to Council when determining the level and scope of changes to the municipal website.

Option 1

Update the existing website utilizing the same service provider. eSolutions designed and currently provides support to the municipal website. It has not been updated in appearance since 2012. Staff reached out to eSolutions to determine the cost to upgrade the website. The approximate cost ranges from \$30,000 - \$50,000. The \$20,000 difference in cost is attributed to potential ad-ons such as: training, form builders, business and tourism directory, recruitment portal for employment opportunities, search technology, and municipal apps.

The \$30,000 quote includes:

- Redesign of home page and all landing pages
- Project meetings
- AODA WCAG 2.0 compliance
- Website CMS (ability for staff to update website information)
- Community calendar
- Content migration

This option would migrate over existing content from the current website to the new website. However, it is recommended that all departments review existing pages and content on the website to ensure that it is up to date and relevant. The redesign would result in a completely new look and feel for the municipal website. It has also been confirmed that the upgraded website would be compatible with livestreaming solutions.

Based on the timeline received from eSolutions the new website would be live within 19 weeks after the initiation of the project.

Sample examples of eSolution designed websites include:

- Town of Perth <https://www.perth.ca/en/index.aspx>
- Municipality of Leamington <https://www.leamington.ca/en/index.aspx>

The Procurement Policy By-law No. 18-14 allows for single sourcing contracts if certain conditions are met. As per section 4.b) a contract may be single sourced if there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial. In this instance, the extension of the contract with eSolutions would be beneficial as it would result in a website in a more timely manner, use less staff time and likely be more cost effective than issuing and rewarding an RFP.

Option 2

Council directs staff to issue a Request for Proposal (RFP) for the development of a new website. This would be a completely new website with new content. There are a number of service providers who provide template websites for municipalities or who would design a custom website. Based on recent municipal website redesigns from other municipalities in the area, it is estimated that this option would be in the range of

\$30,000 - \$70,000. The significant price differential is largely due to the level of customization and ad-ons included. Two examples of recently designed municipal websites include:

- Township of Rideau Lakes (approx. \$30,000)<http://www.rideaulakes.ca/>
- Town of Smiths Falls (approx. \$70,000)<https://www.smithsfalls.ca/>

The RFP process would include the drafting and issuing of an RFP, providing any addendums, and reviewing all applications and awarding the contract to the winning bidder based on the marking criteria set out in the RFP. The RFP process would likely take 6-12 weeks to complete. Following the award of the RFP it would likely take between 16-25 weeks to launch the new website.

Option 3

Update content on existing website but make no significant changes to design and pages. Staff would be responsible for updating content, however, it would not address the user issues identified with the existing website. It is also unknown if the existing website would be compatible with future live streaming platforms or technology. If this route is chosen, it is recommended that an AODA and WCAG 2.0 compliance test be conducted in order to ensure that the municipal website is compliant. The cost to test the existing website for WCAG 2.0 compliancy would be approximately \$2,400. Stemming from the result of the compliance test there may be additional costs to ensure that all required WCAG 2.0 standards are met.

FINANCIAL IMPLICATIONS:

Depending on the option chosen by Council there will be cost incurred, with the goal to keep the upset cost within the allocate budget of \$50,000.

CONCLUSION:

Council has identified a desire for a new municipal website in order to make it more user-friendly and compatible with future technology and solutions. Based on the three options presented, staff is recommending that Council direct staff to proceed with option 1 (update existing website with current service provider). This option will result in a newly designed website, accessibility compliance, new features, as well as have the redesigned website up and running within a shorter time frame.

All of which is respectfully submitted,

Approved by,


Jeanne Harfield
Acting Clerk


Ken Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 27, 2019
TO: Committee of the Whole
FROM: Jeanne Harfield, Acting Clerk
SUBJECT: Procedural By-law Options

RECOMMENDATION:

THAT the Procedural By-law Options report be received for information;

AND THAT Council provide direction to Staff on the following options:

- i. **Meeting Structure - That Council direct staff to proceed with option 1 – COW and Council held on different weeks;**
- ii. **Committee of the Whole Chair - That the COW Chair rotate on an annual basis;**
- iii. **Open Forum – That Council direct staff not to include open forum as part of the revised Procedural By-law;**
- iv. **Additional Appendices – That Council direct staff to include the three proposed appendices in the revised Procedural By-law;**
- v. **Application (Section 3) – That Council direct staff to proceed with Option 2**
- vi. **Suspension of the Rules (Section 5) – That Council direct staff to proceed with Option 1;**
- vii. **Amendment to the Procedural By-law (Section 9-10) – That Council direct staff to proceed with Option 3;**
- viii. **Role of Mayor (Section 22) - That Council direct staff to proceed with Option 2 – remove section;**
- ix. **Role of Deputy Clerk (new section) - That Council direct staff to proceed with Option 2 to add in a new section;**
- x. **Decorum (section 30.e) - That Council direct staff to proceed with Option 3 – obtain a legal opinion**
- xi. **Decorum (section 30.h) - That Council direct staff to proceed with Option 3 – permit for recording devices**
- xii. **Live Streaming (new section) - That Council direct staff to proceed with Option 1 – direct staff to commence a bidding process for the live streaming of meetings**
- xiii. **Inaugural Meeting of Council (Sections 34-40) – That Council direct staff to proceed with Option 2 – include as an appendix to the revised Procedural By-law**
- xiv. **Agenda (Section 45) - That Council direct staff to proceed with Option 3**

- xv. **Pending List (Section 46-48) - That Council direct staff to proceed with Option 2**
- xvi. **Delegations (Sections 86-94) - That Council direct staff to proceed with Option 2**
- xvii. **Notice of Motion (Section 109) - That Council direct staff to proceed with Options 1 and 2**
- xviii. **Adjournment (Sections 111-112) - That Council direct staff to proceed with Option 1**
- xix. **Striking Committee (Section 117) That Council direct staff to proceed with Option 2**

AND THAT Staff be directed to provide the revised procedural by-law to the municipal solicitor for review;

AND THAT Staff be directed to bring forward a revised Procedural By-law for consideration.

BACKGROUND:

The current Procedural By-law 17-03 and Council/ Committee of the Whole (COW) structure was approved in 2017. Council has directed staff to bring forward the Procedural By-law for review. The Acting Clerk met with councillors to garner comments and identify sections they would like amended or added.

DISCUSSION:

Following discussions with councillors and senior staff, there were a number of common themes identified and sections of the by-law to be reviewed in more detail. This report will touch on the following items: meeting structure, Committee of the Whole Chair, options for open forum, proposed new appendices, and specific revisions to the by-law (by section).

Meeting Structure

Of importance is the desire to change the current Council/Committee of the Whole structure. There was an appetite to establish a structure that provided members with more time to further consider agenda items. In order to provide Council with options and an idea as to how other similar Municipalities are structured staff reviewed procedural by-laws and meeting structures from other municipalities. The table below identifies how other municipalities structure their Council and COW meetings.

Municipality	Structure
North Grenville	COW – 1 st and 2 nd Tuesday of the Month Council – 3 rd Tuesday of the Month
Smiths Falls	COW – 1 st and 3 rd Monday Council – 2 nd and 4 th Monday
Perth	COW – 2 nd Tuesday of the Month Council – 4 th Tuesday of the Month

Tay Valley	COW – 1 st and 3 rd Tuesday Council – 2 nd and 4 th Tuesday
Lanark County	COW – 2 nd and 4 th Wednesday Council – 2 nd and 4 th Wednesday (Council before COW)
Carleton Place	COW – 2 nd and 4 th Tuesday Council - 2 nd and 4 th Tuesday (Council before COW)
Montague	Council – 2 nd and 4 th Tuesday
Beckwith	Council – 1 st and 3 rd Tuesday
Drummond North Elmsley	COW – 2 nd and 4 th Tuesday Council – 2 nd and 4 th Tuesday (Council before COW)
Prescott	Council – Last Monday of every Month COW – 1 st and 3 rd Monday

Another option not listed above is to hold COW meetings during the day (for example at 3:00pm) on the 1st and 3rd Tuesday's of the month and then follow up with Council in the evening on the 2nd and 4th Tuesday's. This option would cut down on the amount of staff overtime accumulated. Concerns about public access to COW meetings during the day could be addressed through live-streaming meetings. Based on the above research and conversations with senior staff there are two proposed options for Council's consideration:

Option 1- Based on initial review and balancing the desire of Councilors to have more time to review reports with the need for an efficient approval process one option is that COW and Council meetings be held on different weeks. Additionally, in order to avoid increased staff overtime due to an increased number of meetings, it is also recommended that COW meetings occur during the afternoon with Council remaining at a 6:00 pm start time. This option would not slow down municipal approvals and would provide Council with 7 additional days to review reports, material and recommendations.

Option 2 – Another potential solution would be to hold Council and COW on the same day, however, Council would meet prior to COW and Council would approve the COW recommendations from the previous meeting. For example, if this structure were in place today, at the August 27th Council meeting, Council would be voting on recommendations coming forward from the August 13th COW meeting. With this structure it would provide Council 14 additional days to consider items. One drawback would be that municipal business would slow down, for example an additional two weeks would be added for routine planning and development approvals.

Committee of the Whole Chair

Currently the Procedural By-law (section 177.b)) indicates that the striking committee will recommend a Committee of the Whole Chair rotating on an annual basis. There are a number of options to appoint depending on the desire of Council. The table below outlines how local municipalities appoint COW Chairs.

Municipality	COW Chair Appointment
North Grenville	Mayor chairs COW and Council

Smiths Falls	Appoint monthly acting mayors – COW Chair is the acting mayor
Perth	COW Chair rotates on a monthly basis by alphabetical order starting with the Deputy Mayor
Tay Valley	COW Chair rotates on a monthly basis based on alphabetical order
Lanark County	COW Chairs are elected on one-year terms
Carleton Place	COW Chair rotates every six-months based on alphabetical order (Striking committee determines the first chair)
Montague	Head of Council
Drummond North Elmsley	COW Chair rotates monthly amongst Councillors
Prescott	Appointed annually based on recommendation from the Mayor

With the changes to the membership of the striking committee (now all members of Council) Council may wish to disband the striking committee and determine a process to appoint/rotate that would occur at a regular Council meeting. In an attempt to balance the desire to have other councillors chair meetings, ensuring consistently and smoothly run meetings it is recommended that the COW Chair be rotated on a 1 year term commencing with the Deputy Mayor.

Open Forum

Based on initial conversations with Councillors there was an identified desire to have some form of open public comment at Council meetings. There are some municipalities that permit this form of engagement at Council meetings, for example Carleton Place allows for public comment only on matters that are on the Council agenda. Other municipalities allot specific time to open comment either at the end or beginning of a Council meeting. It should be noted that in most instances there is no official record keeping of the specific comments made during the open forum other than to indicate that members of the public provided comment. Another point for Council to consider stems from the recent training led by Nigel Bellchamber and Fred Dean who advised against utilizing open forum as an engagement tool. From their experience, public forums at Council meetings can take the focus away from Council business and change the narrative in a potentially negative way.

Based on research and conversations with neighbouring municipalities who utilize public forums, it is not recommended at this point to utilize this method for public engagement. However, given Council's clear desire to have meaningful and positive public engagement on matters, Council may wish to consider directing staff to bring forward alternative engagement strategy options. Some alternative options could be: town halls in the three wards (approx. 3 per year), potential online engagement strategies, or more meet the Councillor events.

Additional Appendices to the Procedural By-law

During the review of the Procedural By-law there were a couple of flagged items which were thought to be appropriate appendices to the by-law.

The proposed appendices include:

1. Procedures for Inaugural Meeting - the appendix would remove the existing sections from the Procedural By-law (Sections 36-40) and may include additional details such as agenda format.
2. Procedures for Advisory Committees – In order to avoid confusion and establish clear governance for advisory committees it is recommended that separate procedures be developed for advisory committees. Advisory Committees are intended to be less formal than Council and COW meetings; however, they are still bound by relevant provincial legislation and municipal policies.
3. Motions – this section would provide an overview of motions and their order of precedence.

Staff is seeking Council approval to the three above-mentioned appendices to be included in the draft procedural by-law.

Specific Revisions to Procedural By-law

The table below identifies the common themes and proposes options for Council's consideration. Additional changes not included in the table would not change the intent of the specific section and tend to be minor in nature such as simplifying language, correcting grammar, or quoting directly from relevant Acts. These amendments will be included in the draft procedural by-law, which will be brought forward to Council for approval.

Theme	Details	Options/Rationale	Recommendation
Application (Section 3)	Currently this section states that it is the responsibility of the Clerk to interpret the rules of the procedure under the by-law. Comments to change the interpretation to Chair/Mayor	Option 1 – maintain status quo Option 2 –revise wording	Option 2 - Proposed new wording: Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this by-law with the advice and assistance of the Clerk. The Clerk will continue to provide guidance to the Chair and members during the meetings to ensure that procedures are followed properly.
Suspension of the Rules (Section 5)	Question on if this required a 2/3 majority vote	Roberts Rules indicates that to suspend the rules it requires 2/3 majority. Suspending the rules should not be undertaken lightly and requires thoughtful consideration of all members of Council. Option 1 – maintain status quo Option 2 – remove the requirements for 2/3 majority vote	Option 1 – status quo keep suspension rules at 2/3 majority
Amendment (Section 9 &10)	This section speaks to amending the procedural by-law with two requirements: notice is provided to the public that Council intends to amend the procedural by-law and that any amendment/repeal of the procedural by-law requires a 2/3 majority vote. Questions brought up included: does it require 2/3 majority vote and can the two section be combined into 1	Option 1 – maintain status quo. Providing notice is important and the 2/3 majority signifies the importance of the procedural by-law as it is a by-law that governs Council meetings and is arguably one of the more important municipal by-laws Option 2 – remove requirement for 2/3 majority vote (essentially deleting section 10) Option 3 – combine the two sections but maintain 2/3 majority	Option 3 – proposed new wording: No amendment or appeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting. Any amendments or repeal shall require a two-thirds majority resolution of Council Members.
Role of Mayor (Section 22)	Currently the procedural by-law states that the Mayor is a non-voting <i>ex-officio</i> member of all	There is not a definition of <i>ex-officio</i> in the <i>Municipal Act</i> however Robert’s Rule defines an <i>ex-officio</i> member having the same exact rights as other members.	Option 2 - In order to avoid confusion it is recommended to remove section 22 in its entirety.

	<p>committees unless appointed as a voting member.</p> <p>The is contradictory to the definition section which states that ex-officio members shall have the same voting rights as regular members</p>	<p>Based on initial research, that definition of ex-officio is consistent with other municipalities.</p> <p>Lanark County provides further clarity in the definition of <i>ex-officio</i>: “Ex-Officio” – shall mean the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective Committee.</p> <p>Option 1- Status quo</p> <p>Option 2 – remove section 22 to avoid future confusion – this would result in the Mayor having the same rights as regular members at all committee meetings</p>	
Role of Deputy Clerk (New Section)	Not currently in the Procedural By-law	<p>Wording from relevant section of the <i>Municipal Act</i> Section 228 (2) “A municipality may appoint deputy clerks who have all the powers and duties of the clerk under this and any other Act.”</p> <p>Option 1 – do not include</p> <p>Option 2 – add in as per section 228(2) of the <i>Act</i></p>	Option 2 – add it role of deputy Clerk to provide clarity. Keep wording to the <i>Municipal Act</i> .
Decorum (Section 30.e)	<p>Delete sub-section e) in its entirety</p> <p>e) “After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee</p>	<p>Option 1 – maintain status quo</p> <p>Option 2 – delete entire section</p> <p>Option 3 – obtain legal opinion re: if this is permissible or if an alternative option is possible</p>	Option 3 - There is case precedence with regards to issuing a trespass notice and limiting access to government-owned buildings. However, there may be instances where you can issue certain parameters as to when an individual can return to Council/Committee meetings. This will also provide Council with the necessary background information to make an informed decision on this item.

	expressed by a majority vote of the Members present determined without debate.”		
Decorum (Section 30.h)	Alternative options for sub-section h) which prohibits the use of recording devices.	<p>Option – maintain status quo</p> <p>Option 2 – Allow unlimited recording devices</p> <p>Option 3 – Permit recording devices with strict parameters such as: recording devices only permitted during the formal and open council/committee business; must not record conversations taken during a recess, break or suspension; must register with the Clerk by Monday at noon prior to the meeting indicating intention to record a meeting; may not approach members or staff without permissions.</p> <p>May also want to consider limiting the number of recording devices so it is not disruptive to the Meeting.</p>	<p>Option 3 – would allow for residents and the media to record certain open portions of Council and/or Committee meetings. Consideration should be given to the parameters and requirements that would permit recording of meetings.</p> <p>With the intention to live stream and record meetings, this may not be an issue in the long term.</p>
Live Streaming (New Section)	New Section – sets procedures for live streaming.	<p>Option 1 – Council and certain committee meetings are to be recorded by video and livestreamed, whenever practical, to increase public accessibility and increase transparency and accountability. Video recordings of meetings may not always be available due to equipment malfunctions and shall not be relied upon as the official record of the Meeting.</p> <p>Option 2 – Do nothing and not record meetings.</p>	Option 1: Council has allocated \$25,000 to go towards live streaming Council meetings. An open bidding process will need to be conducted in order to recommend a service provider to Council. This section should only be added to the Procedural By-law until such a time that livestreaming is set up.
Inaugural Meeting of Council (Section 34-40)	These sections establish the protocol for the Inaugural Meeting of Council, such as date, time, location, Inaugural Address, Declaration of Office, and setting	<p>Option 1 – Maintain status quo</p> <p>Option 2 – Add it as an appendix to the Procedural By-law titled “Inaugural Meeting of Council Proceedings”. Also adjust the wording to allow for the Clerk to have</p>	Option 2 – This option should provide more clarity to incoming Council members and also provide flexibility for the Clerk to schedule the meeting at a location that would be more suitable.

	the agenda.	discretion when determining location, date and time. May also want to consider adding in more details about agenda format to provide clarity to public and incoming Members.	
Agenda (Section 45)	This section establishes the order of business on the agenda. Desire to add in “moment of reflection” after the singing of O Canada.	Option 1 – maintain status quo Option 2 – include “Moment of Silence/Reflection” after the singing of O Canada. Option 3 – Include Option 2 and include provisions for dedication to Algonquin’s at first meeting of every year	Option 3 – Add in the two new provisions. Depending on the final meeting structure determined by Council, the order of agenda items will likely need to change in order to reflect any changes. However, this would not impact the inclusion of these two items.
Pending List (Section 46-48)	This section lists all matters that have been referred, deferred, or tabled.	Option 1 – maintain status quo Option 2 – adjust the pending list to include more information such as: when was the matter referred/deferred/tabled, who was it sent to, updates on status (more than just TBD) and include reasoning for timeline Option 3 – delete the pending list, have matters updated through the monthly CAO’s report.	Option 2 – this option would provide more information as to the origin, details and rationale for timeline and any other pertinent information.
Delegations (Sections 86-94)	These sections outlines how delegations are scheduled (clerk discretion), length of time (10 min), request deadline, frequency of appearance before Council, decorum of delegation, and follow-up. Provide greater clarity and guidelines.	Option 1 – maintain status quo Option 2 – amend the following sections: 87: all material to be included in the agenda (presentation, background information) shall be submitted to the clerk no later than 8 days prior to the Council/Committee meeting. 87: give notice to Clerk by completing and submitting prescribed form no later than 12:00 noon fourteen (14) days prior to the Meeting of Council/Committee.	Option 2 –formalizes current practices and provides greater clarity to the public, staff and members.

		<p>90: Persons may only appear before Council or Committee once every 6 months on different topics or once every 12 months on the same topic.</p> <p>91: f) ask for funding, grants or other monetary support</p>	
Notice of Motion (Section 109)	This section sets the parameters for how a notice of motion is introduced, deadlines	<p>Option 1 – amend section to allow for motions to be debated at the same meeting it first appears on the agenda, deadline for a motion to appear on the agenda will be by noon 8 days prior to the Council meeting.</p> <p>Option 2 – Allow for verbal notice of motions – a member would verbally announce their intent to bring forward a motion at a subsequent meeting</p> <p>Option 3 – Do not require notice to be provided and allow motions to be introduced at the Council meeting.</p> <p>Option 4 – remain status quo</p>	<p>Option 1 and 2 – speeds up the current practice while also identifying clear deadlines for when motions shall be submitted to the Clerk to appear on an agenda.</p> <p>Option 2 will also allow for Councillors to verbally indicate their desire to bring forward a motion. However, it is recommended that the motion not be debated at the same meeting that a member indicates their intent to bring forward a motion.</p>
Adjournment (Section 111-112)	This section states that all meetings shall not go beyond 4 hours after the commencement of the meeting and that unfinished business will be carried forward to the following meeting.	<p>Option 1 – keep status quo</p> <p>Option 2 – establish an end time (for example some municipalities state that meetings shall not go beyond 10:00 p.m.). Also allow that meetings may be extended by motion. (Lanark County allows for meetings to be extended by motion to the latest of 10:30 pm).</p>	<p>Option 1 – Status quo</p> <p>*Depending on the new meeting structure and timing of meetings it may not be practical to include an end time such as 10:00pm</p>
Striking Committee (Section 117)	The by-law states that the striking committee is composed of all members of Council.	<p>Option 1 – status quo</p> <p>Option 2 – remove this section, include provisions for appointments to committees and COW chair in other sections of the by-law.</p>	Option 2 – to simplify it is recommended that an appendix be created for COW Chair appointment procedures as well as committees.

Given the scope of amendments to the Procedural by-law Council may wish to have the draft procedural by-law reviewed by a municipal lawyer to ensure it is compliant with legislation, wording is clear and accurate, and reflects best practice. Should council direct staff to utilize a municipal lawyer, there will likely be fees associated with this, a rough estimate would be between \$5000 - \$15,000 depending on the amount of revision and research required.

FINANCIAL IMPLICATIONS:

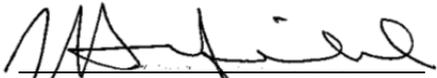
The only financial implications with this report would be in Council directed staff to have the draft procedural by-law reviewed by our municipal solicitor. The rough estimate for this review would be between \$5,000 and \$15,000.

CONCLUSION:

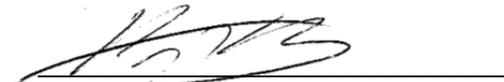
After an initial review with Councillors and staff as well as research into best practices staff developed an options report for Council's consideration. It is recommended that Council provide clear direction to staff on desired options or if further research is required. In addition, staff is seeking direction to proceed with drafting a revised Procedural by-law based on the input from Council.

All of which is respectfully submitted,

Approved by,



Jeanne Harfield
Deputy Clerk



Ken Kelly
Chief Administrative Officer

Attachments:

1 – Consolidated Procedural By-law No. 17-03

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW 17-03

CONSOLIDATED

Amended by 18-16, 18-46, 19-01

A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

WHEREAS section 238 of the *Municipal Act, 2001* requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

AND WHEREAS Council deems it desirable to repeal and replace By-Law 12-74;

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

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PART I - GENERAL

Short Title

1. This by-law shall be cited as the “Procedural By-law”.

Definitions

2. In this by-law, the following terms have the specified meanings:

- a) **“Abstain”** means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.
- b) **“Ad Hoc Committee”** means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved

automatically upon submitting its final report to Council, unless otherwise directed by Council.

- c) **“Advisory Committee”** means a committee established by Council to address on-going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration.
- d) **“Agenda”** means the written order of business for a Meeting.
- e) **“Board”** means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, and the Mississippi Mills Public Library Board.
- f) **“CAO”** means the Chief Administrative Officer of the Municipality of Mississippi Mills.
- g) **“Chair”** means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.
- h) **“Clerk”** means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with [Sections 25-26](#).
- i) **“Closed Session”** (also known as an “*in camera* Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with [Sections 53-59](#).
- j) **“Committee”** means a committee appointed by Council in accordance with [Sections 112 -115](#), regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.
- k) **“Committee Member”** means a Member of a committee as defined in the Committee’s Terms of Reference.
- l) **“Committee of the Whole”** means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in accordance with [Section 94](#).
- m) **“Communication(s)”** includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or periodical article.
- n) **“Confirmatory By-law”** means a by-law passed at the conclusion of all Council Meetings, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting

shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

- o) “**Council**” means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor and Councillors from the three wards.
- p) “**Council Member**” means a Member of Council, including the Mayor.
- q) “**Defer**” means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as obtaining advice or circulating for public comment.
- r) “**Delegation**” means an appearance by a person or group of persons to address Council or a Committee in accordance with [Sections 85-93](#).
- s) “**Deputation**” means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission in accordance with [Section 84](#).
- t) “**Ex-Officio Member**” means that he/she is a Member by virtue of his/her office and would not otherwise be a Member. He/she has all of the rights of a Member unless otherwise stated, but is not counted in determining whether a quorum is present.
- u) “**Head of Council**” means the Mayor (or Deputy Mayor) of the Municipality of Mississippi Mills. **(18-46)**
- v) “**Holiday**” means:
 - i. those holidays listed in the *Legislation Act, 2006*, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and,
 - ii. any day as set out in a resolution or by-law passed by Council.
- w) “**Improper Conduct**” means conduct that obstructs the deliberations or proper action of Council or a Committee.
- x) “**Information List**” means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition in accordance with [Sections 98-101](#).
- y) “**Majority**” means more than half of the votes cast by Members entitled to vote.
- z) “**Meeting**” means a gathering of a quorum of Council Members or Committee Members to advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means involving a quorum of Members and advances the business of Council or a Committee.
- aa) “**Member(s)**” means a Council Member(s) or Committee Member(s).
- bb) “**MFIPPA**” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended.

- cc) **“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.
- dd) **“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.
- ee) **“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.
- ff) **“Municipal Website”** means the internet site maintained by the Municipality at www.mississippimills.ca
- gg) **“Notice of Motion”** means an advance notice to Members of a matter which Council or a Committee will be asked to take a position.
- hh) **“Order of Business”** means the sequence of business to be considered at a Meeting.
- ii) **“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member, as defined by the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chap. M.50, as amended.
- jj) **“Pending List”** means a list of reports maintained by the Clerk that have been requested by Council and which may include anticipated staff initiated reports in accordance with [Sections 45-47](#).
- kk) **“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.
- ll) **“Point of Personal Privilege”** means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.
- mm) **“Presentation”** means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff, in accordance with [Section 84](#).
- nn) **“Quorum”** means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council. Members who abstain for reasons of a declared pecuniary interest or perceived conflict of interest are deemed to count towards the total to constitute a quorum, pursuant to Section 7 of the *Municipal Conflict of Interest Act*. **(18-46)**
- oo) **“Recorded Vote”** means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council. Where a Member abstains, the recorded vote shall read “opposed”,

except where the abstention is for reasons of a declared conflict of interest, in which case the vote shall read “abstain”.

- pp) **“Recess”** means a short break taken during a Meeting, which may be permitted at the discretion of the Chair.
- qq) **“Refer”** means to direct a matter under discussion by Council to a committee or staff for further examination.
- rr) **“Resolution”** means a motion that has been voted on.
- ss) **“Rules of Procedure”** means the applicable regulations contained in this by-law.
- tt) **“Table”** means to postpone without setting a definite date as to when the matter will be re-discussed.
- uu) **“Vote”** means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

Application

- 3. The Rules of Procedure contained in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council and, with necessary modification, to all Committees. A failure to strictly adhere to the procedural rules of this by-law shall not invalidate the action of Council or a Committee acting in good faith.

The Clerk shall be responsible for interpreting the rules of procedure under this by-law.

Robert’s Rules of Order

- 4. All Points of Order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance with, as far as practicable, Robert’s Rules of Order. This by-law takes precedence where a conflict exists with Robert’s Rules of Order.

Suspension

- 5. Despite [Section 3](#), the rules and regulations contained within this by-law may be temporarily suspended with a two-thirds majority vote of the Members present and voting. The resolution to suspend the rules of procedures shall indicate the rule being suspended and the reason therefore. The suspension shall only apply to the suspension of the procedure(s) or rules(s) for the stated purpose and only during the Meeting in which such motion was introduced.

Interpretation

6. In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.
7. The business, by-laws, and resolutions of the Municipality of Mississippi Mills will be conducted and maintained in English.
8. Whenever any reference is made in this by-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

Amendment

9. No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting. The waiving of this notice provision by Council resolution is prohibited.
10. In addition to the notice described in the previous Section, amendment or repeal of this by-law or any part thereof shall require a two-thirds majority resolution of Council Members.

Severability

12. Should any provision of this by-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of the remaining provisions.

PART II - ROLES & DUTIES

Role of Council

13. It is the role of Council, pursuant to Section 224 of the *Municipal Act*:
 - a) to represent the public and to consider the well-being and interests of the Municipality;
 - b) to develop and evaluate the policies and programs of the Municipality;
 - c) to determine which services the Municipality provides;
 - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - e) to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
 - f) to maintain the financial integrity of the Municipality; and
 - g) to carry out the duties of Council under this or any other Act.
14. Council develops regulations to be adopted in by-laws and passes resolutions, which serve the purposes outlined above in [Section 13](#).

15. Council appoints statutory officers to ensure that an appropriate management system is in place to administer the Municipality within the policies set by Council.
16. The Mayor is designated as “Head” for the purposes of the MFIPPA.
17. Council collectively arbitrates matters where this by-law is silent and the matter is placed before Council for disposition.
18. Members and Staff shall adhere to the Council and Staff Code of Conduct policies at all times.

Role of the Mayor

19. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the *Municipal Act*:
 - a) to act as Chief Executive Officer of the Municipality;
 - b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to Council;
 - d) without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in [Section 13](#) of this by-law;
 - e) to represent the Municipality at official functions;
 - f) to carry out the duties of the Head of Council under the *Municipal Act* or any other Act;
 - g) to uphold and promote the purposes of the Municipality;
 - h) to promote public involvement in the Municipality’s activities;
 - i) to act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally;
 - j) to participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents and
20. The Mayor shall be the official spokesperson on matters discussed in Closed Session Meetings, although this provision does not release the Mayor from the confidentiality requirements of Closed Sessions.
21. The Mayor shall sit on the Council of the County of Lanark as County Councillor.
22. The sitting Mayor is a non-voting *ex-officio* Member of all Committees, unless he/she is appointed by Council as a voting Member.

Role of the Deputy Mayor (18-46)

23. It is the Role of the Deputy Mayor to fulfill his/her normal duties as a member of Council pursuant to Section 224 of the *Municipal Act* and shall assist the Mayor in

carrying out the Mayoral responsibilities pursuant to Section 225 of the *Municipal Act*:

- a) The Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor outlined in Sections 19, 20 and 22 for the duration requested by the Mayor, should the Mayor be absent from the Municipality, and notice is provided to the Clerk by the Mayor.
- b) Notwithstanding the previous Sections, the Deputy Mayor shall act as the Head of Council and assume the necessary duties of the Mayor the necessary duration, should the Mayor be unable to perform his/her duties as a result of illness, incapacity, or the office of the Mayor becomes temporarily vacant and filled in accordance with the *Municipal Elections Act*.
- c) The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.
- d) For the purposes of the Municipal Community Control Group, the Deputy Mayor shall be the alternate for the Mayor if he/she is unavailable.

Role of CAO

24. The CAO shall be appointed by by-law.
25. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the *Municipal Act*, the CAO shall have the following responsibilities:
 - a) review and guide all policy recommendations prior to submission to Council;
 - b) assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
 - c) attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
 - d) exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

Role of Clerk

26. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the *Municipal Act*, and for any other purpose as required.
27. In addition to those roles and duties specified under Section 228 of the *Municipal Act*, the Clerk shall have the following responsibilities:
 - a) retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
 - b) attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
 - c) make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required

- for the purpose of ensuring correct and complete implementation of Council direction;
- d) include all reports of Committees on the Agenda of the next Regular Meeting;
- e) effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
- f) notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;
- g) by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;
- h) appoint Deputy Clerk(s) by by-law and assign duties to same as required, pursuant to Subsection 228(2) of the *Municipal Act*;
- i) all powers and duties under the MFIPPA are delegated to the Clerk; and
- j) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

PART III - MEETINGS

General

Location

- 28. Council Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
- 29. Where a Meeting of Council is held at a location other than the Council Chambers, notice shall be provided to the public no later than the time of publication of the agenda pursuant to [Section 43](#) for Regular Meetings and [Section 50](#) for Special Meetings.

Decorum

- 30. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.
 - a) Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
 - b) Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings being held in Council Chambers.
 - c) In accordance with Section 241(2) of the *Municipal Act*, 2001, the Chair may expel any person for improper conduct/decorum at a Meeting.
 - d) If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.

- e) After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.
- f) The Chair may unilaterally suspend the Meeting until order is restored.
- g) All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting held in Council Chambers.
- h) Any device used for transcribing or recording proceedings of Council or a Committee by auditory or visual means will not be permitted.
- i) Unless authorized by the Clerk or Chair, no Member of the public may place any material on Members' desks or distribute any material to Members during a Meeting.

Open to the Public

31. Except as provided in this by-law, all Meetings shall be open to the public.
32. Notice of all Meetings, excluding Closed Sessions, shall be provided to the public by posting at minimum, the date, time, location, and topic on the Municipal Website.
33. Lack of receipt of notice shall neither affect the validity nor any action taken at the Meeting.

Staff Participation

34. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Mayor or Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

Inclement Weather

35. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

Inaugural Meeting of Council

36. The Inaugural Meeting of Council shall be held at 6:00 p.m. in the Council Chambers at the Municipal Office on or before the first Tuesday of December following a regular municipal election, or the first Tuesday after the Council term commences, pursuant to the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sch. The Inaugural Meeting shall commence with the singing of the National Anthem and the Royal Anthem.
37. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
38. The Head's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.
39. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council, or if absent, in the office of the Clerk or at the next subsequent Meeting of Council, before entering into the duties of office.
40. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the Inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the *Municipal Act*.

Regular Meetings

Schedule

41. Council shall hold its Regular Meetings on the first and third Tuesday of every month, commencing at 6:00 p.m., subject to the exceptions noted in this by-law, or on such other day as may be determined by resolution of Council. In the event that a regular Meeting of Council is a public or civic holiday, Council shall meet at the same hour on the next following Tuesday, unless Council directs otherwise.
42. During the month of July there will be no Regular Meetings scheduled.
43. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall be posted in the weekly block ad and placed on the Municipal Website advising of the date, time, and location.

Notice

44. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication of the Agenda and attachments on the Municipal Website four (4) calendar days prior to the Regular Meeting.

Agenda

45. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings, as further explained in Part IV – Meeting Procedures.
 - A. Consideration of a Closed Session
 - B. Call to Order
 - C. O Canada
 - D. Attendance
 - E. Approval of Agenda
 - F. Disclosure of Pecuniary Interest
 - G. Approval of Minutes
 - H. Public Meetings
 - I. Delegations, Deputations, and Presentations
 - J. Committee of the Whole
 - a. Consent Items
 - b. Reports
 - c. Information Items
 - K. Rise and Report
 - L. By-laws
 - M. Other/New Business
 - N. Notice of Motion
 - O. Announcements and Invitations
 - P. Confirmatory By-law
 - Q. Adjournment

Pending List

46. The Pending List shall be maintained by the Municipal Clerk. Senior management shall provide the Clerk with regular updates regarding the anticipated date when reports are expected to be placed on the Agenda of upcoming Council Meetings.
47. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.
48. Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

Special Meetings

Schedule

49. The Mayor or Chair may call, or the Clerk shall convene upon receiving a petition of the majority of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours' notice to Members, staff, media, the public, and through posting on the Municipal Website.
50. In general, Special Meetings of Council should be scheduled on the second and fourth Tuesday of the month, commencing at 6:00 p.m.

Notice

51. The Clerk shall provide forty-eight (48) hours' notice of the location, time, date and subject of the Special Meeting, except in emergency circumstances as determined by the Mayor and CAO (or their alternates).
52. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in [Section 50](#) may be waived, subject to a confirmation of the majority of Council.
53. Business transacted at a Special Meeting shall include only that for which notice was provided.

PART IV - MEETING PROCEDURES

Consideration of a Closed Session

54. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered involves one of the following:
 - a) the security of the property of the Municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;

- c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
 - h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; **(18-16)**
 - i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; **(18-16)**
 - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; **(18-16)**
 - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; **(18-16)**
 - l) a request under MFIPPA if the Council or Board is designated as head of the institution for the purposes of that Act; or
 - m) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman or the closed Meeting investigator appointed under the *Municipal Act, 2001*.
55. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:
- a) the fact of the holding of the Closed Session, including the date and time; and
 - b) the general nature of the matter to be considered at the Closed Session by reference to the specific issue to be considered;
56. A vote may be held during a closed meeting if:
- a) [Section 53](#) of this by-law permits or requires a Meeting to be closed to the public; and
 - b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
57. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.

58. A vote shall not be taken during a Meeting or part of a Meeting that is closed to the public where to do so would be in contravention of any Act.
59. Upon resuming open session, the Mayor shall state:
 - a) The matters which were considered; and
 - b) Confirmation that no motions were carried in camera other than procedural motions or directions to staff.
60. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law.

Call to Order and Quorum

61. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.
62. The Mayor shall chair Council Meetings unless he/she is unavailable or has a conflict. In the absence of the Mayor and if a quorum is present, the Deputy Mayor shall call the Members to order and shall preside during the Meeting or until the arrival of the Mayor. If the Deputy Mayor is also not present within fifteen (15) minutes after the time set for the Meeting and a quorum is present, the Clerk, or designate, shall call the Meeting to order and the Members present shall appoint a Chair until the arrival of the Mayor or Deputy Mayor, whoever is the first to arrive and is able to assume the Chair. **(18-46)**
63. The Mayor shall chair Council Meetings unless he/she is unavailable or has a conflict. In the absence of the Mayor and if a quorum is present, the Committee of the Whole Chair shall call the Members to order and shall preside during the Meeting or until the arrival of the Mayor.
64. While presiding, the Chair shall have all the powers of the Mayor for the purpose of conducting the Meeting.
65. If, during the course of a Meeting, quorum is lost, the Chair shall declare that the Meeting shall stand recessed temporarily or be adjourned until the date of the next Meeting called in accordance with the provisions of this by-law.
66. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.

O Canada

67. The Council shall sing O Canada prior to proceeding with the business before Council Meeting.

Approval of Agenda

68. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote. Supplementary items that are presented shall include an explanation as to its urgency.
69. Whenever possible, the Clerk shall endeavour to circulate supplementary items and supporting documentation to Council and post them on the Municipal Website for consideration by the public as soon as practicable in advance of the Regular Meeting.

Disclosure of Pecuniary Interest

70. Where a Member, either on his/her own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:
 - a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
 - b) not take part in the discussion of or vote on any question with respect to the matter; and
 - c) not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.
71. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, in addition to complying with the requirements of [Section 69](#), the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.
72. Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.
73. The Member shall provide such declaration in writing to the Clerk, and the Clerk shall record the particulars of every disclosure of interest made, the nature thereof, and any such record shall appear in the minutes of that particular Meeting.

Approval of Minutes

74. The minutes of a Council Meeting shall record:
 - a) the place, date and time of the Meeting;
 - b) the names of the Presiding Officer(s) and attendance record of the Members and staff present;
 - c) disclosure of pecuniary interest;
 - d) the reading, if requested, correction and adoption of the minutes of prior Meeting(s);
 - e) all other proceedings of the Meeting without note or comment;
 - f) the mover and seconder of all motions;

g) the time of adjournment.

75. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

Public Meetings

76. Council shall hold Public Meetings, as required, by law for purposes under the *Planning Act*, R.S.O. 1990, c. P.13, as amended; *Development Charges Act, 1997*, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.
77. Council may also hold Public Meetings relating to matters within Council or a Committee's jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate format such as a public information session, open house, or participation workshop.
78. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.
79. Individuals shall sign the 'Public Meeting Sign-in Sheet' prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.
80. All comments are to be addressed through the Mayor or Chair.
81. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
82. No motions shall be made as a result of comments made during a Public Meeting. Members and staff shall not be engaged in a debate or discussion during a Public Meeting.
83. During Public Meetings, no Member of the public shall:
- a) speak disrespectfully of any person;
 - b) use improper or non-parliamentary language;
 - c) disobey the rules of procedure or a decision of the Mayor or Chair; or
 - d) speak to Council about matters:
 - i. involving current or pending litigation;
 - ii. involving insurance claims;
 - iii. administrative complaints that have not been reported and investigated through the Customer Service process;
 - iv. beyond the jurisdiction of Council; or
 - v. contrary to MFIPPA.

84. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

Deputations and Presentations

85. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

Delegations

86. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.
87. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon eight (8) days prior to the Meeting of Council or Committee.
88. The person(s) desiring to present shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes. Council may grant permission to any Delegation to speak for longer than 10 minutes.
89. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.
90. Persons may only appear before Council or Committee once every twelve months on the same topic.
91. No Delegate shall:
 - a) speak disrespectfully of any person;
 - b) use improper language or non-parliamentary language;
 - c) speak on any subject other than the subject for which they have received approval to address Council or a Committee;
 - d) disobey the rules of procedure or a decision of the Mayor or Chair; or
 - e) speak to Council about matters
 - i. involving current or pending litigation;
 - ii. involving insurance claims;
 - iii. administrative complaints that have not been reported and investigated through the Customer Service process;
 - iv. beyond the jurisdiction of Council; or
 - v. contrary to MFIPPA.

92. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.
93. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.
94. Following a Delegation, Council shall adopt a motion:
 - a) to receive as information; or
 - b) to refer to another item listed on the Meeting agenda; or
 - c) to refer to a committee or staff for a report; or
 - d) to refer to New Business for consideration.

Committee of the Whole

95. The Committee of the Whole is a mechanism to allow freer debate and consideration of reports, by-laws, and other business matters.
96. Any matter debated at Committee of the Whole may be held for further consideration, one time only, at the following Meeting based on a vote of at least four Members present.

Consent Items

97. The Mayor or Chair shall review the Consent Items at a Regular Meeting by providing Members with an opportunity to ask brief questions or make limited comments.
98. Council shall adopt the Consent Items by one motion, but prior to consideration of such motion, a Member may request that a specific item is pulled to be voted on individually.

Information Items

99. Information Items are matters that are principally for the information of Council and may not require action or response from Council.
100. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.
101. Communications are generally considered public documents and are therefore subject to the MFIPPA.

102. The Clerk shall produce an Information List for each Regular Meeting of Council. It shall contain Communications addressed to Council or of a general nature applicable to Council business.

Rise and Report

103. After the Committee of the Whole has finished its deliberations, its recommendations and findings shall be presented for formal adoption by Council. Council shall adopt the recommendations considered by the Committee of the Whole in an omnibus motion, which deems those recommendations to be resolutions of Council.

By-laws

104. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.

105. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.

106. At the conclusion of all Council Meetings, a by-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A confirming by-law when introduced shall be taken as read and finally adopted without debate.

Other/New Business

107. Under Other/New business Council shall consider:

- a) Items that are circulated on the agenda.
- b) Items referred to New Business pursuant to a delegation.
- c) Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest.
- d) Proposed motions for which Notice of Motion has been given.

108. Under New Business, substantive motions may be put forward with respect to items, but to be adopted by Council without issuance of a Notice of Motion, the question shall be supported by minimum two-thirds of the Members present and voting, failing which the proposed resolution shall be placed on the Meeting agenda for consideration at the next Regular Meeting.

Notice of Motion

109. At a Regular Meeting a Member shall give notice that he or she intends to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.

- a) For a motion to be considered, it shall first be discussed with the appropriate Department Head or the CAO prior to introducing it.
- b) The Notice of Motion shall be submitted in writing, to the Clerk prior to the regular agenda deadline.
- c) The motion may not be submitted as part of an addendum to an agenda.
- d) A motion for which notice has been given shall be added under Other/New Business on the agenda.
- e) If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
- f) No delegations shall be permitted to speak on a Notice of Motion.

Announcements and Invitations

- 110. Each Member of Council may make any announcements, and extend any invitations that have been received since the previous Council Meeting.

Adjournment

- 111. Council shall adjourn four hours after the commencement of the meeting.
- 112. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.

PART V – COMMITTEES & BOARDS

- 113. Council may, from time to time, appoint certain Council Members, ratepayers, staff, professionals or others, to serve on such external committees and boards and report to Council. These appointments may be made by resolution unless specifically required by law to be passed by by-law.
- 114. When a Committee is composed of Council Members or a Councillor vacancy occurs on a Committee, the Mayor shall call for nomination of Council Members for that Committee, and such nominations shall be confirmed by resolution of Council prior to final approval.
- 115. When a Committee is established and comprised of public Members, or a vacancy of a public Member occurs on a Committee, Council may review any applications containing personal matters about an identifiable individual during a Closed Session prior to deciding on the nominations, which are then adopted at a Regular Meeting.
- 116. Reports of Committee Meetings shall be received and the recommendations considered by Council in the Consent Items part of the Agenda on an ongoing basis.

Striking Committee

- 117. Prior to the Inaugural Meeting, the Head shall appoint a Striking Committee.

- a) The Striking Committee is comprised of the Mayor, Deputy Mayor and all ward councillors.
- b) The Striking Committee shall make recommendations for a Chair for Committee of the Whole. Council shall consider rotating the Chair position every year. In appointing the Chair, consideration shall be given to workload balance, individual interests and Councillor development.
- c) The Striking Committee shall make recommendations for Councillor and citizen appointments to Agencies, Boards, Committees based on the expressed preferences of individual Members of Council.

Advisory and Ad-Hoc Committees

- 118. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.
- 119. Ad-Hoc Committees may be established by Council or a Committee to consider a specific matter.
- 120. Once the task has been completed, the Ad-Hoc Committee will present a final report to Council.
- 121. When an Ad-Hoc Committee has made its final report to Council, it shall be deemed to be dissolved, unless otherwise determined by Council.
- 122. The Chair of the Advisory/Ad-Hoc Committee, unless otherwise prescribed by Council resolution or set out in the Committee's Terms of Reference, is chosen by the Members of the Committee.
- 123. The Chair shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chair's efforts to do so.
- 124. If the Chair desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chair shall call on another Member to temporarily fill the chair role.

PART VI – DEBATE

Conduct of Members

- 125. Members shall:
 - a) discharge with integrity all responsibilities to Council, the Municipality, and the public, in keeping with approved corporate policies.
 - b) encourage public respect for and try to improve the administration of the Municipality;

- c) not speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;
- d) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- e) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- f) be respectful of staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;
- g) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- h) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- i) when a Member is speaking, no other Member shall speak or pass between the Member speaking and the Mayor or Chair, or interrupt the Member except to raise a Point of Order;
- j) any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while he/she is speaking; and,
- k) ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

126. In addition, Council Members shall:

- a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
- b) serve their constituents in a conscientious and diligent manner;
- c) where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
- d) attend all Council Meetings in appropriate business casual attire;
- e) the Mayor shall wear the Chain of Office at each Council Meeting;
- f) not consume food in the Council Chambers during Meetings; and,
- g) not speak more than once to a motion or to the same question, or in reply for longer than three (3) minutes. The Mayor or Chair has discretion to provide latitude under this Section, but where such latitude is granted, the Mayor or Chair will endeavour to provide it equally to all Members.

Motions

127. All motions shall be moved and seconded before being read and then debated. There is no requirement in Council or Committee of the Whole to stand to read resolutions. Whenever possible the proper wording is on the display screen for Members and the public prior to any debate.

128. After a motion has been read and the wording confirmed, it shall be deemed to be in the possession of Council or the Committee and therefore the seconder need not vote in favour of the motion.
129. When a motion is under debate, no other motion shall be received, except a motion to amend, defer, refer, table, divide the question, or call the question.
130. After the question is called, no Member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
131. Resolutions shall require a Majority in order to be valid and binding on Council or a Committee, unless otherwise specified in this by-law.

Motion to Call the Question

132. A motion to call the question is not debatable, cannot be amended, and shall take precedence over any other motion. It is only proper after all Members wishing to speak to the matter have had an opportunity to speak at least once.

Motion to Adjourn

133. A motion to adjourn the Meeting shall be put immediately without debate.

Withdraw of Motion

134. A motion may be withdrawn at any time before decision with the consent of the mover, seconder, and a majority of Members. A withdrawn motion does not finally determine a matter and therefore does not trigger reconsideration in accordance with [Sections 148-154](#).
135. Where a withdrawal motion fails, a substitute mover is permissible in those circumstances so that the original mover is not forced to vote in favour of a motion that he or she wished to withdrawal.

Ultra Vires

136. A motion in respect to a matter which is beyond the scope of power (i.e. ultra vires the jurisdiction) of Council or a Committee shall not be in order except regarding a matter which, in the opinion of the majority of the Members, the question has to do with the welfare of the Municipality's citizens generally.

Ruling Challenge

137. The ruling of the Mayor or Chair on a procedural matter, including a Point of Order and Point of Personal Privilege, may be overturned by a two-thirds vote of the Members. Such a vote is conducted by the Clerk.

Motions Without Notice

138. All notices of motions shall be in writing, with written notice (most commonly through the Agenda package notice), with the following exceptions that may be introduced without notice:

- a) Point of Order;
- b) Point of Personal Privilege;
- c) to suspend a rule of procedure in this by-law;
- d) for a ruling by the Mayor or Chair as to whether an action is in compliance with a rule of procedure;
- e) to overturn a ruling by the Mayor or Chair with respect to a matter of procedure;
- f) to call the question, which is not debatable; and,
- g) to adjourn, which is not debatable.

Dispensing with Notice

139. Any motion may be introduced without notice if the Members, without debate, dispense with notice with a two-thirds majority vote of the Members present.

Motion to Divide the Question

140. Any Member may request that the Mayor or Chair divide the question where there are separate propositions contained in a motion.

141. If there is no objection, the Mayor or Chair shall facilitate the debate and the vote shall be called on each proposition separately. If a Member objects to the division, the Mayor or Chair will call the vote on the question of whether the motion should be divided. In that case, a simple majority is required to divide the question.

142. A motion to divide the question is not debatable.

Motion to Amend

143. A motion to amend the main motion shall:

- a) be moved, seconded and then the amending portion(s) to the main motion shall be dictated;
- b) not be further amended more than once, although further amendments may be made to the main motion;
- c) be relevant to the main motion;
- d) not propose a direct negative to the main motion, although it may propose a separate and distinct disposition of a question; and,
- e) be put to a vote in the reverse order to that in which amendments were moved.

144. The vote on a motion to amend determines only whether the amendment is adopted. The next step will usually involve a vote on the main motion (with the amendments incorporated).

145. A Member other than the mover and seconder may suggest a clarification amendment to the current motion where it does not change the core substance and

is intended to aid with clarity and grammatical correctness. The mover and seconder shall either accept or reject such minor changes immediately and without debate.

Motion to Defer

146. A motion to defer (to a fixed time or date):

- a) is debatable, but only as to whether a matter should be postponed;
- b) is amendable as to the time and/or date;
- c) shall apply to the main motion and any amendments thereto under debate at the time the motion to defer is made.

Motion to Refer

147. A motion to refer (to Committee or Staff):

- a) is debatable, but only to the instructions upon which the question is to be referred;
- b) is amendable as to the instructions given;
- c) shall include the reason(s) for referral.

Motion to Table

148. A motion to table:

- a) is debatable, but only with respect to the issue of whether to table the matter;
- b) is not amendable;
- c) shall not be considered again by the Council until a motion has been made to take up the tabled matter at a subsequent Meeting;
- d) shall be deemed to be withdrawn if not taken from the table after six months.

Reconsideration

149. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.

150. A motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds majority vote of Members present.

151. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.

152. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.

153. No delegations shall be permitted to speak on a Notice of Motion to reconsider.

154. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.

155. During the term of Council, a motion to reconsider shall not be permitted more than once nor shall a vote to reconsider be reconsidered.

Recess

156. Council or a Committee may without motion, recess for a short period deemed appropriate by the Mayor or Chair.

Voting

157. Every Member, including the Mayor and Chair, shall have one vote, unless otherwise prohibited by statute.

158. Every Member present at a Meeting who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and, when required, shall be so recorded, subject to the provisions of this by-law.

159. When a vote is called, every Member shall immediately:

- a) occupy their seat and shall remain there until the result of the vote has been declared;
- b) cease all discussion on the matter immediately; and,
- c) not speak to any other Member or make any noise or disturbance.

160. Any question on which there is a tie vote result shall be deemed to be lost.

161. The Mayor or Chair shall call for a show of hands the Members in favour and the Members opposed and announce the result after each and every vote, unless it is by way of a recorded vote or it is unanimous.

Recorded Vote

162. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.

163. Recorded votes shall not be permitted in the Committee of the Whole.

164. Notwithstanding [Section 163](#), a recorded vote may be called in the Committee of the Whole only if the vote is lost.

PART VII – ENACTMENT

165. This by-law shall come into effect upon its passing.

166. That By-law No. 12-74 and any other by-laws that contravene this by-law shall be and are hereby repealed.

BY-LAW read, passed, signed and sealed in open Council this 17th day of January, 2017.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

**Mississippi Valley Conservation Authority report to Council
August 27, 2019
Councillor Holmes**

Items of Interest from June 26, 2019 meeting:

1. Watershed Tour
 - a) The Board participated in a tour of the western portion on the Mississippi River watershed where the majority of the water structures are located.

Items of interest from July 17, 2019 meeting:

1. Duties and Obligations of Board Members

Helmut R. Brodmann, Bell Baler LLP, gave a presentation on the roles, duties and obligations of Board members, noting that the main obligation is to represent the interests of the Conservation Authority.
2. Q2 Budget Control Report - Highlights
 - a) Spending is on target for 2019.
 - b) 2019 flood control impact is being tracked separately.
 - c) Approximately \$94,000 has been spent on staff time to date.
3. Conservation Ontario Update
 - a) At the Conservation Ontario Council (CO) meeting held on June 24, 2019, a report from Janet Mason, Chair of the Mississippi Valley Conservation Authority was received for information.
 - b) Conservation Ontario is working with the Government in addressing changes to the Conservation Authorities Act.
4. Mississippi Watershed Plan update
 - a) The project is currently in phase one which is the Scoping and Characterization phase.
 - b) A Public Advisory Committee of stakeholders is being formed and membership will be confirmed in September. Stakeholders will include watershed residents, Indigenous communities, government, industry, environmental groups and other interested parties. The Public Advisory Committee will be consulted at various stages of the watershed planning process.
5. Results of Spring Inspection Post April Flood and Watershed Conditions Report
 - a) There has been some damage observed at most Dams however preliminary findings indicate there is no risk of failure at any of the structures.

Meeting minutes are available on the Mississippi Valley Conservation website.

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs



Office of the Minister

Bureau du ministre

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August 16, 2019

To whom it may concern:

As you know, on June 6, 2019, our government passed the *More Homes, More Choice Act, 2019*, which updated the *Conservation Authorities Act*. We made these legislative changes to improve public transparency, consistency, and accountability in conservation authority operations. These changes will give greater control to individual municipalities on conservation authority programs and budgets. These changes will also require conservation authorities to re-focus their efforts on the delivery of programs and services related to their core mandate, such as those related to:

- Risk of natural hazards;
- Conservation and management of CA owned or controlled lands;
- Drinking water source protection;
- Protection of the Lake Simcoe watershed;
- Other programs or services, as prescribed by regulation.

Furthermore, over the coming months, I will be reviewing all of the relevant legislation and regulations that govern Ontario's conservation authorities to explore even more opportunities to re-focus their efforts and to ensure they are best serving the interests of the people of Ontario.

In the meantime, I request that you review and consider your own conservation authority's activities and begin preparations and planning to wind down those activities that fall outside the scope of your core mandate. I also encourage you to refrain from developing new policies that are not aligned with your mandate or with provincial policies. Finally, I ask that while we are undergoing this review and updating the legislation and regulations that you do not proceed with any increases to your fees or levies.

I appreciate the work of conservation authorities and the feedback that was provided on the legislative changes. I look forward to receiving further input and recommendations as we move forward with upcoming regulatory and policy proposals.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Yurek".

Jeff Yurek
Minister of the Environment, Conservation and Parks

INFORMATION LIST #14-19 August 27, 2019

The following is a list of information items received as of Aug 19th, 2019.

Item #	Date	Originator	* Subject
1	July 29,2019	Ministry of Agriculture, Food and Rural Affairs	Rural Economic Development (RED)
2	Aug 6, 2019	Lanark County Interval House	Invitation to AGM
3	Aug 6, 2019	Mills Community Support	Media Release: Donor Event
4	Aug 9, 2019	Mississippi Valley Conservation Authority	Advertisement: Applications to Watershed Advisory Committee
5	Aug 13, 2019	Norfolk County	Resolution re: Leaking Gas Wells
6	Aug 13, 2019	Municipality of Bluewater	Resolution re: Reducing Litter & Waste in Our Communities
7	Aug 13, 2019	Ministry of Finance	Ontario Cannabis Legalization Implementation Fund
8	Aug 14, 2019	Town of Bradford West Gwillimbury	Resolution re: Never Forgotten National Memorial

* Click on the subject name to go to the document

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



July 29, 2019

Her Worship Christa Lowry
Mayor
Corporation of the Municipality of Mississippi Mills
clowry@mississippimills.ca

Dear Mayor Lowry:

On behalf of the Ontario Government, I am pleased to announce the launch of the revitalized Rural Economic Development (RED) program.

Our government is committed to supporting economic growth in rural communities and ensuring that Ontario is open for business. That's why we've updated the RED program – to focus on projects that will bring real benefits to communities and help attract investment and create jobs, while also providing greater value for taxpayer dollars.

The updated program will continue to support projects that diversify and grow local economies and will now target more impactful projects with tangible community benefits. It will also reduce the burden for applicants, create efficiencies in program delivery, and better align with the government's priorities of creating jobs and removing barriers to investment and growth in Ontario's rural communities.

The program will offer two new project categories:

- Economic Diversification and Competitiveness Stream: will support projects that remove barriers to business and job growth, attract investment, attract or retain a skilled workforce or strengthen sector and regional partnerships and diversify regional economies.
- Strategic Economic Infrastructure Stream: will support minor capital projects that advance economic development and investment opportunities.

.../2

The first application intake for eligible applicants will take place from July 29 to September 9, 2019. All program details including the program guide and application form will be available online on July 29, 2019, on the ministry [website](#).

Sincerely,

A handwritten signature in black ink, appearing to read "Ernie Hardeman". The signature is fluid and cursive, with a large initial "E" and a long horizontal stroke at the end.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs



P.O. Box 107
Carleton Place, Ontario
K7C 3P3
Tel: 613-257-3469
Fax: 613-257-5031

August 6, 2019

Dear Community Member:

Lanark County Interval House is holding its Annual General Meeting on September 24, 2019 6 pm at The Grand Hotel, 7 Bridge Street, Carleton Place. We hope that you will be able to join us.

This past year has been both challenging and exciting. AS we honour 40 years of service, we celebrate gains and achievements. We honour growing pains, loss and the ongoing courage of women and children in our county. We have continued to invest in our partnerships, and we continue to evolve. Lanark County Interval House recognizes the need for change and healing, and we commend the efforts being made by and across our community.

By becoming a member, or by attending gatherings of Lanark County Interval House, you demonstrate your commitment to supporting our mission, and goals in supporting women and their children impacted by violence.

We are pleased to tell you that we have an exciting meeting planned. We intend to acknowledge some of the work being done in our county, some of the people who are driving changes, and those who year after year continue to be involved in the mission to support women and children who use our many services. As always we will update the community on the work we are doing and the business aspects of our agency.

We look forward to your participation in our Annual Meeting. If you have any questions, or require further information, please do not hesitate to contact the agency directly or via our website www.lcih.org.

To register please visit Eventbrite <https://www.eventbrite.com/e/lanark-county-interval-house-annual-general-meeting-honoring-40-years-of-service-tickets-66490345413>

Sincerely,

Erin Lee,

Executive Director
Lanark County Interval House
And Community Support

Valerie Martin

Board of Directors Chair
Lanark County Interval House
And Community Support

August 6, 2019

Mills Community Support Salutes Community Donors

Mills Community had a dream – and supporters from communities across Lanark County made it a reality. Recently, the MCS Board of Directors hosted a special event to honour and thank donors who helped to create a new community space at Country Street in Almonte.

“Country Street is an accessible space for seniors and community members to participate in health, social and recreation activities close to home, and the new solarium provides a bright and welcoming space for everyone,” explains Outgoing MCS Board Chair Karen Milligan. “The new solarium was funded completely by individual, community, and business donors in our region.”

“Every day, the space is used as dozens of people benefit from dozens of seniors wellness events and activities held here each month,” adds MCS CEO Rob Eves. “From family gatherings in the solarium to Zumba classes in the adjoining meeting room, it all happens here.”

As part of the event, a unique donor recognition plan was shared. Several local artists have come together to design a donor window/wall/garden to recognize generous Mills Community Support donors. “Together we are creating something incredibly unique and special, just like our donors,” noted Karen Milligan. “Our thanks to artists and designers Stephen Brathwaite, Chandler Swain, Dawn Walker and Ed Lawrence.”

“I think it’s important to note that the donors are from throughout Lanark County – from McDonald’s Corners to Almonte; from Pakenham to Smiths Falls – and everywhere in-between,” summed up MCS CEO Rob Eves. “We are so grateful for everyone’s support of local communities in helping us build healthy, welcoming communities.”

Since the mid-70s, Mills Community Support (MCS) has been there for local communities. More than 160 staff members and 100 volunteers make up the MCS team - providing seniors’ services and programs, affordable housing to seniors and families and support for adults with disabilities. In September, MCS will be making a special announcement regarding its future.



Cutline:
Supporters from communities across Lanark County helped to build the Country Street Solarium.

-30-

Contact:
Rob Eves
Chief Executive Officer
Mills Community Support
613.256.1031 ext. 226
reves@themills.on.ca

WANTED: Advisory Committee Members

The MVCA is developing a Watershed Plan and you are invited to sit on the Public Advisory Committee (PAC). Apply now to have a seat at the table.

Purpose/Scope: The Watershed Advisory Committee will meet at least five times over the course of the project to review, comment and advise on issues facing the watershed and how they could be addressed.

Membership: We are looking for representation from across the Mississippi River watershed and a cross section of landowners and businesses including:

- Aggregates/Mining
- Agriculture
- Developers
- Environmental Groups
- Hydro Producers
- Forestry
- Lake Associations
- Local Commerce
- Watershed Ratepayers

Apply by Friday September 6, 2019: Applications are asked to provide a brief submission describing their experience and ability to offer perspectives related to one or more of the interest listed above, and their experience and affiliation with other groups or committees.

150

For committee selection criteria and other information, please visit our website www.mvc.on.ca/watershedplan or contact our office at 613-253-0006.

**MISSISSIPPI VALLEY CONSERVATION AUTHORITY
WATERSHED PLAN**

**PUBLIC ADVISORY COMMITTEE (PAC)
TERMS OF REFERENCE**

Background

The Mississippi Valley Conservation Authority is developing a Watershed Plan over 2019-2020 that will:

- Characterize the current state of the Mississippi River watershed.
- Identify trends and stressors affecting natural resources and the services they provide.
- Provide a forum for discussion of natural resource management in the watershed.
- Establish goals, objectives and targets for the management of area natural resources.
- Recommend and prioritize actions and partnership opportunities.
- Identify the financial and other resources needed to implement the plan.
- Inform and guide local land use and infrastructure planning.
- Support public understanding of and support for natural resource management.

Community input from across the watershed and from various sectors is needed to ensure that the Plan considers the range of issues, needs, and priorities of all watershed users.

Role of the PAC

The Watershed Advisory Committee will meet at least five times over the course of the project to review, comment, and advise on the above matters. On occasion, members may be asked to support data collection from and information dissemination to their community or sector.

PAC Membership

The Watershed Advisory Committee will have up to fifteen members that reflect the range of interests in the watershed, including where possible:

- | | |
|---------------------------------|--------------------------|
| • Ratepayers | • Agricultural sector |
| • Land developers | • Aggregates sector |
| • Resource conservation groups | • Forestry sector |
| • Recreation and tourism sector | • Hydro power generators |

Engagement with First Nation and Metis rights holders will proceed in parallel and may include participation on the PAC.

Selection Process

Members will be selected based upon the following criteria:

- their experience and expertise in one or more of the subject areas identified;
- a demonstrated ability to work with others, find common ground and problem solve;
- their knowledge of the Mississippi River and the watershed; and
- a commitment to participate on the Committee for 1 year (Fall 2019-Fall 2020.)

Potential candidates shall submit an application outlining how they meet the criteria as well as relevant skills, knowledge, and affiliations.

Applications will be reviewed by a Selection Committee comprised of the General Manager, Project Manager, and Board Co-Chair. The Selection Committee may choose to interview candidates or ask for references.

Time/Location/Frequency of Meetings

The first meeting will be held in October 2019, with 3 monthly meetings to follow from November 2019 to January 2020. One or two additional meetings will be held as needed in 2020. Meetings will typically be held at the MVCA Administrative Office.

Committee Administration

The following administrative rules shall apply to the functions of the committee:

Meetings

- The Project Manager shall be responsible for ensuring adequate notice to members of upcoming meetings, and for preparing and distributing agenda and other information.
- All meetings are open to the public.
- The PAC will be co-chaired by: a) a member from the MVCA Board of Directors, and b) a member elected by the PAC Members.
- Responsibilities for chairing meetings will alternate between the Board of Director co-chair and the co-chair selected by the PAC Members.
- Either co-chair can chair a meeting where the other has a meeting conflict, or a conflict of interest.
- The General Manager will chair meetings if neither co-chair is available.
- Co-chairs shall declare any real or perceived conflicts during review and acceptance of the Agenda; and shall pass chair responsibilities to the other co-chair or the General Manager.
- A co-chair may participate in discussion and debate of matters where a conflict of interest exists so long as the conflict has been declared and the other co-chair or General Manager is chairing the meeting.
- Co-chairs that do not declare conflicts of interests may be removed and replaced by the MVCA.

Attendance

- PAC Members are expected to attend all meetings.
- The MVCA may remove and replace members that miss three consecutive meetings.
- Quorum is set at 50% plus one of the PAC Members.
- Meetings may proceed in the absence of quorum.

Transparency

- Agenda, materials distributed, and meeting notes will be made available to the public.
- The above records and any other documents associated with PAC operations are subject to the Freedom of Information and Protection of Privacy Act (FIPPA).

Decision making

- Recommendations of the PAC shall be arrived at by consensus decision-making. Where consensus is not achieved, majority and minority viewpoints will be noted.

PAC Member Responsibilities and Conduct

- PAC Members are responsible to:
 - Review background materials provided and be prepared to discuss issues and make recommendations;
 - Work collaboratively with fellow PAC Members, the Chair, and MVCA staff; and
 - On occasion, support the collection and dissemination of information to their sector/ organization.
- PAC Members will conduct themselves in a manner that:
 - Supports the objectives of the Advisory committee;
 - Brings credibility and goodwill to the Committee;
 - Respects fair play and due process;
 - Abides by the MVCA Anti-Harassment Policy (attached);
 - Demonstrates respect for individuals in all manifestations of their cultural diversity and life circumstances; and
 - Respects and gives fair consideration to diverse and opposing viewpoints.
- PAC Members not fulfilling the above responsibilities and code of conduct may be removed and replaced by the MVCA.

Compensation

- Members will be reimbursed for reasonable out-of-pocket expenses incurred through participation on the Committee
- The mileage rates used will be the same as those approved for the MVCA Board of Directors.

5. Workplace Violence and Harassment

5.1 Policy

Mississippi Valley Conservation Authority is committed to providing a safe, healthy and supportive work environment and will be proactive in the prevention of workplace violence and harassment by ensuring employee awareness and investigating reported incidents of violence and harassment in an objective and timely manner, taking necessary action; and providing appropriate support for victims.

This policy applies to all employees, Board members or other individuals representing Mississippi Valley Conservation Authority and to any location in which you are engaged in work-related activities. This includes, but is not limited to, Mississippi Valley Conservation Authority property and vehicles, personal vehicles while used for work-related purposes, restaurants, meeting facilities and hotels that are being used for business purposes or for corporately sponsored events.

This policy addresses workplace harassment and violence from all sources such as other employees, supervisors, residents, suppliers and members of the public.

This policy ensures that:

- Individuals are aware and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed;
- Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

5.2 Definitions

5.2.1 Workplace Harassment

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Harassment includes discrimination based on the protected grounds included in human rights legislation:

- Age
- Creed (religion)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation
- Gender identity
- Gender expression
- Family status (such as being in a parent-child relationship)

- Marital status (including married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same-sex or opposite-sex relationship)
- Disability (including mental, physical, developmental or learning disabilities)
- Race
- Ancestry
- Place of origin
- Ethnic origin
- Citizenship
- Colour
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received)
- Association or relationship with a person identified by one of the above grounds
- Perception that one of the above grounds applies.

Examples of discriminatory harassment include:

- Humiliating or demeaning ‘teasing’, jokes or behavior that belittle or ridicule a person’s membership in one of the protected grounds, such as race or religion
- Imitating a person’s accent, speech or mannerisms
- Persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children
- Inappropriate comments or jokes about an individual’s age, sexual orientation, personal appearance or weight (whether underweight or overweight)

The supervisor will take into consideration whether the harasser knew or should have known that the comments or conduct were not welcome in determining what appropriate action should be taken.

5.2.2 Workplace Sexual Harassment

Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. The person engaging in the harassing behavior does not necessarily have to have power or authority over the victim, although that is commonly the case.

Sexual harassment includes comments and/or conduct that could reasonably be considered by you to be unwelcome or offensive. It also includes negative or inappropriate comments and conduct not necessarily sexual in nature but directed at you because of your gender.

Both men and women can be victims of harassment. Someone of the same or opposite sex can harass you.

Some examples of behavior that constitute sexual harassment include:

- Sexual advances or demands that you do not welcome or want;
- Threats, punishment or denial of a benefit for refusing a sexual advance;
- Offering a benefit in exchange for a sexual favor;
- Leering or inappropriate gestures;
- Displaying sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material;
- Distributing sexually explicit e-mail messages or attachments such as pictures or video files;
- Sexually suggestive or obscene comments or gestures;
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about your body, clothing or sex;
- Persistent, unwanted attention after a consensual relationship ends;
- Physical contact of a sexual nature, such as touching or caressing; and
- Sexual assault.

The supervisor will take into consideration whether the harasser knew or should have known that the comments or conduct were unwelcome in determining what appropriate action should be taken.

5.2.3 Workplace Violence

Workplace violence is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence include:

- Any direct, veiled or conditional actions in the form of intimidation or assault, either verbal or physical such as hitting, blocking, shoving, unwanted kissing, touching, etc.
- Verbal/emotional/psychological abuse such as swearing, put-downs/name calling, labelling the victim in a derogatory way such as stupid, crazy or irrational, or other acts of humiliation leading the victim to believe they are at risk.
- Personal, public or corporate property damage.
- Bullying: repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment.

5.2.4 Domestic Violence

When MVCA becomes aware of, or ought reasonably to be aware of, domestic violence that would likely expose a worker to physical injury in the workplace, MVCA must take every precaution reasonable in the circumstances to protect the worker.

Some indicators that domestic violence may occur in the workplace include reported concerns from the targeted worker or other workers, threatening calls or unwelcome visits at the workplace.

It is recommended that employees report their concerns to their supervisor if they fear that domestic violence may enter the workplace. MVCA is required to take reasonable measures to protect all employees from violence.

5.2.5 Poisoned Work Environment

Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it an uncomfortable place in which to work. This is also considered harassment.

Examples of actions that can create a poisoned work environment include:

- Displaying offensive, discriminatory materials, such as posters, pictures, calendars, web sites or screen savers;
- Distributing offensive or discriminatory e-mail messages or attachments such as pictures or video files;
- Practical jokes that embarrass or insult someone; and
- Jokes or insults that are offensive, racist or sexual in nature.

5.3 Preventing Violence and Harassment

It is our mutual responsibility to ensure that we create and maintain a harassment-free workplace.

Mississippi Valley Conservation Authority will do its part by not tolerating or condoning discriminatory or sexual harassment, violence, or a poisoned work environment. Regular training is provided to employees on how to diffuse potentially harmful situations and how to effectively and professionally communicate and deal with co-workers, clients, members of the public, etc. Mississippi Valley Conservation Authority is committed to making everyone aware of what behavior is and is not appropriate, investigating complaints, and taking suitable corrective measures.

You must do your part by ensuring that your behavior does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

5.4 Complaint Procedure – Workplace Harassment

5.4.1 Informal Procedure

1. Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwanted behaviour. Where the employee feels comfortable in doing so, they should communicate their disapproval in a respectful manner with the other person(s) regarding the behavior, conduct or comments and request that the offending behavior

cease. Keep a personal written record of the date, time, details of the comments, and witnesses, if any. Although this may be difficult to do, telling the person you do not like their actions is often enough to stop the behavior.

2. Some of the things you can say that might stop the behavior include:

“I don’t want you to do that.”

“Please stop doing or saying ...”

“It makes me uncomfortable when you . . .”

“I don’t find it funny when you . . .”

3. If you believe that someone who is not an employee, for example a board member, member of the general public or a supplier, has harassed you, please report the harassment to your supervisor.

5.4.2 Formal Procedure

1. If you are unable to resolve the matter by dealing directly with the person, or if you feel uncomfortable about approaching him or her, speak to your supervisor. To the extent possible, your supervisor will attempt to address this issue.
2. In the event the harasser is your immediate supervisor or manager and you have been unable to resolve the matter by dealing directly with him or her, you should address the issue with the General Manager. If it is inappropriate or not possible to address the issue with the General Manager, the issue should be addressed with the Chairman and subsequently with the Board of Directors of the Authority if required.
3. Once your supervisor has resolved the issue, he or she will advise the General Manager about the complaint and its resolution. This will enable us to be aware of and respond to any pattern of harassment by a particular individual.
4. If your supervisor cannot resolve your complaint or if it is too serious to handle at that level, he or she will refer you to the General Manager. If you are not comfortable approaching your supervisor about your concerns, you may address the issue directly with General Manager.
5. The General Manager will explore your options with you. These options may include counseling you on how to resolve the problem with the individual, educating the person with whom you are having difficulty, or assisting you in making a formal complaint.
6. If you decide to initiate a formal complaint, we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the harassment, specific words or actions as well as the frequency of occurrences and the name of any possible witnesses. A copy of the “Harassment Complaint” form is attached

to this policy.

7. Harassment is a serious matter. Therefore, if you decide not to make a formal complaint, we may still need to look into the matter and take steps to prevent further harassment. We may need to do this if the allegations are particularly serious or there have been previous complaints or incidents involving the alleged harasser. An employee has the right to approach the Human Rights Commission if they are not satisfied with the result of the formal procedure undertaken by the Authority.

5.5 Procedure – Workplace Violence

5.5.1 Risk Assessment for Workplace Violence

The potential risk of violence in all workplaces is assessed. Workplace Violence Risk Assessments are conducted as necessary to ensure compliance with the Act, and the results are reported to the Joint Health and Safety Committee.

Measures will be taken to control risks and will include procedures for specific situations which may include but are not limited to:

- Working alone or after hours
- Working with unstable or volatile residents/members of the public
- Office reception area
- Interior and exterior lighting
- Driving a vehicle to provide service at various sites
- Handling cash

5.5.2 Reporting Emergencies

For acts of violence, assault, or other violent incidents, CALL 911 immediately. Critical information must be provided including the nature of the incident, whether emergency services are required, whether the perpetrator(s) are still present or whether weapons are involved.

After the proper control of the emergency, notify supervisor and complete a Harassment or Violent Incident Report Form.

5.5.3 Reporting Non-Emergencies

These include verbal threats or actions that may lead to emergency situations in the future. Violence-related incidents or hazards should be reported to your supervisor and a Harassment or Violent Incident Report form. The report may be made confidentially; however, information may need to be released to investigate and respond to the complaint.

5.6 Investigation

Mississippi Valley Conservation Authority recognizes the sensitive nature of workplace violence and harassment. Information about a complaint or incident will not be disclosed except to the

extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Mississippi Valley Conservation Authority will commence an investigation as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the complaint.

The investigation will include giving the respondent an opportunity to respond to the allegations. It will also include speaking to witnesses and reviewing any related documentation.

Mississippi Valley Conservation Authority will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a complaint may be disciplined or terminated.

It is our goal to complete any investigation and communicate the results in a fair and timely manner, ideally within 30 days after we receive the complaint.

5.6 Corrective Action

If you have engaged in sexual or discriminatory harassment, been violent in the workplace, or have created a poisoned work environment, you will be subject to disciplinary action, up to and including dismissal for cause.

If you taunt, retaliate against or threaten anyone for exercising his or her rights under this policy, you may be subject to disciplinary action, up to and including dismissal for cause.

If you make a complaint in good faith and without malice, you will not be subject to any form of discipline, regardless of the outcome of the investigation. We will discipline or terminate anyone who brings a complaint in bad faith or a malicious complaint.

Other resources available to provide support and help to address workplace harassment or violence include the Joint Health and Safety Committee, and Employee Assistance Program.



August 13, 2019

The Honourable Jeff Yurek
Ministry of the Environment,
Conservation and Parks
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
Jeff.yurek@pc.ola.org

Toby Barrett – MPP Haldimand – Norfolk
11th Floor
77 Grenville St.
Toronto, ON M5S 1B3
Toby.barret@pc.ola.org

The Honourable John Yakabuski
Ministry of Natural Resources and Forestry
Whitney Block
Suite 6630
6th Floor
99 Wellesley St. W
Toronto, ON M7A 1W3
john.yakabuski@pc.ola.org

Re: Request For Provincial Response to address Gas Well Issues

Norfolk County Council, at their meeting of July 9 2019, approved Resolution No. 4 which reads as follows:

Res. No. 4

THAT THAT Staff Report HSS 19-31, Leaking Gas Wells - Ministry of Natural Resources Funding Update, be received as information;

AND THAT Council approve the proposed plan and direct staff to obtain required approvals and licensing from the required Ministries;

AND THAT Council exempt staff from the quotation and tendering procedures for goods and services outlined in Norfolk County Policy ECS-02 in accordance with single source and emergency purchase provisions, as required, for the work described in this report for remediation at the site located at 1925 Forestry Farm Road, Langton and further research for the broader hydrogeological challenges in the area;

AND THAT Council authorizes the General Manager, Health and Social Services and/or the General Manager, Public Works to enter into the necessary contracts with the appropriate suppliers, contractors and sub-contractors to complete the work;

AND THAT Council authorizes staff to amend the 2019 Capital Plan for the 1925 Forestry Farm Road, Langton project once external funding has been secured at which time the project can proceed.

AND THAT the Mayor and Council provide a letter to the Honourable John Yakabuski, MNRF, Mike Harris, Parliamentary Assistant to the MNRF and Toby Barret, Haldimand Norfolk MPP, demanding immediate funding for municipal extraneous costs to implement the permanent solution for the leaking gas well at 1925 Forestry Farm Road, Langton and the broader hydrogeological research;

AND THAT the Mayor and Council provide a letter to the Honourable Jeff Yurek, MECP, Andrea Khanjin, Parliamentary Assistant to the MECP and Toby Barrett, Haldimand Norfolk MPP requesting engagement with Norfolk County, other Ministries and the experts to advance the knowledge of the leaking gas wells and its impacts and to demand funding for municipal extraneous costs of the air quality monitoring affecting the health and wellbeing of the residents and the remediation of the environmental impacts;

AND THAT Council be made aware of any future requests to the County for additional seismic exploration in Norfolk County prior to permission being granted;

AND FURTHER THAT copies of this resolution be sent to Ministry of the Environment, Ministry of Health, Ontario Geological Survey and all Ontario Municipalities.

The staff report may be viewed online on the County's Website, (Item 5 b) i), July 9, 2019).

Yours Truly,



Andrew Grozelle
County Clerk

cc. The Honourable Christine Elliott, Minister of Health and Long-Term Care
christine.elliott@pc.ola.org
Renée-Luce Simard, Acting Director, Ontario Geological Survey
renee-luce.simard@ontario.ca

Municipality of
Bluewater

August 13, 2019

Transmitted VIA Email

doug.ford@pc.ola.org

Legislative Building

ATTN: Premier of Ontario

Queens Park

Toronto, ON

N7A 1A1

Dear Doug Ford:

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on July 29, 2019 passed the following resolution:

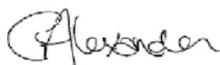
MOVED: Councillor Whetstone **SECONDED:** Councillor Harris

THAT the Corporation of the Municipality of Bluewater endorse and supports the resolution of the Town of Halton Hills calling upon the Province of Ontario, through the discussion paper entitled "Reducing Litter and Waste in our Communities", to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers;

AND FURTHER THAT the Province of Ontario review current producer requirements and look for extended producer responsibility for all packaging;

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of the Environment, Conservation, and Parks; the Minister of Municipal Affairs; the Association of Municipalities of Ontario; the County of Huron, and all municipalities in the Province of Ontario. **CARRIED.**

Sincerely,



Chandra Alexander

Manager of Corporate Services



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

2019-0141

Moved by: Clark Somerville Date: July 8, 2019
Councillor Clark Somerville

Seconded by: Jane F. Fogel Resolution No.: _____

WHEREAS the Province of Ontario, through the Ministry of the Environment, Conservation and Parks, has posted a discussion paper entitled "Reducing Litter and Waste in our Communities";

AN WHEREAS producer responsibility has not been adequately addressed by the Province of Ontario;

AND WHEREAS a successful deposit/return program for single use plastic, aluminum and metal drink containers has been in existence in other Provinces in Canada including Newfoundland, Nova Scotia and British Columbia;

AND WHEREAS these successful program have eliminated many of these containers from the natural environment;

THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills call upon the Province of Ontario, through the discussion paper entitled "Reducing Litter and Waste in our Communities", to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers;

AND FURTHER THAT that the Province of Ontario review current producer requirements and look for extended producer responsibility for all packaging;

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs; the Association of Municipalities of Ontario; the Region of Halton; and all municipalities in the Province of Ontario.

Rick Bonnette
Mayor Rick Bonnette

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-314-6331

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-314-6331

August 13, 2019

Dear Head of Council:

I am writing to provide you with an update on the Ontario Cannabis Legalization Implementation Fund (OCLIF).

As you know, OCLIF was announced in 2018 as a \$40 million initiative over two years to help municipalities with the implementation costs of recreational cannabis legalization. In early 2019, the government provided municipalities with \$30 million in OCLIF funding, and \$10 million was set aside to address costs from unforeseen circumstances related to the legalization of recreational cannabis, for which priority would be given to municipalities that did not opt-out of hosting cannabis retail stores.

Ontario's objectives are to protect our youth and communities and to combat the illegal cannabis market. To support these objectives, the government has made an investment of \$3.26 million to support enhanced enforcement against illegal cannabis operations. An investment of \$3.06 million this year is enabling enhanced enforcement through provincial joint forces cannabis enforcement teams, led by the Ontario Provincial Police, and a targeted investment of \$200,000 to the Toronto Police Service is supporting their efforts to combat illegal cannabis operations in the City of Toronto.

This investment directly benefits municipalities. The enforcement teams work on a regional basis and are available to all municipalities and First Nations. This collaborative approach enables law enforcement to efficiently target crime in an organized way that is coordinated and consistent across the province.

The government will distribute the remaining \$6.74 million in OCLIF funding this month as follows:

- Funding will be provided on a per household basis to municipalities that did not opt-out of hosting retail stores as of January 22, 2019, adjusted so that each recipient municipality will receive at least \$5,000.
- Lower-tier and upper-tier municipalities will receive funding based on 50% of their households. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality. If a lower tier municipality opted-

.../cont'd

out, the upper tier municipality will not receive funding on a per household basis in relation to that municipality.

The government is providing this funding now to municipalities in a manner similar to past payments. This means municipalities will have the funds on hand to use for the same implementation costs the fund was designed to support.

The Deputy Minister of Finance will write shortly to the Treasurers of recipient municipalities with details about the administration of this funding and attach each municipality's specific allocation notice. Payments will also be processed at that time.

The province also committed that, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50 per cent of the surplus to those municipalities that did not opt out as of January 22, 2019. Provinces receive excise duty from the federal government over time, and it is early in the two year legalization period. The Ministry of Finance will connect with AMO and the City of Toronto on this commitment after the first two years of legalization are completed in 2020.

Municipalities have been important partners in the successful implementation of the federal government's legalization of recreational cannabis. We look forward to continuing to work together in this regard.

Sincerely,

Original signed by

Rod Phillips
Minister of Finance

c: The Honourable Doug Downey, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Dan Miles, Chief of Staff, Ministry of Finance
Paul Boniferro, Deputy Attorney General
Greg Orencsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Executive Director, Ontario Legalization of Cannabis
Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry
of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning
Policy Division, Ministry of Municipal Affairs and Housing

August 14, 2019

VIA EMAIL

Royal Canadian Legion
Orville Hand Branch 521
115 Back Street
Bradford, Ontario
L3Z 1W8

Dear Lt. Col. Ferguson Mobbs and members of the Royal Canadian Legion,

At its meeting of August 6, 2019, the Council of The Corporation of The Town of Bradford West Gwillimbury passed the following motion with respect to the Never Forgotten National Memorial.

Resolution 2019-275 Leduc/Contois

WHEREAS the residents of Bradford West Gwillimbury have a proud tradition of honouring those who made the supreme sacrifice on behalf of Canada in armed conflicts across the world;

AND WHEREAS the Never Forgotten National Memorial Foundation has been established to develop commemorative programming, exhibits and monuments at a site on Cape Breton Island as a place of remembrance and thanks for those brave individuals who lost their lives so far from home;

AND WHEREAS the Orville Hand Branch 521 of the Royal Canadian Legion has endorsed the Never Forgotten National Monument Program;

AND WHEREAS the Foundation is seeking the support of businesses, agencies, government organizations, and individuals across Canada to bring life to this important national memorial;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the Town of Bradford West Gwillimbury supports efforts to develop the Never Forgotten National Memorial and so advises Mr. Scot Davidson – Member of Parliament, the Honorable Caroline Mulroney – Member of Provincial Parliament, the Federation of Canadian Municipalities and all municipalities in Ontario.

CARRIED.

Sincerely,



Alana Schrieder
Administrative Assistant

c: Scot Davidson, MP
Hon. Caroline Mulroney, MPP, York-Simcoe
Federation of Canadian Municipalities, and all municipalities of Ontario



COUNCIL CALENDAR

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Civic Holiday Office Closed	6	7	8	9	10
11	12	13 8am CEDC 12:30 Ag 6pm Council	14 2:30 Library 3pm Parks & Rec 5:30 CoA	15	16	17
18	19 <div style="border: 1px solid black; padding: 2px; display: inline-block;">AMO</div>	20	21 3pm AAC	22	23	24
25	26	27 6pm Council	28 5pm Heritage	29	30	31



COUNCIL CALENDAR

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labour Day Office Closed	3 6pm Council	4	5	6	7
8	9	10 9:30am CPAC	11 2:30pm Library ← OEMC →	12	13	14
15	16	17 8am CEDC 6pm Council	18 3pm Accessibility 5:30 CoA	19 9am Fin & Pol ← OAPSB Zone 2 →	20	21
22	23	24 3pm Parks & Rec	25 5pm Heritage	26	27	28
29	30					

THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BY-LAW NO. 19-73

BEING a by-law for the purpose of accepting a strip of land deeded to the Town for the purpose of development control into the municipal highway system.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25* as amended, grants authority to the council of local municipalities to pass by-laws in respect of municipal highways;

AND WHEREAS the lands described herein have been conveyed to the Corporation of the Town of Mississippi Mills for the purpose of development control;

AND WHEREAS the Council of the Corporation of the Town of Mississippi Mills deems it desirable to assume these lands into the Town's road system for road purposes;

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

1. Part 1 on Reference Plan 26R-1699 as in PIN 05086-0146, Municipal of Mississippi Mills, be dedicated as part of the municipal road network, and hereby accepted for public purposes and dedicated to the municipal highway system;
2. This by-law comes into force and effect upon the day of its passing.

BY-LAW READ, passed, signed and sealed in open Council this 27th day of August, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BY-LAW NO. 19-74

BEING a by-law for the purpose of accepting a strip of land deeded to the Town for the purpose of development control into the municipal highway system.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25* as amended, grants authority to the council of local municipalities to pass by-laws in respect of municipal highways;

AND WHEREAS the lands described herein have been conveyed to the Corporation of the Town of Mississippi Mills for the purpose of development control;

AND WHEREAS the Council of the Corporation of the Town of Mississippi Mills deems it desirable to assume these lands into the Town's road system for road purposes;

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

1. RDAL BTN 5&6 Pakenham BTN the W Limit of 26R30 and the W Limit and It's extension NLY of Pt 10, 26R1577; Pt Lt 5 Con 8 Pakenham Pt 10, 26R 1577; Town of Mississippi Mills, being all of PIN 0577-0142 (LT), Municipality of Mississippi Mills, be dedicated as part of the municipal road network, and hereby accepted for public purposes and dedicated to the municipal highway system;
2. This by-law comes into force and effect upon the day of its passing.

BY-LAW READ, passed, signed and sealed in open Council this 27th day of August, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-75

BEING a by-law to authorize the Assessment Review Board to exercise certain powers and function of the Council of the Corporation of Mississippi Mills with respect to tax applications due to sickness or extreme poverty

WHEREAS by Section 357 (11) of the *Municipal Act 2001, S.O. 2001, c.25* as amended, permits Council of the Corporation of the Municipality of Mississippi Mills to pass a by-law to delegate to the Assessment Review Board the authority to exercise the powers and functions of Council under Section 357 (1) and 357 (5);

AND WHEREAS the Council of the Corporation of Mississippi Mills wishes to restrict the scope of the delegation of authority set out under Section 357 (1) of *the Act*;

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

1. The Assessment Review Board shall only exercise the powers and functions of the Council of the Corporation of Mississippi Mills under Section 357 (1) (d.1) of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, in respect of an application for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty.
2. The Assessment Review Board shall exercise the powers and functions of the Council of the Corporation of Mississippi Mills under Section 357 (5) in respect of an application under Section 1 of this by-law.
3. This by-law shall come into force and take effect on the date of its passing.

BY-LAW read, passed, signed and sealed in open Council this **27th day of August, 2019.**

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-76

BEING a by-law to amend By-law 18-93.

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

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

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

AND WHEREAS Council approved By-law 18-93 on October 2, 2018;

AND WHEREAS legal counsel has advised of a more accurate legal description of the lands;

NOW THEREFORE the Council of The Corporation of the Municipality of Mississippi Mills is amended as follows:

1. THAT the Corporation of the Municipality of Mississippi Mills declares that the portions of the road allowances described below as surplus to its requirements:

Part of Malcolm Street, Plan 6262, Burnside Section, (Almonte), Municipality of Mississippi Mills, Being all of PIN 05088-0218;

Part of William Street, Plan 6262, Burnside Section, (Almonte Municipality of Mississippi Mills, Being all of PIN 05088-0216;

Part of Maitland Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0220;

Part of Mary Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0139;

Part of Mary Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0140;

Part of James Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0142;

Part of James Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0143;

Part of William Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0145;

Part of John Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Part 3, Plan 27R-11242, Part of PIN 05088-0141;

Part of James Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Part 2, Plan 27R-11242, Part of PIN 05088-0144;

Part of Malcolm Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Parts 5, 6, and 7, Plan 27R-11242, Part of PIN 05088-0147;

Part of Malloch Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Part 1, Plan 27R-11242; Part of PIN 05088-0152;

2. THAT the said road allowances are hereby stopped up and closed.

3. THAT the Mayor and Clerk are authorized to Transfer to Andrew and Glenna Brown the lands described as follows:

Part of Malcolm Street, Plan 6262, Burnside Section, (Almonte), Municipality of Mississippi Mills, Being all of PIN 05088-0218;

Part of William Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0216;

Part of Maitland Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0220;

Part of Mary Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0139;

Part of Mary Street, Plan 6262, Burnside Section, (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0140;

Part of James Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0142;

Part of James Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0143;

Part of William Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, Being all of PIN 05088-0145;

Part of John Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Part 3, Plan 27R-11242, Part of PIN 05088-0141;

Part of James Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Part 2, Plan 27R-11242, Part of PIN 05088-0144;

Part of Malcolm Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Parts 5 and 7, Plan 27R-11242, Part of PIN 05088-0147;

Part of Malloch Street, Plan 6262, Burnside Section (Almonte) Municipality of Mississippi Mills, BEING Part 1, Plan 27R-11242; Part of PIN 05088-0152;

4. THAT upon passing, this By-law shall be registered in the Land Titles Office for Lanark County.

BY-LAW read, passed, signed and sealed in open Council this 27th day of August, 2019

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

June 12, 2019

Ontario Good Roads Association
1525 Cornwall Road
Unit 22
Oakville, ON L6J 0B2

Attention: Rick Kester, President

Re: 2019 Ontario Good Roads Association combined conference resolution

At the Municipality of South Huron Council meeting of June 3, 2019, Council passed the following resolution:

Motion: 329-2019

Moved: T. Oke

Seconded: B. Willard

Whereas on the May 21, 2019 Regular Council agenda, correspondence item 11.6 was received from the Ontario Good Roads Association (OGRA); and

Whereas at the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & Rural Ontario Municipalities (ROMA); and

Whereas included in item 11.6 was correspondence from ROMA to OGRA dated March 22, 2019 which responded that the ROMA Board is not prepared to enter into discussions with OGRA for the purpose of combining the respective conferences at this time; and

Whereas South Huron Council discussed this item and noted as a past attendee of the combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort each February, not only financially for the municipality but also for availability for participation of members of Council and staff;

Now Therefore Be It Resolved that the Council of the Municipality of South Huron support the original resolution passed at the OGRA AGM to re-establish a combined OGRA & ROMA conference; and

Furthermore that a letter be sent to the ROMA Board of Directors, outlining our support for a collaborative OGRA ROMA annual combined conference, and that this letter of support be circulated to the Ontario Municipalities, and the OGRA Board of Directors. Disposition: Carried

The above is for your consideration and any attention deemed necessary.

Sincerely,



Rebekah Msuya-Collison, Director of Legislative Services/Clerk
Municipality of South Huron
519-235-0310 x227
clerk@southhuron.ca

c. Rural Ontario Municipal Association
c. All Huron County municipalities



MEDIA RELEASE

June 20, 2019

BETTER TOGETHER! **ALMONTE GENERAL HOSPITAL AND** **CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL** **BOTH AWARDED ACCREDITATION WITH EXEMPLARY STANDING**

Almonte General Hospital (AGH) and Carleton Place & District Memorial Hospital (CPDMH) have both been awarded *Accreditation with Exemplary Standing* from Accreditation Canada.

This is the highest level of Accreditation and is awarded to organizations that go beyond the requirements and demonstrate excellence in continuously improving patient and resident care. The surveys took place at the two hospitals, as well as Fairview Manor. Only a small number of healthcare organizations receive this designation.

“This is a milestone to be celebrated, and we congratulate you and your team for your commitment to providing safe, high quality health services,” notes Julie Langlois, Chair, Accreditation Decision Committee.

“We are proud to have met the highest national standards for quality improvement and patient safety,” says Mary Wilson Trider, President and CEO. “This exemplary result is a reflection of everyone’s hard work and commitment to high quality care for our patients and residents.”

The two hospitals worked closely together to prepare for the surveys. “We shared best practices and learned from one another,” explains Mary Wilson Trider. “In fact, some of the survey meetings were held together for the two organizations, including Community Partners, Principle Based Care and Decision Making, Leadership and Quality Management. We were pleased to include members of our Patient and Family Advisory Committees in the process as well.”

The surveyors congratulated all teams on their success, sharing comments from patients, residents and families. They noted that the overall sentiment heard both in Almonte and Carleton Place was that: “The hospital is the heart of the community and our community is our heart.”

In Almonte, patients said: “There is love at this hospital.” and “You can feel the commitment of the people working here.” In Carleton Place, patients said: “We are very fortunate to have such high-quality care right here in Carleton Place.” and “Staff go out of their way to help patients get the care they need.”

The two hospitals are part of the Mississippi River Health Alliance. The Alliance formalizes the commitment between the two hospitals to share best practices and learn from one another. The result is a more consistent experience for patients and residents.

“This is another great example of the benefits of the two hospitals working together,” notes Rob Clayton, Board Chair, CPDMH.

AGH/FVM Board Chair Randy Larkin agrees. “Together, we have one goal. The best care close to home.”

Hospital accreditation through Accreditation Canada is a voluntary exercise that reviews a health care organization’s care and services. It includes an intensive self-assessment, a survey visit with a team of health care professionals and a comprehensive survey report. The process also involves interviews with staff, residents, physicians, volunteers, patients and families, Board and community members. The surveys took place from May 27 to 31, 2019.



-30-

Media Contact:

Jane Adams

Communications Lead

Almonte General Hospital and

Carleton Place & District Memorial Hospital

613-729-4864

jane@brainstorm.nu



TOWNSHIP OF WARWICK

"A Community in Action"

6332 Nauvoo Road, R.R. #8, Watford, ON N0M 2S0

Township Office: (519) 849-3926 / 1-877-849-3926
Watford Arena: (519) 876-2808
Website: www.warwicktownship.ca

Works Department: (519) 849-3923
Fax: (519) 849-6136
E-mail: info@warwicktownship.ca

June 26, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay Street
11th Floor
Toronto, ON M7A 2S9

Dear Honourable Sir:

Re: Resolution Regarding Enforcement for Safety on Family Farms

Please be advised that Warwick Township Council adopted the following resolution at their regular meeting on June 17, 2019:

WHEREAS agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world;

AND WHEREAS in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals;

AND WHEREAS the protests have become blatantly illegal in nature with extremist groups trespassing onto private property, unlawfully entering into buildings and removing animals without fear of prosecution and even promoting and publishing their crimes on social media;

AND WHEREAS maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations;

AND WHEREAS the recent attacks on farmers homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Township of Warwick requests that Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws - or new legislation - to ensure the safety of Ontario's farm families, employees and animals;

AND BE IT FURTHER RESOLVED THAT this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General, Hon. Doug Ford, Premier of Ontario, Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs and all Municipalities in the Province of Ontario, AMO, and ROMA.

- Carried.

Yours truly,



Amanda Gubbels
Administrator/Clerk
Township of Warwick

cc: The Honourable Doug Ford, Premier of Ontario
The Honourable Sylvia Jones, Solicitor General
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
All Ontario Municipalities
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)



THE
COLLEGE
OF
PHYSICIANS
AND
SURGEONS
OF
ONTARIO

July 8, 2019

TO MAYOR, CITY CLERK AND COUNCILLORS:

**Nominate an Outstanding Ontario Physician in Your Community
The College of Physicians and Surgeons of Ontario Council Award**



Did You Know?

Over the last four years, the Council Award has been presented to four physicians nominated by their local city council?

The College of Physicians and Surgeons (CPSO) is now accepting nominations for the **2020 Council Award**. The Council Award honours outstanding Ontario physicians who have demonstrated excellence and embody a vision of the “ideal physician”.

The criteria for selecting a physician for the Council Award are outlined in the enclosed nomination form. The criteria are based upon eight “physician roles” that reflect society’s expectations of what is needed to practise modern medicine.

Through the award, the College honours Ontario physicians whose performance in each of these roles is outstanding, recognizing that individual physicians will demonstrate more extensive expertise in some roles than in others.

If you know of a physician who meets the selection criteria, please nominate him or her for the Council Award.

The deadline for receipt of nominations is September 30, 2019 at 5:00 p.m.

For further information, please contact the Council Awards Program at 416-967-2600 or 1-800-268-7096 extension 257 or cpsoaward@cpso.on.ca.



The Council Award honours outstanding Ontario physicians who have demonstrated excellence and come closest to meeting society's vision of an "ideal physician."

Four awards are presented each year, in the following categories: Academic Specialty, Community Specialty, Academic Family Practice and Community Family Practice.

CRITERIA

The criteria for selecting a physician for the Council Award is based on the eight physician roles identified as the essential qualities needed to practise modern medicine:

- medical expert/clinical decision maker
- health advocate
- communicator
- learner
- collaborator
- scientist/scholar
- gatekeeper/resource manager
- person & professional

The Council Award recognizes physicians whose performance in these roles is outstanding, recognizing that they may demonstrate more extensive expertise in some roles than in others. Details on the elements of each role are outlined on the CPSO's award webpage.

ELIGIBILITY FOR NOMINATION

Anyone may nominate a physician for the Council Award. To be eligible for nomination, a physician must be licensed in Ontario and be in good standing with the College. Previous nominees who were unsuccessful are eligible. Former recipients of the Council Award or the Excellence in Quality Management of Medical Care Award are not eligible for nomination. Council Members and staff of the College and members of their immediate families are also not eligible.

NOMINATION INSTRUCTIONS

1. Complete the **nomination form**.
2. Provide a **detailed nominator's statement** describing how the nominee has demonstrated overall excellence and contributed to the profession. *You are encouraged to include pertinent supporting materials such as testimonials, reports, media articles, CVs, etc.*
3. Find a **second**er for the nomination who will provide a written testimonial about the nominee's accomplishments.
4. The completed Council Award nomination package (including nominator's statement, supporting material and second'er's statement) can be emailed to cpsoaward@cpso.on.ca or mailed to the following address:

The Council Award,
c/o Communications Department
College of Physicians and Surgeons of Ontario
80 College Street, Toronto, Ontario, M5G 2E2

For more information, please contact:

Call: 416-967-2600 or 1-800-268-7096, ext. 257

E-mail: cpsoaward@cpso.on.ca

Additional information and nomination forms are available at:

www.cpso.on.ca/council-award

CHECKLIST:

- NOMINATION FORM**
- NOMINATOR'S STATEMENT**
- SECONDER'S STATEMENT**
- SUPPORTING DOCUMENTS (OPTIONAL)**
- NOMINEE'S CV (OPTIONAL)**

The deadline for the nominations is Monday, **September 30, 2019** at 5:00 p.m.

From: Angie Beaupre [<mailto:angie.beaupre@bigbrothersbigsisters.ca>]
Sent: June-13-19 3:42 PM
To: Christa Lowry
Subject: Big Brothers Big Sisters of Lanark County : September is BBBS Month

Dear Mayor Lowry,

Last September Big Brothers Big Sisters of Lanark County started a campaign called **"Paint the Town Purple"** to help raise awareness for our need to engage Mentoring volunteers, and the programs that we offer for local children and youth through Lanark County.

This Campaign was a pilot project in Smiths Falls in 2018. The return on this campaign turned into a greater number of inquiries of volunteers and mentors than any other advertising that we had done in the past.

In 2019 we hope to reach out to the rest of Lanark County and raise awareness county wide.

Children who have been in our program see real, positive change.

- The children in our programs graduate from high school at a rate of **20%** higher than the national average.
- **78%** of the children who came from a social assistance background no longer rely on this form of income and a dis-proportionally high number of former agency children graduate from college or university compared to others in their age group.
- On the other hand, children who are denied the benefit of a positive role model are children who will continue to be deemed "at risk" and not children "on the brink of success".

Each volunteer that offers to work with a child through our agency is carefully screened and evaluated for the safety of the children. Thorough background checks are conducted, along with interviewing and training. Children are also given safety training, and go through an interview process, along with their families, to ensure that each match is set up to be successful.

Please help us achieve our goals to support these children. With everyone's help we can work together to continue supporting the children of tomorrow's future.

Please contact me to further this discussion of how your town can participate in this fun event, and help us "Paint The Town Purple" in support of Big Brothers Big Sisters of Lanark County.

Some of our 2018 Purple activities: Local Water Tower spot lights changed to purple for the week of September 18th (BBBS DAY), Proclamation was made by Mayor of Smiths Falls that September was officially BBBS month, many store front windows decorated in purple pride by local business owners with a small competition of best window display, staff wear purple on the 18th, and hash tag photos shared #imagineBBBSLC. I am open to adding new ideas and promotional activities to help us raise awareness for BBBSLC.

Regards,

Angie Beaupre

Fund Development Coordinator
Big Brothers Big Sisters of Lanark County
18 William Street East
Smiths Falls, ON K7A 1C2
613-283-0570

<https://lanark.bigbrothersbigsisters.ca>

<https://www.instagram.com/bbbslanarkcounty/>



Big Brothers Big Sisters
of Lanark County



July 31st, 2019

Attention: Mayor Christa Lowry
Town of Mississippi Mills
3131 Old Perth Road
RR#2, PO Box 400
Almonte, ON K0A 1A0

Dear Mayor Lowry and Mississippi Mills Town Council:

We are proud to share that in 2018 we served over 735 children and youth in Lanark County, more than any prior year.

As you know, Big Brothers Big Sisters has been in Lanark County for over 46 years. We have been offering life changing mentoring programs designed to help children build self-esteem, reduce the impacts of bullying, and increase their school success rate.

During the last few years we have grown substantially to meet the community's growing need, adding more diverse mentoring programs and building staff capacity to answer the call. We hire trained Social Service Workers to carefully screen volunteers, to analyze the needs of the children and their families and to monitor the safety and success of the mentoring programs and services we provide. Child safety is our number one priority.

Big Brothers Big Sisters of Lanark County needs government support to sustain its work. The agency has stretched its resources, maintained its low cost service and diversified its funding sources. Your township's commitment to mentoring has been a welcome investment. We would ask for your consideration in providing \$1,000 to help fund our work again in 2020.

Thank you for considering our request. If you have any questions, please do not hesitate to call me at 283-0570. I would be more than happy to return to do a delegation should you require more information.

Yours sincerely,

Angie Beaupre
Fund Development Coordinator



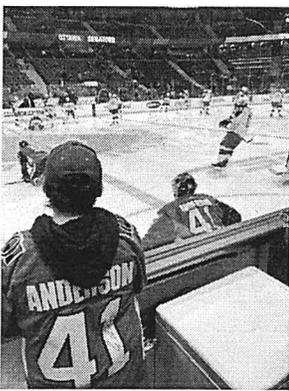


July 29th, 2019

The Impact of Mentoring

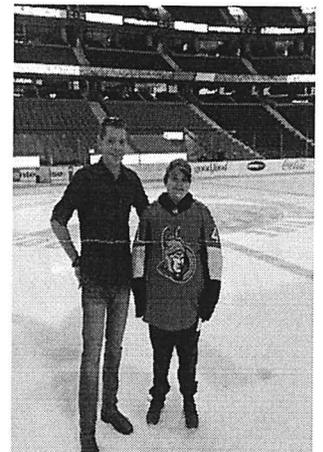
Your donation makes a ***difference***. Below are two stories that share some of the ways our *programs have changed the lives of children and youth in Lanark County through mentoring*. Thank you for donating to Big Brothers Sisters of Lanark (BBBSLC). When you donate your money or time to BBBSLC, ***you are helping to impact the lives of local children and youth.***

At the age of 12 young Cohan was tragically diagnosed with cancer. He was extremely unhappy, unmotivated and didn't see a point in going to school and eventually stopped attending. Then, Cohan met Ryan who would become his In-School-Mentor. Their match flourished and after a month Cohan began to *become excited to attend school again, knowing he would get to spend time with Ryan*. As their friendship continued Cohan became more involved and motivated in school under the mentorship of Ryan.



Cohan and Ryan share their love of sports and recreational outdoor activities such as four wheeling! With the help from some local friends of BBBSLC Cohan and Ryan had the opportunity to attend a Senators game and receive the VIP treatment. In a thank you card to the agency Cohan and Ryan stated, ***“Thank you so much for organizing our adventure to the Senators game...It was a night we won't forget!”*** During their VIP treatment in the Bell box they enjoyed a nice meal in which Cohan said his favourite part was the cotton candy bar! They watched the warm up from the penalty box, had their picture taken on ice, received a signed Anderson jersey and participated in a live player interview! *It is experiences and memories like this that our matches will cherish forever.*

Cohan and Ryan's friendship is still going strong, they have now become a *Traditional match* with BBBSLC and hope to spend more time together in the future. The change in this boy's life was remarkable with the guidance and kindness he received from his big Ryan and this would not be possible without the support of our funders. *The money you donate creates friendship, builds trusting relationships and promotes change in the lives of those who need it the most.*



18 William Street East, Smiths Falls, Ontario K7A 1C2 Canada



Phone: 613-283-0570 | Fax: 613-283-2251 | www.bigbrothersbigsisterslanark.ca

The following match story has just begun a short four months ago, but at BBBSLC we feel this *match will be one that continues for years to come*. Fiona, a 9 year old girl struggled with relating to her peers, was often bullied and felt very alone at school until a volunteer at her school was matched with her as an In-School-Mentor.



Fiona and Brenda (a retired teacher) hit it off immediately, Jon our Mentoring Coordinator shared, "***Fiona's energy completely changes when she is around Brenda, she lights up.***" Fiona and Brenda share their love for art and reading together. Brenda supports Fiona in creating her own comic books and drawings. Recently, Fiona was able to meet an editor and an artist through Brenda's connections. Fiona is able to experience many new and exciting things in life because of her friendship with Brenda. Their In-School-Match has now become a Traditional match within the agency so that they can spend more time together.

This summer, Fiona and Brenda have been enjoying boat rides and swimming adventures! Fiona has been able to confide in Brenda as *she feels she is a safe person to share her thoughts and questions with*. This match is a perfect example of what we hope for with every friendship within the agency, one that we believe will continue for years and give the children and youth someone to look up to, to confide in, and share their interests with. Lastly and most importantly, we hope that our mentors and mentees will positively impact each other's lives forever.

This year we hope you will consider giving the gift of ***friendship***, one of the greatest gifts a child can receive. We invite you to make a lasting impact on a child's life, like Cohan or Fiona's, by making a donation to Big Brothers Big Sisters of Lanark County. *The money you give to BBBSLC will be used to provide more children like Cohan and Fiona with **life changing mentoring relationships**.*

Warmest Regards,

April Taillefer & Angie Beaupre

Agency Promoter & Fund Development Coordinator

P.S. All gifts are tax deductible!

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Municipality of Mississippi Mills
PENDING LIST
August 27, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates	Every Quarter
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	CAO	CAO to report back to Council	Q3/Q4
Parking Study	Planning	Survey has been published, parking study underway. Final report to be presented to Council	Q3/Q4
Paterson St. Crossovers	Public Works	Staff to bring forward staff report as per Council direction provided on Aug 13, 2019 (Resolution No. 432-19)	Q3/Q4